Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, November 10, 2021 | **1:00 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

INAUGURAL MEETING

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. CALL TO ORDER

2. TERRITORIAL ACKNOWLEDGEMENT

3. ELECTION OF CHAIR OF THE BOARD

4. ELECTION OF VICE CHAIR OF THE BOARD

5. RECESS FOR MEETING OF THE CAPITAL REGION HOUSING CORPORATION AND THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD

6. APPROVAL OF THE AGENDA

7. INAUGURAL ADDRESS OF THE CHAIR

8. ADOPTION OF MINUTES

8.1. 21-822 Minutes of the October 13, 2021 and the minutes of the October 27, 2021 Capital Regional District Board meetings

Recommendation: That the minutes of the Capital Regional District Board meetings of October 13, 2021 and October 27, 2021 be adopted as circulated.

Attachments: Minutes: October 13, 2021

Minutes: October 27, 2021

8.2. 21-841 Minutes of Previous Committee and Commission Meetings

Recommendation: 1. That the minutes of the Committee of the Whole meeting of May 12, 2021 be adopted as circulated.
2. That the minutes of the Appointments Advisory Committee meeting of October 6, 2021 be adopted as circulated.
3. That the minutes of the Committee of the Whole meeting of October 27, 2021 be adopted as circulated.

Attachments: Minutes: COW May 12, 2021

Minutes: COW October 27, 2021

Minutes: Appts. Adv. Ctee. October 6, 2021

9. PRESENTATIONS/DELEGATIONS

In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email legserv@crd.bc.ca.

CRD encourages delegations to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

9.1. Presentations

9.2. Delegations

9.2.1. 21-851 Delegation - Ian Robertson; Representing Greater Victoria Harbour Authority: Re: Agenda Item 13.2.: Motion with Notice: Cruise Industry (Director Brice)

10. CONSENT AGENDA

10.1. 21-650 2022 Budget Process for the Royal Theatre Service and the McPherson Playhouse Service

Recommendation: [At the October 15, 2021 RMTS Advisory Committee meeting, the recommendation was amended by adding recommendation item 2:]
The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:
1. That the 2022 Budget Process for the Royal Theatre Service and the McPherson Playhouse Service report be received for information; and
2. That the maximum allowable contribution amount be approved for the Royal Theatre and McPherson Playhouse services.
(NWA)

Attachments: Staff Report: 2022 Budget Process Theatres Services
Appendix A: Provisional Operating Budget 2022 RMTSociety
Appendix B: Capital Plans RMTSociety
RMTS Presentation: RMTS Financial Status

10.2. 21-686 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: External Grants Dashboard
Appendix B: Investing in Canada Infrastructure Program Funding Update

10.3. 21-687 COVID-19 Safe Restart Grants for Local Governments - Regional Update

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
That the COVID-19 Safe Restart Grants for Local Governments - Regional Update report be received for information.
(NWA)

Attachments: Staff Report: Safe Restart Grants Regional Services Update
Appendix A: Regional Services Projects

10.4. 21-676 Municipal Finance Authority - Debt Issuance Terms

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
That the Municipal Finance Authority - Debt Issuance Terms report be received for information.
(NWA)

Attachments: Staff Report: Municipal Finance Authority - Debt Issuance Terms
Appendix A: Magic Lake Notice Assent Voting Opportunity
Appendix B: Rate Analysis

10.5. 21-674 Letter from Mayor Helps, City of Victoria, dated October 25, 2021 re: Letter from Regional District of Mount Waddington - Contribution to Lytton Fire Relief

Recommendation: [At the November 3, 2021 Finance Committee meeting, the following recommendation was carried:]
That the correspondence be received for information.
(NWA)

Attachments: Correspondence: Mayor Helps (October 25, 2021)

10.6. 21-825 Motion with Notice: Minimum Time Allocation for Budget Deliberations (Director Isitt)

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
That the Board direct that beginning in the autumn of 2022 and continuing in future years (until such time as this policy is varied), a minimum of one full meeting day will be scheduled for the Board's deliberations on the next year's Financial Plan.
(NWA)

10.7. 21-721 Recycling in British Columbia - Extended Producer Responsibility Five-Year Action Plan

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

Attachments: Staff Report: Recycling in BC - EPR 5 Year Action Plan

Appendix A: Advancing Recycling in BC - EPR 5 Year Action Plan 2021-26

10.8. 21-771 Waste Stream Management Licensing

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That staff include the investigation of waste stream management licensing as part of the Solid Waste Management Plan Short-Term Implementation Framework.
(NWA)

Attachments: Staff Report: Waste Stream Management Licensing

Appendix A: Letter from City of Victoria re Draft SWMP - Feb. 12, 2021

Appendix B: SWMP - Short-Term Implementation Framework

10.9. 21-706 Development Permit with Variance for Lot 9, Section 129, Sooke District, Plan VIP67208 - 590 Seedtree Road

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000083 for Lot 9, Section 129, Sooke District, Plan VIP67208 to authorize the subdivision of land designated as Steep Slope, Riparian, and Sensitive Ecosystems Development Permit Areas; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10% to 8.49% for proposed Lot A and 10 % to 6.4% for proposed Lot B, as shown on the plans prepared by J.E. Anderson, dated August 30, 2021, be approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments:
Staff Report: DVP for 590 Seedtree Road
Appendix A: Subject Property Map
Appendix B: Proposed Subdivision Phases
Appendix C: Development Permit Guidelines
Appendix D: Permit DV000083

10.10. 21-717 Liquor Lounge Endorsement Application (10236 West Coast Road)

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
1. That comments be provided to the LCRB confirming the CRD Board has considered the proposed location, person capacity, hours of liquor service, impact of noise, the general impact on the community, and public comments received for the proposed lounge endorsement application for Jordan River Brewery (LP000023);
2. That public comments received on application LP000023 be provided to the LCRB;
3. That a recommendation of approval-in-principle for lounge endorsement application for Jordan River Brewery (LP000023) be provided to the LCRB subject to the following conditions:
a. final adoption of rezoning Bylaw No. 4381.
(NWA)

Attachments:
Staff Report: Liquor Lounge App. - 10236 W. Coast Rd.
Appendix A: Subject Property Map
Appendix B: Zoning Map
Appendix C: Site Plan
Appendix D: Floor Plan
Appendix E: Letter of Intent for Lounge Endorsement

10.11. 21-719 Radio Communication and Broadcasting Antenna Systems Applications for:
1. Lot 205, Renfrew District - 6215 Powder Main Road; and
2. Block C, District Lot 251, Renfrew District as shown on Plan EPP100555 - West Coast Road.

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
1. That a statement of concurrence be provided to Rogers Communications for the proposed 68 m radio communication and broadcasting antenna system on Lot 205, Renfrew District (LP000026); and
2. That a statement of concurrence be provided to Rogers Communications for the proposed 63 m radio communication and broadcasting antenna system on Block C, District Lot 251, Renfrew District as shown on Plan EPP100555 (LP000027).
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report: Radio & Antenna Applications
Appendix A: Subject Property Map LP000026
Appendix B: Development Proposal LP000026
Appendix C: Subject Property Map LP000027
Appendix D: Development Proposal LP000027
Appendix E: Public Submission and Applicant Response
Appendix F: Evaluation Criteria

10.12. 21-677 E&N Rail Trail - Humpback Connector

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

Attachments: Staff Report: E&N Rail Trail - Humpback Connector
Appendix A: Development Phasing Plan - Map
Appendix B: Detailed Status of E&N Rail Trail Development

10.13. 21-673 Ecological Values and Biodiversity in Regional Parks

Recommendation: [At the October 27, 2021 Regional Parks Committee meeting, the following motion arising was carried:]
That the matter be referred to staff to report back to the Committee by January 2022 on the advisability of adopting the conservation strategy on an interim basis pending the updating of that strategy.
(NWA)

Attachments: Staff Report: Ecological Values and Biodiversity in Regional Parks
Appendix A: Draft Conservation Strategy Framework - March 2010

10.14. 21-794 CRD Regional Parks - Mosquito Population Management and Control Program

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the Board authorize up to $15,000 of funding toward a feasibility study for the replacement of the Tsawout flapper gate; and
2. That staff undertake a drainage study for the ditches in Island View Beach Regional Park, share the results with the District of Central Saanich and Tsawout First Nation, and report back.
(WP- ALL)

Attachments: Staff Report: Mosquito Population Mgmt and Control Program

Appendix A: Integrated Pest Management Plan

Appendix B: IVBRP – Mosquito Development Site Map

Appendix C: VectoBac 200G Larvicide Application

Appendix D: Aqua-Tex Ditch Maintenance Report

Appendix E: Letter from District of Central Saanich Council

10.15. 21-755 Motion with Notice: Lighting and Trail Improvement/Widening Policy (Director Plant)

Recommendation: [At the October 27, 2021 Regional Parks Committee meeting, the motion with notice "That staff develop a Lighting and Trail Improvement/Widening Policy" was referred to staff for more information:]
That the Regional Parks Committee recommend to the Board:
That this item be referred to staff to report back on current endeavors and the advisability of such new policies.
(NWA)

10.16. 21-756 Motion with Notice: Construction and Detour Policy (Director Plant)

Recommendation: [At the October 27, 2021 Regional Parks Committee meeting, the motion with notice "That staff develop a Construction and Detour Policy" was referred to staff for more information:]
That the Regional Parks Committee recommend to the Board:
That this item be referred to staff to report back on current endeavors and the advisability of such new policies.
(NWA)

10.17. 21-791 Capital Regional District Transportation Working Group Terms of Reference

Recommendation: [At the October 20, 2021 Transportation Committee meeting, the recommendation was amended:]
The Transportation Committee recommends to the Capital Regional District Board:
1. That 4.a) of the Terms of Reference be replaced with the wording, "The Working Group will meet bi-monthly. Additional meetings, as required, may be scheduled by CRD staff. The frequency of meetings will be reviewed after a year."
2. That the Transportation Working Group Terms of Reference be approved as amended.
(NWA)

Attachments: Staff Report: CRD Transportation Working Group Terms of Reference

Appendix A: Transportation Working Group Terms of Reference

11. ADMINISTRATION REPORTS

11.1. 21-817 Bylaw Nos. 4465, 4466, and 4467: Updates to Water Supply, Water Distribution and Bulk Water Fees and Charges Bylaws

Recommendation: 1. That Bylaw No. 4465, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 23, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4465 be adopted.
(WP - All except SGI & SSI, 2/3rds on adoption)
3. That Bylaw No. 4466, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 11, 2021", be introduced and read a first, second and third time; and
4. That Bylaw No. 4466 be adopted.
(WP - Colwood, Langford, Metchosin, Sooke, View Royal, JDF EA, 2/3rds on adoption)
5. That Bylaw No. 4467, "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 41, 2021", be introduced and read a first, second and third time; and
6. That Bylaw No. 4467 be adopted.
(WP - Central Saanich, North Saanich & Sidney, 2/3rds on adoption)

Attachments: Staff Report: Bylaws - 2022 Fee and Changes

Appendix A: Bylaw No 4465 - Water Supply Fee Charge Amendment 2022

Appendix B: Bylaw No. 4466 - Water Distribution Fee Charge Amendment 2022

Appendix C: Bylaw No. 4467 - Bulk Water Rates Bylaw Amendment 2022

12. REPORTS OF COMMITTEES

Electoral Areas Committee

12.1. 21-645 Bylaw Nos. 4470 and 4471: Fees and Charges (Local Utilities)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4470, " Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time.
2. That Bylaw No. 4470 be adopted.
(NWA, 2/3rds on adoption)
3. That Bylaw No. 4471, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021", be introduced and read a first, second, and third time.
4. That Bylaw No. 4471 be adopted.
(WP - JDF EA & SGI, 2/3rds on adoption)

Attachments: Staff Reports Bylaws 4470-4471 Fee Charges Bylaw

Appendix A: 4470 SSI Utility Fee & Charges Amendment

Appendix B: 4471 SGI & JDF Utility Fee & Charges Amendment

Appendix C: Bylaws 4470-4471 Charges Summary

12.2. 21-838 Salt Spring Island Liquid Waste Bylaw Amendment - Composting Facilities

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4085 be forwarded to the Inspector of Municipalities for approval.
(NWA, 2/3rds on adoption)

Attachments: Staff Report: SSILW Bylaw Amend.- Composting Fac.

Appendix A: Bylaw No.4085

Appendix B: Redlined Bylaw No. 2118

Finance Committee

12.3. 21-762 Bylaw No. 4460: Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4460, "Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4460 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw No. 4460 Temporary Borrowing SGI Harbours

Appendix A: Bylaw No. 4460 Temporary Borrowing SGI Harbours Improvement

12.4. 21-806 Bylaw No. 4463: Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4463, "Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4463 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw 4463 Temporary Borrowing Florence Lake

Appendix A: Bylaw No. 4463 Temporary Borrowing Florence Lake Water Syster

12.5. 21-643 Bylaw No. 4456: Financial Plan Amendment Bylaw No. 3, 2021

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4456, "2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 3, 2021" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4456 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw 4456 Financial Plan Amendment No. 3, 2021

Appendix A: Bylaw No. 4456 Financial Plan Amendment with Schedules A-B

12.6. 21-675 Bylaw No. 4461: Revenue Anticipation (General Purpose) Bylaw No. 1, 2021

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4461, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2021" be introduced and read a first, second, and third time.
2. That Bylaw No. 4461 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw 4461 Revenue Anticipation Borrowing

Bylaw No. 4461 Revenue Anticipation Borrowing 2021

Hospitals and Housing Committee

12.7. 21-815 4734, 4744, 4754 Elk Lake Drive Housing Agreement and Bylaw

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No.4459, "Resale Control and Housing Agreement Bylaw (4734, 4744, 4754 Elk Lake Drive), 2021" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4459 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: 4734, 4744, 4754 Elk Lk Dr Housing Agrm't & Bylaw

Appendix A: Section 219 Covenant and Housing Agreement

Appendix B: Capital Regional District Bylaw No. 4459

Juan de Fuca Land Use Committee

12.8. 21-816 Public Hearing Report on Bylaw No. 4412, “Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021” and Bylaw No. 4413, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021”

Recommendation: a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4412, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on October 5, 2021, for Bylaw No. 4412, be received;
b) That Bylaw No. 4412 be read a third time.
c) That Bylaw No. 4412 be adopted.
d) That the minutes that form the Report of the Public Hearing for Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on October 5, 2021, for Bylaw No. 4413, be received.
e) That Bylaw No. 4413 be read a third time.
f) That Bylaw No. 4413 be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report: PH Rpt on Bylaw No. 4412 and 4413

Appendix A: Proposed Bylaw No. 4412

Appendix B: Proposed Bylaw No. 4413

Appendix C: Reports of the Public Hearing

Regional Parks Committee

12.9. 21-801 Regional Trails Management Plan - Implementation Update

Recommendation: [At the October 27, 2021 Regional Parks Meeting, two additional motions arising were carried and a supplemental table was added:]
The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the report be received for information.
2. That the Board refer strategic action 2 in the Regional Trails Management Plan to the Capital Regional District Transportation Working Group, as a priority for action in 2022 and to refer all outstanding actions from the plan that require local government coordination to the Working Group to consider in advancing regional transportation priorities.
3. That the Committee direct staff to report back in 2022 on options for evaluating the evolution of the regional trail network.
(NWA)

Attachments: Staff Report: Regional Trails Mgmt Plan-Implementation Update

Appendix A: Regional Trails Management Plan

Appendix B: Regional Trails Map

Supplemental Table: RTMP - Implementation Status

13. NOTICE(S) OF MOTION

13.1. 21-515 Motion with Notice: Equity Lens on Transportation Priorities (Director Loveday)

Recommendation: [At the October 20, 2021 Transportation Committee, the following item was referred to the next regular meeting of the Capital Regional District Board without discussion:]
That the CRD Transportation Committee direct staff to report back with a plan to undertake the data collection and analysis that is needed to apply a robust equity lens to transportation priority implementation, advocacy, and future planning.
(NWA)

13.2. 21-826 Motion with Notice: Cruise Industry (Director Brice)

Recommendation: [At the October 27, 2021 special meeting of the Capital Regional District Board, the following motion with notice was given:]
That CRD support the Greater Victoria Harbour Authority and as the Authority has already done:
Write to the Prime Minister asking that the Government of Canada engage with the US Federal Government to develop a mutually beneficial and responsible approach which addresses the handling of cruise ships in our waters and ports so that any future issues will not result in a significant halt to operations of the Alaska Cruise itinerary.
(NWA)

Attachments: Advocacy Letter Template re: Cruise Industry and PVSA

14. BYLAWS

15. NEW BUSINESS

16. MOTION TO CLOSE THE MEETING

16.1. 21-840 Motion to Close the Meeting

Recommendation: That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [2 items]

17. RISE AND REPORT

18. ADJOURNMENT

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

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, October 13, 2021 | **1:10 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

C. Plant (Chair), R. Mersereau (Vice-Chair), D. Blackwell, P. Brent (for D. Howe), S. Brice, J. Brownoff (for F. Haynes) (EP), B. Desjardins, L. Helps, M. Hicks, G. Holman, B. Isitt (EP), J. Loveday, R. Martin (1:44 pm) (EP), C. McNeil-Smith, K. Murdoch (EP), G. Orr, J. Ranns, L. Seaton, D. Screech (EP), M. Tait (EP), N. Taylor, K. Williams (EP), R. Windsor, G. Young

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

EP - Electronic Participation

Regrets: F. Haynes, D. Howe

The meeting was called to order at 1:29 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Blackwell, SECONDED by Director Brice,
That the agenda for the October 13, 2021 Session of the Capital Regional District Board be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. 21-729 Minutes of the September 8, 2021 Capital Regional District Board Meeting

MOVED by Director Blackwell, SECONDED by Director Brice,
That the minutes of the Capital Regional District Board meeting of September 8, 2021 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

5.2.1. 21-787 Delegation - Beatrice Gentili-Hittos; Representing Greater Victoria Acting Together: Re: Agenda Item 8.4.: Updated Capital Regional District Climate Action Strategy

B. Gentilli-Hittos spoke to Item 8.4.

6. CONSENT AGENDA

MOVED by Director Brice, SECONDED by Director Orr,
That consent agenda items 6.1. through 6.12. be approved.
CARRIED

6.1. 21-773 Core Area Inflow & Infiltration Program - 2021 Summary

That this report be received for information.
CARRIED

6.2. 21-783 Core Area Wastewater Treatment Project Closeout

That Core Area Wastewater Treatment Project Closeout Report be received for information.
CARRIED

6.3. 21-693 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, Mark Groulx be appointed as Chief Bylaw Officer.
CARRIED

6.4. 21-601 Solid Waste Management Plan - Implementation Update

That this report be received for information.
CARRIED

6.5. 21-688 Capital Region Energy Retrofit - Business Case

That the Capital Region Energy Retrofit - Business Case be received for information and that implementation be considered as part of the Climate Action 2022 Service Planning Process.
CARRIED

6.6. 21-672 Ecological Asset Management Plan

That staff proceed with ongoing, existing projects and activities that identify and proactively value ecological features in the region and support strategic engagement of First Nations regarding ecosystem values, taking care of land and water, Indigenous languages and place names.

[At the September 22, 2021 First Nations Relations Committee meeting, the following motion arising carried:]

That the First Nations Relations Committee recommends that the Capital Regional District Board refer the following recommendation to the next strategic planning check-in:
That the Capital Regional District Board amend the description of Priority 3a-4 in the 2019-2022 Strategic Plan, so that it reads as follows:
Initiate ecological asset management planning that includes natural infrastructure, First Nations guiding principles, First Nations language & place names, historical uses & invasive species management.
CARRIED

6.7. 21-724 Establishing Best Practices for CRD Meetings

1. That staff report back to the Governance Committee with best practice guidelines for meetings of the Capital Regional District Boards, Committees and Commissions in accordance with the direction set out in this report.
2. That the issue of rescind and reconsider be examined by staff and included in the information moving forward.
CARRIED

6.8. 21-708 Regional Housing First Program: Project Update, Third Quarter 2021

That the Regional Housing First Program: Project Update, Third Quarter 2021 report be received for information.
CARRIED

6.9. 21-610 Development Permit with Variance for Strata Lot 7, Section 97, Sooke District, Strata Plan EPS6132 - 6301 Quail Peak Place

That Development Permit with Variance DV000078 for Strata Lot 7, Section 97, Sooke District, Strata Plan EPS6132, to authorize construction of a single-family dwelling within a Riparian and Sensitive Ecosystem Development Permit Area, and to vary Juan de Fuca Land Use Bylaw No. 2040, as follows:
1. Part 2, Section 9.09(a) to reduce the front yard requirement from 7.5 m to 5.5 m;
2. Part 2, Section 9.09(b) to reduce the side yard requirement from 6 m to 2.5 m; and
3. Part 3, Section 6.0(3) to permit parking to be located within the required front yard be approved.
CARRIED

6.10. 21-649 Development Permit with Variance for Section 4, Renfrew District, Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411, and EPP69011

That Development Permit with Variance DV000081 for Section 4, Renfrew District, except those parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411, and EPP69011 to authorize the subdivision of land designated as Steep Slope, Riparian, and Sensitive Ecosystems Development Permit Areas; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10% to 1.5% for proposed Lot 1, 5% for proposed Lot 2, 1.1% for proposed Lot 5, 6.2% for proposed Lot 6, 0.9% for

proposed Lot 7, 2.5% for proposed Lot 8, 0.5% for proposed Lot 11, and 0.7% for proposed Lot 12, as shown on the Tentative Plan of Subdivision, prepared by J.E. Anderson, dated August 23, 2021, be approved.
CARRIED

6.11. 21-630 Radio Communication and Broadcasting Antenna Systems Application for District Lot 175, Renfrew District - Cedar Coast Road

That a statement of concurrence be provided to Rogers Communications for the proposed 57 m radio communication and broadcasting antenna system on District Lot 175, Renfrew District.
CARRIED

6.12. 21-678 Regional Trails Widening and Lighting Project

That staff be directed to actively develop partnerships and pursue grant funding opportunities, including submission to the federal Active Transportation Fund, to support implementation of the separated use pathway design with lighting.
CARRIED

7. ADMINISTRATION REPORTS

7.1. 21-667 CAO Quarterly Progress Report No. 3 - 2021

R. Lapham spoke to Item 7.1.

Discussion ensued regarding:
- Mandatory vaccine for staff
- Completion of Rails Trail
- Water supply

MOVED by Director Mersereau, SECONDED by Director Orr,
That the CAO Quarterly Progress Report No. 3 - 2021 be received for information.
CARRIED

7.2. 21-758 Outcomes from Board Meeting (September 8, 2021) on Region-Wide Participation in the Arts and Culture Support Service

N. Chan spoke to Item 7.2.

Discussion ensued regarding:
- Exit clause clarification
- Letters to municipalities
- Arts sector support

Director Loveday moved an amended recommendation:

MOVED by Director Loveday, SECONDED by Director Helps,
1. That staff take no further action to draft amendments at this time, including removal of the exit clause, to the establishing bylaw of the Arts and Culture Support Service, Bylaw No. 2884.
2. That the CRD Board Chair send a letter to non participating jurisdictions, outlining the benefits of joining the Arts and Culture Support Service and associated costs, and request that non participating jurisdictions consider joining the existing service voluntarily.

CARRIED

7.3. 21-759 Outcomes from Board Meeting (September 8, 2021) on a New Regional Performing Arts Facilities Service

N. Chan spoke to Item 7.3.

Discussion ensued regarding:
- Regional approach to the service
- Voter approval processes
- Sub-regional Arts Service

Director Loveday moved an amended recommendation:

MOVED by Director Loveday, SECONDED by Director Taylor,
1. That staff take no further action related to Bylaw No. 4445 at this time, nor to its proposed approval process as outlined in the recommendations brought to Board on September 8, 2021.
2. That staff be directed to report back to the CRD Arts Facilities committee with options regarding:
(a) Moving forward with a full regional service that does not include the Alternative Approval Process
(b) A sub-regional arts facilities service
3. That the following motion be postponed until after the CRD Performing Arts Facilities Select Committee have reviewed the above two options:
That the CRD Board Chair send a letter to all CRD jurisdictions, outlining the benefits of joining the Royal Theatre Service and McPherson Playhouse Service, along with associated costs, and encouraging non participating jurisdictions to join these existing services.
CARRIED

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 21-652 Bylaw No. 4455: Tax Exemption (Permissive) Bylaw, 2021

MOVED by Director Hicks, SECONDED by Director Holman,
1. That Bylaw No. 4455, "Tax Exemption (Permissive) Bylaw, 2021" be introduced and read a first, second and third time.
CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,
2. That Bylaw No. 4455 be adopted.
CARRIED

8.2. 21-757 Expansion of Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Area (Bylaw No. 1951)

MOVED by Director Hicks, SECONDED by Alternate Director Brent,
1. That the attached Certificate of Results of the petition to expand the service area boundary for the Willis Point Fire Protection, Emergency Response and Recreation Service be received.
CARRIED

MOVED by Director Hicks, SECONDED by Alternate Director Brent,
2. That Bylaw No. 4458, "Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021" be read a first, second, and third time.
CARRIED

MOVED by Director Hicks, SECONDED by Alternate Director Brent,
3. That Bylaw No. 4458 be adopted.
CARRIED

8.3. 21-761 Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021.

MOVED by Alternate Director Brent, SECONDED by Director Hicks,
1. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time.
CARRIED

MOVED by Alternate Director Brent, SECONDED by Director Hicks,
2. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be adopted.
CARRIED

Environmental Services Committee

8.4. 21-701 Updated Capital Regional District Climate Action Strategy

Director Desjardins spoke to Item 8.4.

The Board thanked staff for their work.

Discussion ensued regarding:
- Bringing the report to Electoral Areas Committee
- Monitoring and reporting updating frequency
- Financial and capital plan
- Inter-governmental collaboration and investment
- Risk management and mitigation
- Updating mapping

Director Martin left the meeting at 2:41 pm.
Director Windsor left the meeting at 2:48 pm.

- Charging infrastructure
- Territorial emissions

MOVED by Director Desjardins, SECONDED by Director Taylor,
1. That the Capital Regional District Regional Climate Action Strategy be approved; and,
2. That staff be directed to forward this report to municipal councils and the Electoral Areas Committee for information.

CARRIED AS AMENDED

9. BYLAWS

9.1. 21-782 Adoption of Bylaw 4411: "Saanich Peninsula Water Supply Water Works Facilities Loan Authorization Bylaw No. 1, 2021"

MOVED by Director McNeil-Smith, SECONDED by Director Orr,
That Bylaw 4411, "Saanich Peninsula Water Supply Water Works Facilities Loan Authorization Bylaw No. 1, 2021" be adopted.
CARRIED

10. NOTICE(S) OF MOTION

There were no notice(s) of motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 21-746 Motion to Close the Meeting

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

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

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

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

MOVED by Director Blackwell, SECONDED by Director Mersereau,
5. That the meeting be closed for Legal Advice under Section 90 (1)(i) of the Community Charter.
CARRIED

The Capital Regional District Board recessed at 2:56 pm and reconvened into its closed session at 3:10 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:05 pm and reported on the following:

In accordance with Bylaw No. 2558, that the following persons be appointed to the Southern Gulf Island Harbours Commission for a term expiring December 31, 2022: Brian Dearden and Rob Fenton.

That the following persons be appointed to the Elk/Beaver Lake Recreational Use Advisory Committee for a term expiring December 31, 2024: Jim Cambridge, Eden Hardcastle, and Melanie Parrott.

14. ADJOURNMENT

MOVED by Director Murdoch, SECONDED by Director Tait,
That the October 13, 2021 Capital Regional District Board meeting be adjourned at 4:05 pm.
CARRIED

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CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, October 27, 2021 **1:20 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

Special Meeting - Following Committee of the Whole

PRESENT:
C. Plant (Chair), R. Mersereau (Vice Chair), D. Blackwell, P. Brent (for D. Howe), S. Brice, B. Desjardins, F. Haynes (EP), M. Hicks (EP), G. Holman, B. Isitt, J. Loveday (EP), R. Martin, C. McNeil-Smith, K. Murdoch (EP), G. Orr, J. Ranns, D. Screech, L. Seaton, N. Taylor (EP) (4:54 pm), K. Williams (EP), R. Windsor, G. Young

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

EP - Electronic Participation

Regrets: L. Helps, D. Howe, M. Tait

The meeting was called to order at 4:49 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director McNeil-Smith, SECONDED by Director Brice,
That the agenda for the October 27, 2021 Session of the Capital Regional District Board be approved.
CARRIED

3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

4. SPECIAL MEETING MATTERS

4.1. 21-807 2022 Service Planning - Community Needs Summaries

MOVED by Director Mersereau, SECONDED by Director Blackwell,
That Appendices A-O Community Need Summaries be received for information.

CARRIED

4.2. 21-700 Capital Regional District 2022 Financial Plan Provisional Approval

MOVED By Director Windsor, SECONDED by Director Mersereau,
1.That the Capital Regional District 2022 Financial Plan be given provisional approval as presented.
2.That the new initiatives and capital identified in Appendix H for January 1, 2022, implementation be approved for expenditure.
CARRIED
Opposed: Blackwell, Hicks, Isitt, McNeil-Smith, Murdoch, Ranns, Screech, Seaton, Young

MOVED By Director Windsor, SECONDED by Director Mersereau,
3.That the 2022 Service Plans be approved as presented; and,
4.That the Staff Establishment Chart as attached in Appendix M be approved.
CARRIED
Opposed: Blackwell, Hicks, Isitt, McNeil-Smith, Murdoch, Ranns, Seaton, Young

4.3. 21-809 Bylaw No. 4468, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 2, 2021"

K. Morley spoke to Item 4.3.

Discussion ensued regarding the levy.

MOVED by Director Desjardins, SECONDED by Director Windsor,
1.That Bylaw No. 4468, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw. 2008, Amendment Bylaw No. 2, 2021", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Desjardins, SECONDED by Director Windsor,
2.That Bylaw No. 4468 be referred to the Inspector of Municipalities for approval.
3.That staff be directed to proceed with elector approval by way of Municipal Council and Electoral Area Director consent.
CARRIED

4.4. 21-808 Temporary Modifications to Election Procedures for Assent Voting (COVID-19) - Pender Islands Health Care Centre Referendum

K. Morley spoke to Item 4.4.

MOVED by Alternate Director Brent, SECONDED by Director Windsor,
That the election procedures for the Pender Islands Health Care Centre Referendum be modified as follows:
1. That sections 15.2 and 16.2(a)(i) of Bylaw 3543, "Capital Regional District Election and Voting Procedures Bylaw, 2008" be waived in order to permit mail ballot voting to all eligible electors;
2. That section 125(1)(b) of the Local Government Act be read as though it provided that the person must, as directed by an election official, comply with section 125(1)(b) as written, or make an oral declaration of the facts set out in that section, in which case the election official must make a record that the person made an oral declaration; and
3. That section 125(1)(c) of the Local Government Act be read as though it

provided that the person must, as directed by an election official, comply with section 125(1)(c) as written, or make an oral declaration of the facts set out in that section, in which case the election official must make a record that the person made an oral declaration and of the facts declared.
CARRIED

5. NOTICE OF MOTIONS

MOVED by Director Brice, SECONDED by Director Windsor,
That the rules of the Capital Regional District Board Procedures Bylaw be suspended to allow a Notice of Motion to be read in at the Special meeting.
CARRIED

Director Brice provided the following Notice of Motion for consideration at the next meeting of the Capital Regional District Board meeting:

That CRD support the Greater Victoria Harbour Authority and as the Authority has already done:
Write to the Prime Minister asking that the Government of Canada engage with the US Federal Government to develop a mutually beneficial and responsible approach which addresses the handling of cruise ships in our waters and ports so that any future issues will not result in a significant halt to operations of the Alaska Cruise itinerary.

Director Isitt, on behalf of Director Helps, provided the following Notice of Motion for consideration as an agenda item at the next meeting of the Finance Committee:

That the City of Victoria letter and the letter from the Mount Waddington Regional District be forwarded to the Finance Committee.

Director Isitt provided the following Notice of Motion for consideration at the next meeting of the Finance Committee:

Minimum Time Allocation for Budget Deliberations
That the Board direct that:
Beginning in the autumn of 2022 and continuing in future years (until such time as this policy is varied), a minimum of one full meeting day will be scheduled for the Board's deliberations on the next year's Financial Plan.

6. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

7. RISE AND REPORT

There was no rise and report.

8. ADJOURNMENT

MOVED by Director Mersereau, SECONDED by Director Windsor,
That the October 27, 2021 Capital Regional District Board meeting be adjourned at 5:02 pm.

CARRIED

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CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Committee of the Whole

Wednesday, May 12, 2021 | **10:30 AM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC V8W 1R7**

Special Meeting

PRESENT
Directors: C. Plant (Chair), R. Mersereau (Vice Chair), D. Blackwell, S. Brice, B. Desjardins (EP), J. Brownoff (for F. Haynes) (EP), L. Helps (10:33 am) (EP), M. Hicks (11:04 am) (EP), G. Holman, P. Brent (for D. Howe) (EP), B. Isitt (10:35 am) (EP), J. Loveday (10:31 am) (EP), C. McNeil-Smith (10:33 am) (EP), R. Martin (EP), H. Braithwaite (for K. Murdoch) (10:32 am) (EP), G. Orr, J. Ranns (EP), D. Screech, L. Seaton, J. Bateman (for M. Tait) (10:34 am) (EP), N. Taylor, K. Williams, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services (EP); G. Harris, Senior Manager, Environmental Protection (EP); E. Sinclair, Senior Manager, Regional and Strategic Planning; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: Directors F. Haynes, D. Howe, K. Murdoch, M. Tait, R. Windsor

The meeting was called to order at 10:30 am.

1. Territorial Acknowledgement

Vice-Chair Mersereau provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Seaton, SECONDED by Director Mersereau,
That the agenda for the May 12, 2021 Session of the Committee of the Whole be approved.
CARRIED

3. Adoption of Minutes

3.1. 21-400 Minutes of the December 9, 2020 Committee of the Whole Meeting

MOVED by Director Seaton, SECONDED by Director Mersereau,
That the minutes of the Committee of the Whole meeting of December 9, 2020 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Plant thanked everyone in attendance and advised the committee of the day's proceedings.

5. Presentations/Delegations

There were no presentations or delegations.

6. Special Meeting Matter(s)

6.1. 21-355 2019-2022 Board Strategic Priorities - Annual Check-In

R. Lapham and K. Lorette spoke to Item 6.1.

Discussion ensued on the following:
- approach to the Rapid Housing Initiative: Round 2
- Climate Action Strategy updates and completion date
- impacts from the discontinuation of the provincial revenue incentive program
- electrification of the CRD fleet vehicles
- environmental protection initiative timelines
- using social media to raise electric vehicle awareness
- progress status on fire grant applications
- strategy to bring high-speed internet to the electoral areas
- the newly created BC economic development agency
- social housing program partners
- advocating to bring doctors into our area
- priorities around greenhouse gas reductions
- First Nations participation with the Capital Regional District
- approaching provincial government for parks funding
- more aggressive advocacy for the E&N Railway

MOVED by Director Mersereau, SECONDED by Director Taylor,
The Committee of the Whole recommends to the Capital Regional District Board:
1. That the current level of effort on CRD Board Priorities be maintained; and
2. That staff, through the service planning process, provide recommendations on funding, timing and service levels for 2022 in accordance with the approved 2019-2022 Board Strategic Priorities.
CARRIED
OPPOSED: Ranns, Young

7. Motion to Report to Board

7.1. 21-393 Motion to Report to the Board

MOVED by Director Blackwell, SECONDED by Director Mersereau,
That the Committee of the Whole report to the Capital Regional District Board at the May 12, 2021 regular meeting regarding item 6.1.
CARRIED

8. Adjournment

MOVED by Director Mersereau, SECONDED by Director Blackwell,
That the May 12, 2021 Committee of the Whole meeting be adjourned at 12:13 pm.
CARRIED

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CHAIR

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Committee of the Whole

Wednesday, October 27, 2021 **1:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC V8W 1R7

Special Meeting - Provisional Budget

PRESENT:
C. Plant (Chair), R. Mersereau (Vice Chair), D. Blackwell, P. Brent (for D. Howe), S. Brice, B. Desjardins, F. Haynes (EP), L. Helps, M. Hicks (EP), G. Holman, B. Isitt, J. Loveday (EP), R. Martin, C. McNeil-Smith, K. Murdoch (EP), G. Orr, J. Ranns, D. Screech, L. Seaton, N. Taylor (EP) (4:54 pm), K. Williams (EP), R. Windsor, G. Young

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

EP - Electronic Participation

Regrets: D. Howe

The meeting was called to order at 1:36 pm.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

MOVED by Director Windsor, SECONDED by Director Brice,
That one (1) additional delegation be permitted to speak, and that the agenda for the October 27, 2021 Session of the Committee of the Whole be approved as amended.
CARRIED

3. Presentations/Delegations

3.1. Presentations

There were no presentations.

3.2. Delegations

3.2.1. 21-818 Delegation - Nitya Harris; Resident of Langford: Re: Agenda Item 4.2.: Capital Regional District 2022 Financial Plan Provisional Approval

N. Harris spoke to Item 4.2.

3.2.2. 21-819 Delegation - Alison Spriggs; Resident of Victoria: Re: Agenda Items 4.1.: 2022 Service Planning - Community Needs Summaries and 4.2. Capital Regional District 2022 Financial Plan Provisional Approval

A. Spriggs spoke to Items 4.1. and 4.2.

3.2.3. 21-820 Delegation - Alastair Craighead; Resident of Victoria: Re: Agenda Items 4.1.: 2022 Service Planning - Community Needs Summaries and 4.2. Capital Regional District 2022 Financial Plan Provisional Approval

A. Craighead spoke to Items 4.1. and 4.2.

3.2.4. 21-824 Delegation - Jenny McClean; Resident of Salt Spring Island: Re: Agenda Item 4.2. Capital Regional District 2022 Financial Plan Provisional Approval

J. McClean spoke to Item 4.2.

4. Special Meeting Matters

4.1. 21-807 2022 Service Planning - Community Needs Summaries

R. Lapham and N. Chan spoke to Item 4.1.

Discussion ensued regarding:
- Mode shift targets
- Service area planning
- Geographic distribution of affordable housing
- Shelter rate units update

MOVED by Director Blackwell, SECONDED by Director Mersereau,
The Committee of the Whole recommends to the Capital Regional District Board:
That Appendices A-O Community Need Summaries be received for information.
CARRIED

4.2. 21-700 Capital Regional District 2022 Financial Plan Provisional Approval

N. Chan spoke to Item 4.2. and provided a PowerPoint presentation regarding the 2022 Provisional Budget.

Discussion ensued regarding:
- Loan authorization approval process
- Land acquisition levy
- Interest rates
- Land value
- Municipal Finance Authority borrowing process
- Debt servicing
- Initiative Business Cases
- E&N trail use
- Recreation initiatives
- Budget increase projection for 2023
- Consolidated cost per household

MOVED By Director Windsor, SECONDED by Director Helps,
The Committee of the Whole recommends to the Capital Regional District Board:
1. That the Capital Regional District 2022 Financial Plan be given provisional approval as presented;
2. That the new initiatives and capital identified in Appendix H for January 1, 2022, implementation be approved for expenditure;
3. That the 2022 Service Plans be approved as presented; and,
4. That the Staff Establishment Chart as attached in Appendix M be approved.

Director Taylor left the meeting at 3:35 pm.

Discussion continued regarding:
- Full time equivalent positions
- Long-term acquisition strategy
- Debt financing
- Budget approval process
- Requisition borrowing
- Population growth
- Borrowing amount

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

Discussion continued regarding:
- Borrowing amount and options
- Land acquisition
- Parks full time equivalent positions

The question was called on the main motion:
1. That the Capital Regional District 2022 Financial Plan be given provisional approval as presented;
2. That the new initiatives and capital identified in Appendix H for January 1,

2022, implementation be approved for expenditure;
3. That the 2022 Service Plans be approved as presented; and,
4. That the Staff Establishment Chart as attached in Appendix M be approved.
CARRIED
Opposed: Blackwell, Hicks, Isitt, McNeil-Smith, Murdoch, Ranns, Seaton, Screech, Young

5. Motion to Report to the Board

5.1. 21-811 Motion to Report to the Board

MOVED by Director Blackwell, SECONDED by Director Mersereau,
That the Committee of the Whole report to the Capital Regional District Board at the special meeting immediately following this meeting regarding items 4.1. and 4.2.
CARRIED

6. Adjournment

MOVED by Director Mersereau, SECONDED by Director Blackwell,
That the October 27, 2021 Committee of the Whole meeting be adjourned at 4:47 pm.
CARRIED

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CHAIR

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

625 Fisgard St.,
Victoria, BC V8W 1R7

Capital Regional District

Meeting Minutes

Appointments Advisory Committee

Wednesday, October 6, 2021 | **9:00 AM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

Special Meeting

Present:
K. Murdoch (Chair), R. Martin (EP), R. Windsor

Staff: K. Morley, General Manager, Corporate Services; C. Gilpin, Manager Arts and Culture; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (recorder)

EP - Electronic Participation

The meeting was called to order at 9:00 am

1. Territorial Acknowledgement

Chair Murdoch provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Windsor, SECONDED by Director Martin,
That the agenda for the October 6, 2021 Appointments Advisory Committee meeting be approved.
CARRIED

3. Motion to Close the Meeting

3.1. 21-726 Motion to Close the Meeting

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

The Appointments Advisory Committee moved to the closed session on October 6, 2021 at 9:03 am.

The Closed session of the Appointments Advisory Committee was adjourned and to be continued on October 27, 2021 at 9:00 am.

The Appointments Advisory Committee rose from its Closed session on October 27, 2021 at 9:51 without report.

4. Adjournment

MOVED by Director Windsor, SECONDED by Director Martin,
That the October 6, 2021 Appointments Advisory Committee meeting be adjourned on October 27, 2021 at 9:51 am.
CARRIED

_____
CHAIR

_____
RECORDER

Making a difference...together

REPORT TO THE ROYAL & MCPHERSON THEATRES SERVICES ADVISORY COMMITTEE MEETING OF FRIDAY, OCTOBER 15, 2021

SUBJECT **2022 Budget Process for the Royal Theatre Service and the McPherson Playhouse Service**

ISSUE SUMMARY

The Royal and McPherson Theatres Services Advisory Committee (RMTSAC) oversees the operating and capital grant provided to the Royal Theatre through service Bylaw No. 2587 and to the McPherson Playhouse through service Bylaw No. 2685.

BACKGROUND

The bylaws governing the theatre services specify a maximum grant of $580,000 for the Royal Theatre ($100,000 operating; $480,000 capital) and $750,000 for the McPherson Playhouse ($350,000 operating; $400,000 capital). Historically the grant to both theatres has been approved at the maximum amount. Capital Regional District (CRD) Financial Services staff are currently structuring the 2022 budget to maintain funding at these levels.

The CRD provides these grants, along with management agreements, to the Royal and McPherson Theatres Society, a non-profit organization of theatre management professionals established for the purpose of operating the Royal Theatre and McPherson Playhouse.

On September 9, 2020, the Royal and McPherson Theatres Services Advisory Committee (RMTSAC) discussed "the need for budget timelines of the Royal & McPherson Theatres Society (RMTS) and the CRD to be better synchronized, so that the Committee could receive a detailed budget when considering funding for the 2022 budget year" and directed staff that "Royal & McPherson Theatres Society to develop an appropriate budget timeline going forward". Consequently, staff have requested operating and capital budgets from the Royal & McPherson Theatres Society for 2022 to align with the CRD budget planning process (see Appendix A for RMTS 2022 operating budget and Appendix B for 5-year capital planning budgets for the Royal Theatre and McPherson Playhouse).

In order to understand the impacts of the current situation on the theatres in the 2022 budget process as it relates to funding of the theatres, the RMTSAC Chair has requested that representatives of the Royal & McPherson Theatres Society meet with the Committee to provide an update on the current and projected operational and financial status of the theatres.

IMPLICATIONS

Financial Implications

Based on available information, the Committee's determination of the needs of the Royal Theatre and McPherson Playhouse through funding service Bylaw Nos. 2587 and 2685 will be reflected in the CRD budget for 2022.

As the reopening timeline is still uncertain, RMTS faces increased operational expenses in the ramp up to full capacity, including costs related to new health and safety protocols, plus recall and retraining of production staff.

In 2022, RMTS will face higher costs and delays in realized revenues. In response to this situation, RMTS is forecasting a deficit that will be offset by the operating reserve that was created so that RMTS could remain financially resilient in challenging years. In terms of cash flow, RMTS has outperformed its conservative burn rate projections during the pandemic so far, and remains highly solvent.

In addition to operational expenses, RMTS has also planned approximately $3 million in building improvement capital expenses for necessary repairs and upgrades, pending outcomes of infrastructure grant applications. These improvements include an HVAC upgrade to the Royal Theatre, building envelope repairs to the McPherson Playhouse, and phase two of new LED lighting installations at the Royal Theatre (see Appendix B for full list of capital projects).

Service Delivery Implications

The Royal and McPherson Theatres Society is navigating an uncertain reopening timeline. Currently, in step 3 of the BC Restart Plan, indoor venues can host audiences up to a maximum of 50% of their normal capacity. The Province of B.C. initially indicated that step 4 of the BC Restart Plan could begin as soon as September 7, which is when venues would retrain to normal operations, including 100% capacity for audiences. That did not happen and the Province of B.C. has not provided a timeline on when step 4 will be reached.

CONCLUSION

Annual funding of the Royal Theatre through Bylaw No. 2587 and for the McPherson Playhouse through Bylaw No. 2685 are part of the budget approval process. The Royal and McPherson Theatres Society has provided a provisional operating budget for 2022 as well as 5-Year capital plans for the Royal Theatre and McPherson Playhouse to provide more context and rationale for the CRD contribution levels.

RECOMMENDATION

That the 2022 Budget Process for the Royal Theatre Service and the McPherson Playhouse Service report be received for information.

Submitted by:	Chris Gilpin, MPA, Manager, Arts and Culture Department
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer

ATTACHMENT(S)

Appendix A: 2022 Draft Budget of the Royal & McPherson Theatres Society
Appendix B: 5 Year Capital Plans for Royal Theatre and McPherson Playhouse

Appendix A

RMTS PROVISIONAL OPERATING BUDGET

The Royal and McPherson Theatres Society
Royal Theatre and McPherson Playhouse
Combined Theatres Financial Budget
For the Year Ending December 31, 2022

		2022 Budget
Revenue		
Rent	$	**537,500**
Labour recovery		**1,340,700**
Other recoveries		**26,900**
Bar & concession		**366,200**
Box office		**727,000**
Marketing recoveries		**-**
		2,998,300
Direct Costs		
Labour		**935,200**
Other direct costs		**17,200**
Bar & concession		**219,000**
Box office		**621,500**
Marketing		**-**
		1,792,900
Gross Profit (Loss)		**1,205,400**
Costs & Expenses		
Non-recoverable production		**171,500**
Non-recoverable front of house		**165,000**
Building operations		**269,600**
Building maintenance		**267,800**
Institutional marketing		**29,600**
Administration		**1,175,400**
Community service		**9,000**
		2,087,900
Earnings (Loss) from Operations		**(882,500)**
Other Income		
Grants from owners		**450,000**
Other revenue		**102,000**
Interest		**2,400**
		554,400
Net Earnings (Loss) before Projects	$	**(328,100)**
Special projects revenue		**160,000**
Special projects expense		**(160,000)**
Net earnings (Loss)	$	**(328,100)**

Appendix B

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numberical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Capital Project Title
Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility
If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
Maintain Level of Service = Project maintains existing or improved level of service.
Advance Board or Corporate Priority = Project is a Board or Corporate priority.
Emergency = Project is required for health or safety reasons.
Cost Benefit = Economic benefit to the organization.

Long-term Planning
Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.
Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.
Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.
Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class
Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.
Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.
Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.295
Service Name: McPherson Theatre

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Replace Lobby Windows	Replacing the current single pane leaking windows	$350,000	B	Cap		$0	$0	$0	$0		$0
20-05	Study	Railing Study	Study to assess the upgrades to interior railings necessary for health and safety	$20,000	B	Cap	$10,000	$0	$0	$0	$0		$0
21-04	Replacement	Replace Extendable Scissor Lift	Replace current scissor lift that has reached the end of its useful life.	$26,000	E	Res	$26,000	$0	$0	$0	$0		$0
21-09	Replacement	Replace and Add FOH Directional Signage	Replace and add directional signage to improve safety, access, audience flow and crowd management.	$20,000	B	Res	$20,000	$0	$0	$0	$0		$0
21-10	Replacement	Balcony Rail Fabrication and Installation	Install interior railings for patron and staff safety	$25,000	B	Res	$25,000	$0	$0	$0	$0		$0
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	$1,163,000	B	Res		$0	$325,000	$300,000	$300,000	$238,000	$1,163,000
22-02	New	Add New Storage Closet in Mezzanine	Construct storage closet in mezzanine level	$10,000	B	Res		$10,000					$10,000
22-04	Renewal	Restore Lobby Floor	Restore terrazzo lobby floor	$25,000	B	Res		$25,000					$25,000
22-05	Renewal	Repair East Elevation Wall	Repair east elevation wall	$2,109,000	B	Res		$2,109,000					$2,109,000
22-06	Renewal	Recoating of Fibreglass Façade	Recoating of fibreglass façade	$13,000	B	Res		$13,000					$13,000
22-07	Renewal	Repair Stand-alone canopies	Repair stand-alone canopies	$5,000	B	Res		$5,000					$5,000
22-08	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	$50,000	B	Res		$50,000					$50,000
													$0
			GRAND TOTAL	**$3,816,000**			**$81,000**	**$2,212,000**	**$325,000**	**$300,000**	**$300,000**	**$238,000**	**$3,375,000**

Service:	1.295	McPherson Theatre

Project Number	Capital Project Title	Capital Project Description
18-01	Replace Lobby Windows	Replacing the current single pane leaking windows

Project Rationale Replace the current single pane leaking windows with better more energy efficient windows

Project Number	Capital Project Title	Capital Project Description
20-05	Railing Study	Study to assess the upgrades to interior railings necessary for health and safety

Project Rationale Study to assess the upgrades to interior railings necessary for health and safety

Project Number	Capital Project Title	Capital Project Description
21-04	Replace Extendable Scissor Lift	Replace current scissor lift that has reached the end of its useful life.

Project Rationale Replace existing 25+ year old scissor lift which has reached the end of its useful life.

Project Number	Capital Project Title	Capital Project Description
21-09	Replace and Add FOH Directional Signage	Replace and add directional signage to improve safety, access, audience flow and crowd management.

Project Rationale Replacing and adding directional signage will improve safety, access, audience flow and crowd management.

Project Number	Capital Project Title	Capital Project Description
21-10	Balcony Rail Fabrication and Installation	Install interior railings for patron and staff safety

Project Rationale Install upgrades to interior railings for safety of patrons and staff.

Project Number	Capital Project Title	Capital Project Description
21-13	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade

Project Rationale Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.

Service: 1.295 McPherson Theatre

Project Number	22-02	**Capital Project Title**	Add New Storage Closet in Mezzanine	**Capital Project Description**	Construct storage closet in mezzanine level

Project Rationale Adding a storage closet between the balcony entrances on the mezzanine level will keep assets secure and maintain clear patron pathways.

Project Number	22-04	**Capital Project Title**	Restore Lobby Floor	**Capital Project Description**	Restore terrazzo lobby floor

Project Rationale Restoring the lobby terrazzo floor by removing the old product will reduce cleaning and maintenance costs and will improve efficiencies.

Project Number	22-05	**Capital Project Title**	Repair East Elevation Wall	**Capital Project Description**	Repair east elevation wall

Project Rationale Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing the east elevation wall to prevent future water damage to the basement and preserve the structural integrity of the wall.

Project Number	22-06	**Capital Project Title**	Recoating of Fibreglass Façade	**Capital Project Description**	Recoating of fibreglass façade

Project Rationale Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Recoating the fibreglass façade will reduce shredding and breaking down.

Project Number	22-07	**Capital Project Title**	Repair Stand-alone canopies	**Capital Project Description**	Repair stand-alone canopies

Project Rationale Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing the stand-alone canopies with the installation of stainless steel wire ropes will improve safety.

Project Number	22-08	**Capital Project Title**	Emergency Repairs	**Capital Project Description**	For Unforeseen Emergency Repairs

Project Rationale Capital funds to accommodate any emergency repairs to the building.

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number
Project number format is "yy-##"
"yy" is the last two digits of the year the project is planned to start.
"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.

For projects in previous capital plans, use the same project numbers previously assigned.

Capital Expenditure Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Capital Project Title
Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Funding Source Codes
Debt = Debenture Debt (new debt only)
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If there is more than one funding source, use additional rows for the project.

Carryforward from 2021
Input the carryforward amount frin tge 2021 capital plan that is remaining to be spent Forecast this spending in 2022 to 2026.

Project Drivers
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Class C (±25-40%) = Estimate based on limited site information; used for program planning.
Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.290
Service Name: Royal Theatre

Project List and Budget

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-03	New	Add Balcony & Pit Railings	Add railings to ensure patron safety and comfort	$75,000	B	Cap	$75,000	$0	$0	$0	$0		$0
21-01	Replacement	HVAC Upgrade	Replace 1994 HVAC main unit in audience chamber.	$500,000	B	Other	$485,000	$0	$0	$0	$0		$0
21-02	Replacement	Replace House Light System - Phase 2	Replace House Light System with upgraded LED technology	$90,000	B	Res	$50,000	$0	$0	$0	$0		$0
21-05	Replacement	Replace Extendable Scissor Lift	Replace existing scissor lift that is past end of life for safety & reliability	$26,000	E	Res	$26,000	$0	$0	$0	$0		$0
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.	$2,293,000	B	Res		$375,000	$350,000	$375,000	$93,000		$1,193,000
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.			Other		$375,000	$350,000	$375,000			$1,100,000
21-13	Renewal	Plan, Rebuild and Expand Orchestra Pit	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers	$115,000	B	Res	$115,000	$0	$0	$0	$0		$0
22-01	Replacement	Replace Theatre Doors Phase 2	Replace house doors in balcony and mezzanine with automated soundproof doors	$230,000	B	Res		$230,000					$230,000
22-03	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	$50,000	B	Res		$50,000					$50,000
23-01	Study	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	$30,000	B	Res		$0	$30,000	$0	$0		$30,000
24-01	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights	$700,000	B	Other		$0	$0		$700,000		$700,000
24-02	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell	$750,000	B	Other					$750,000		$750,000
25-01	Replacement	Replace Seats and Aisle Lights in balcony	Replace 20 year old seats in balcony	$250,000	B	Other		$0	$0	$0	$250,000		$250,000
													$0
			GRAND TOTAL	**$5,109,000**			**$751,000**	**$1,030,000**	**$730,000**	**$750,000**	**$1,793,000**	**$0**	**$4,303,000**

Service:	1.290	Royal Theatre

Project Number	20-03	**Capital Project Title**	Add Balcony & Pit Railings	**Capital Project Description**	Add railings to ensure patron safety and comfort
Project Rationale	The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.				

Project Number	21-01	**Capital Project Title**	HVAC Upgrade	**Capital Project Description**	Replace 1994 HVAC main unit in audience chamber.
Project Rationale	Replace main HVAC unit in the audience chamber for audience comfort. Current HVAC unit at end of useful life.				

Project Number	21-02	**Capital Project Title**	Replace House Light System - Phase 2	**Capital Project Description**	Replace House Light System with upgraded LED technology
Project Rationale	Phase 2 will improve illumination in the audience chamber with the installation of new lighting fixtures, in new positions in the ceiling created by architectural intervention. The improved illumination will assist in maintaining appropriate cleaning standards.				

Project Number	21-05	**Capital Project Title**	Replace Extendable Scissor Lift	**Capital Project Description**	Replace existing scissor lift that is past end of life for safety & reliability
Project Rationale	The current scissor lift has reached the end of its useful life as it is 25+ years.				

Project Number	21-12	**Capital Project Title**	Repair Building Envelope	**Capital Project Description**	Repairing building envelope of the 1914 structure.
Project Rationale	Flagged as IMMEDIATE priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption				

Project Number	21-13	**Capital Project Title**	Plan, Rebuild and Expand Orchestra Pit	**Capital Project Description**	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers
Project Rationale	Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.				

Project Number	22-01	**Capital Project Title**	Replace Theatre Doors Phase 2	**Capital Project Description**	Replace house doors in balcony and mezzanine with automated soundproof doors
Project Rationale	Replace house and mezzanine doors with touchless automated soundproof doors.				

Service:	1.290	Royal Theatre

Project Number	22-03	**Capital Project Title**	Emergency Repairs	**Capital Project Description**	For Unforeseen Emergency Repairs
Project Rationale	Capital funds to accommodate any emergency repairs to the building.				

Project Number	23-01	**Capital Project Title**	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	**Capital Project Description**	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights
Project Rationale	Study to plan the repouring of the concrete main floor and replacement of seats and aisle lights.				

Project Number	24-01	**Capital Project Title**	Repour and refinish concrete main floor and replacement of seats and aisle lights	**Capital Project Description**	Repour and refinish concrete main floor and replacement of seats and aisle lights
Project Rationale	Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.				

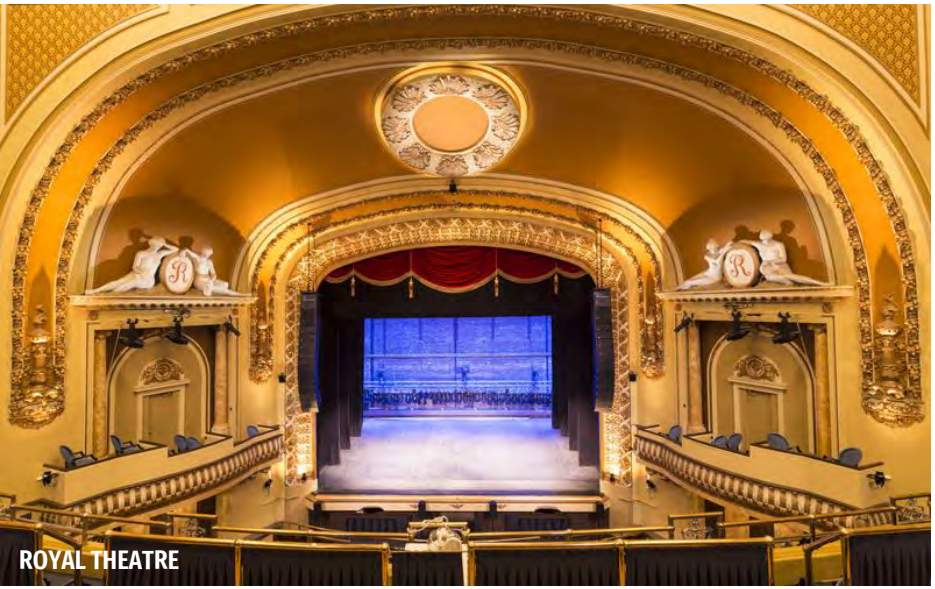
Project Number	24-02	**Capital Project Title**	Replace Orchestra Shell	**Capital Project Description**	Replace 40 year old orchestra shell
Project Rationale	Replace 40 year old inappropriate orchestra shell with custom designed shell for professional symphony orchestra to provide the best quality product for patrons and clients.				

Project Number	25-01	**Capital Project Title**	Replace Seats and Aisle Lights in balcony	**Capital Project Description**	Replace 20 year old seats in balcony
Project Rationale	Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats are reaching end of useful life.				

ROYAL & McPHERSON

CRD RMTS ADVISORY COMMITTEE

OCTOBER 15, 2021



ROYAL THEATRE

McPHERSON PLAYHOUSE

MISSION STATEMENT

Enriching the quality of life in the region, through a sustainable and relevant performing arts centre.

VISION STATEMENT

To be the integral hub for performing arts of the region, recognized for diverse and valued performances, professional standards, and historic spaces.

2021 OPERATING REVIEW

RETENTION OF ORGANIZATIONAL INFRASTRUCTURE (EMPLOYEES, KNOWLEDGE & EXPERIENCE):

- Layoffs in 2020 to all 215 auxiliary staff and 6 full-time staff
- 14 employees retained in 2020:
  - Continue to support the arts and entertainment community
  - Maintain the physical assets
- Currently rehiring full-time and auxiliary staff as we phase into re-opening to full capacity

ONGOING SUPPORT TO THE ARTS AND ENTERTAINMENT COMMUNITY:

- Box Office services, ticketing and donation software, theatre bookings, CRM functionality
- Audience engagement through website, e-news and social media
- Memorandum of Understanding signed with Dance Victoria, The Victoria Symphony and Pacific Opera Victoria
- Secured a BC Arts Council grant to acquire streaming equipment for the McPherson Playhouse

RE-OPENING PLANNING:

- Transitioning to re-open the Royal Theatre and McPherson Playhouse based on provincial health allowable capacities:
  - Non-audience events: film, recitals, meetings, recordings, etc.
  - Phased approach to audiences, from current 50% capacity scaling up to 100% capacity
- Ensuring health standards for employees, performers and patrons

2021 OPERATING REVIEW

FINANCIAL PLANNING:

- Costs restructured for essential operations during pandemic
- Use of earned RMTS operating reserves to maintain operations
- Actual 2021 YTD (August 2021) deficit 14% favourable to budget

UTILIZATION OF GOVERNMENT PROGRAMS, SUBSIDIES AND GRANTS DURING COVID-19 PANDEMIC (MARCH 2020 – AUGUST 2021):

SUBSIDIES & GRANTS:

CANADA EMERGENCY WAGES SUBSIDY	$823,690
CANADA EMERGENCY RENT PROGRAMS	$75,619
BC ARTS COUNCIL GRANT	$34,000
VICTORIA FOUNDATION	$52,000
TOTAL:	$985,309

FEDERAL WORKSHARING PROGRAM*: $188,500

*ESTIMATED SALARY EXPENSE SAVINGS FROM STAFF PARTICIPATION IN THIS PROGRAM

REVENUE DIVERSIFICATION:

- Growth in organizational capacity for fundraising:
  - Victoria Foundation
  - Individual Fundraising Campaign: $8,961.00

2021 CAPITAL PROJECTS COMPLETED

ROYAL THEATRE:

- Replaced and upgraded doors between lobby and audience chamber
- Renovated audience chamber task lighting, upgrading to LED (Phase 1)
- Replaced water fountains with modern water bottle filling stations and added additional water bottle filling stations throughout the theatre
- Completed Building Envelope Study (condition of building exterior)
- Renovated green rooms and dressing rooms
- Installed new hardware to increase building and washrooms accessibility, and reduce touch points

MCPHERSON PLAYHOUSE:

- Renovated mezzanine washrooms
- Renovated audience chamber task lighting, upgrading to LED (Phase 1)
- Replaced water fountains with modern water bottle filling stations and added additional water bottle filling stations throughout the theatre
- Completed Building Envelope Study (condition of building exterior)
- Installed new hardware to increase building and washrooms accessibility, and reduce touch points

2022 PROVISIONAL OPERATING BUDGET

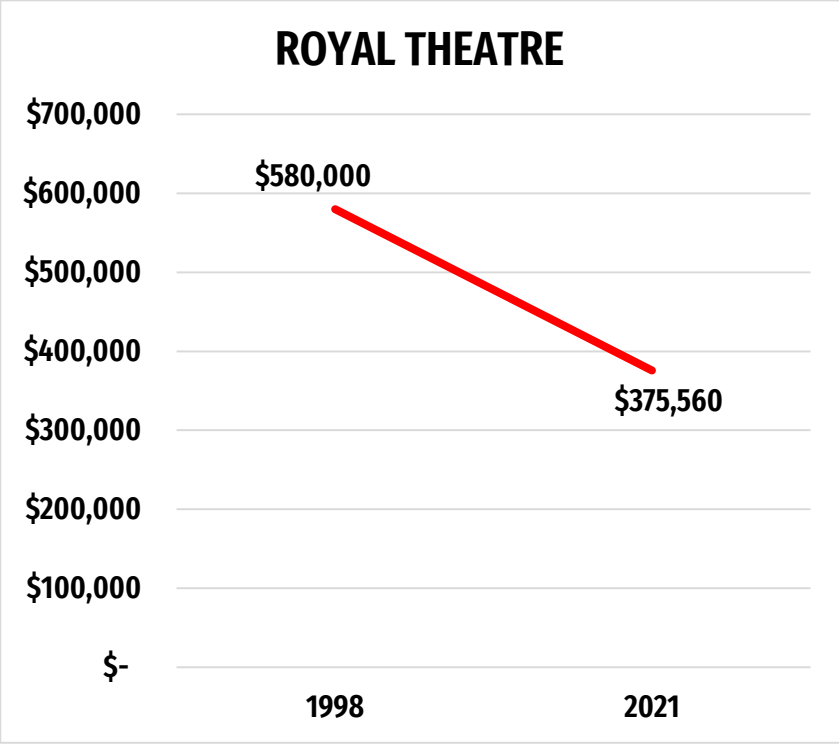
COMBINED THEATRES FINANCIAL BUDGET FOR THE YEAR ENDING DECEMBER 31, 2022

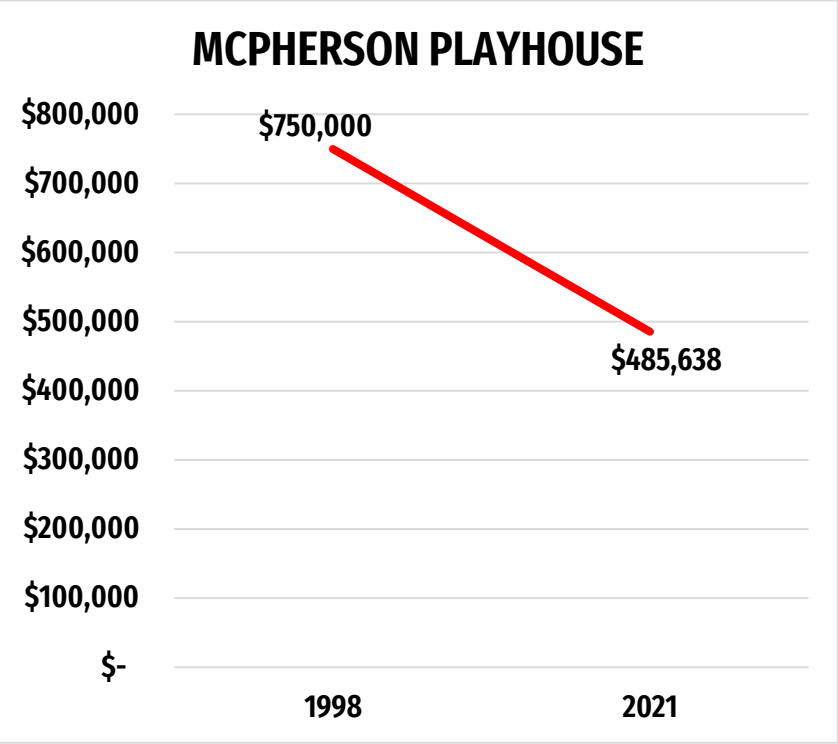
REVENUE	$	2,998,300
DIRECT COSTS		1,792,900
GROSS PROFIT (LOSS)		1,205,400
COSTS & EXPENSES		2,087,900
EARNINGS (LOSS) FROM OPERATIONS		(882,500)
OTHER INCOME		
Grant from owner – McPherson Playhouse		350,000
Grant from owner – Royal Theatre		100,000
Other revenue		102,000
Interest		2,400
		554,400
NET EARNINGS (LOSS) BEFORE PROJECTS	$	(328,100)
Special projects revenue		160,000
Special projects expense		(160,000)
NET EARNINGS (LOSS)	$	(328,100)

PURCHASING POWER OF ANNUAL CRD REQUISITIONS

FOR OPERATING AND CAPITAL COMBINED

BY 2021, A 35% DECLINE IN THE VALUE OF PURCHASING POWER OF CRD REQUISITION OCCURRED. VALUE ADJUSTED FOR INFLATION OVER TIME.

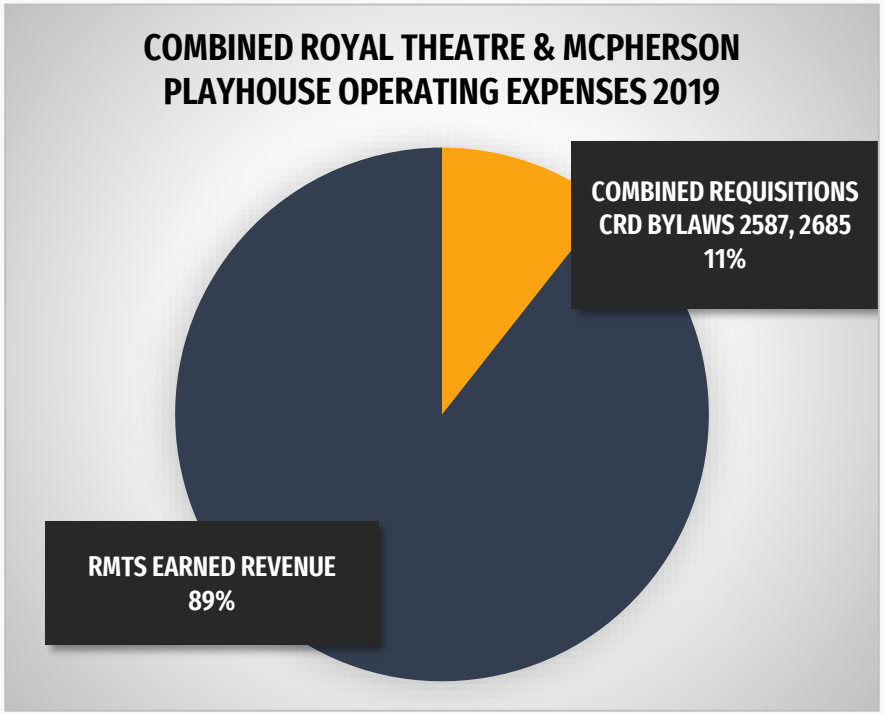


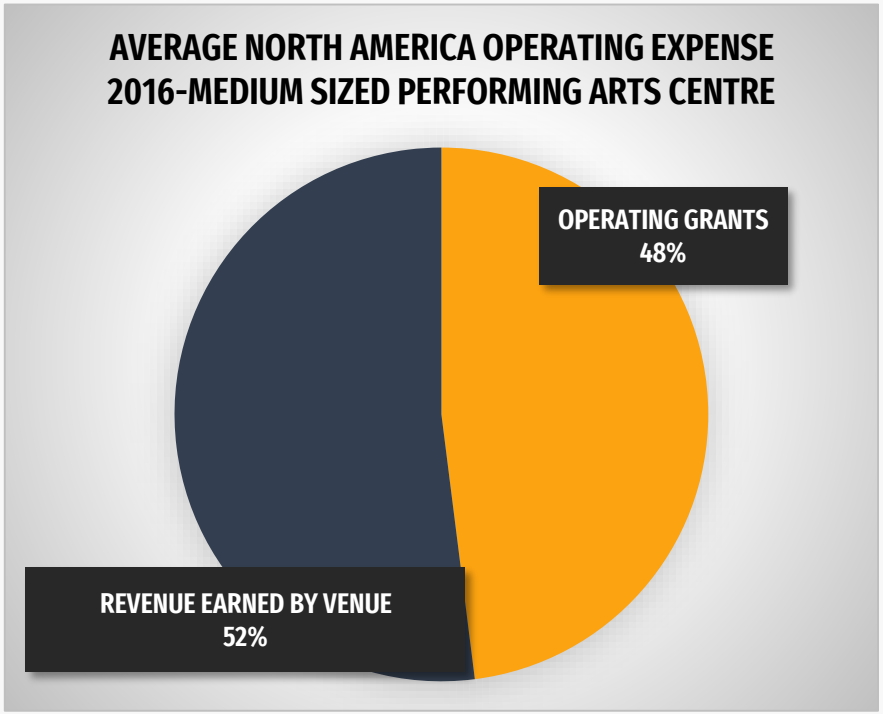


OPERATIONAL FUNDING

CRD OPERATING REQUISITIONS VS INDUSTRY AVERAGE

OPERATING – INDUSTRY AVERAGE IAVM 2016 SURVEY





2022 CAPITAL PROJECTS

ROYAL THEATRE:

- Replace HVAC chiller unit for audience chamber and examine expansion into lobbies and dressing room areas
- Replace house light system with upgraded LED technology (Phase 2)
- Replace scissor lift
- Repointing envelope brickwork
- Replace and upgrade house doors at balcony level

MCPHERSON PLAYHOUSE:

- Study, fabricate and install balcony railings for patron and staff safety
- Replace house light system with upgraded LED technology (Phase 2)
- Replace scissor lift
- Restore terrazzo lobby floor
- Investigate and repair east elevation wall to address water ingress
- Recoating of fibreglass façade details on west side of theatre
- Repair rigging for stand-alone exterior canopies

MAINTENANCE CAPITAL

Six engineering studies to determine the nature, scope and costs of long-term maintenance of the two facilities have been commissioned.

At this time, we estimate costs over the next 10 years to be:

ROYAL THEATRE: $14,222,207		MCPHERSON PLAYHOUSE: $12,410,166	
$2,161,807	PROPERTY CONDITION[5]	$1,848,266	PROPERTY CONDITION[8]
$4,060,400	BUILDING ENVELOPE[6]	$4,561,900	BUILDING ENVELOPE[9]
$8,000,000	SEISMIC[7]	$6,000,000	SEISMIC[7]

The RMTS maintains an internally restricted capital fund for each theatre through the collection of ticketing fees. These funds support capital projects. Most recently, the RMTS contributed to the replacement of the house doors at the Royal Theatre and the HVAC installation at the McPherson Playhouse. Currently, the combined total in these funds held by the RMTS is $2.38 million.

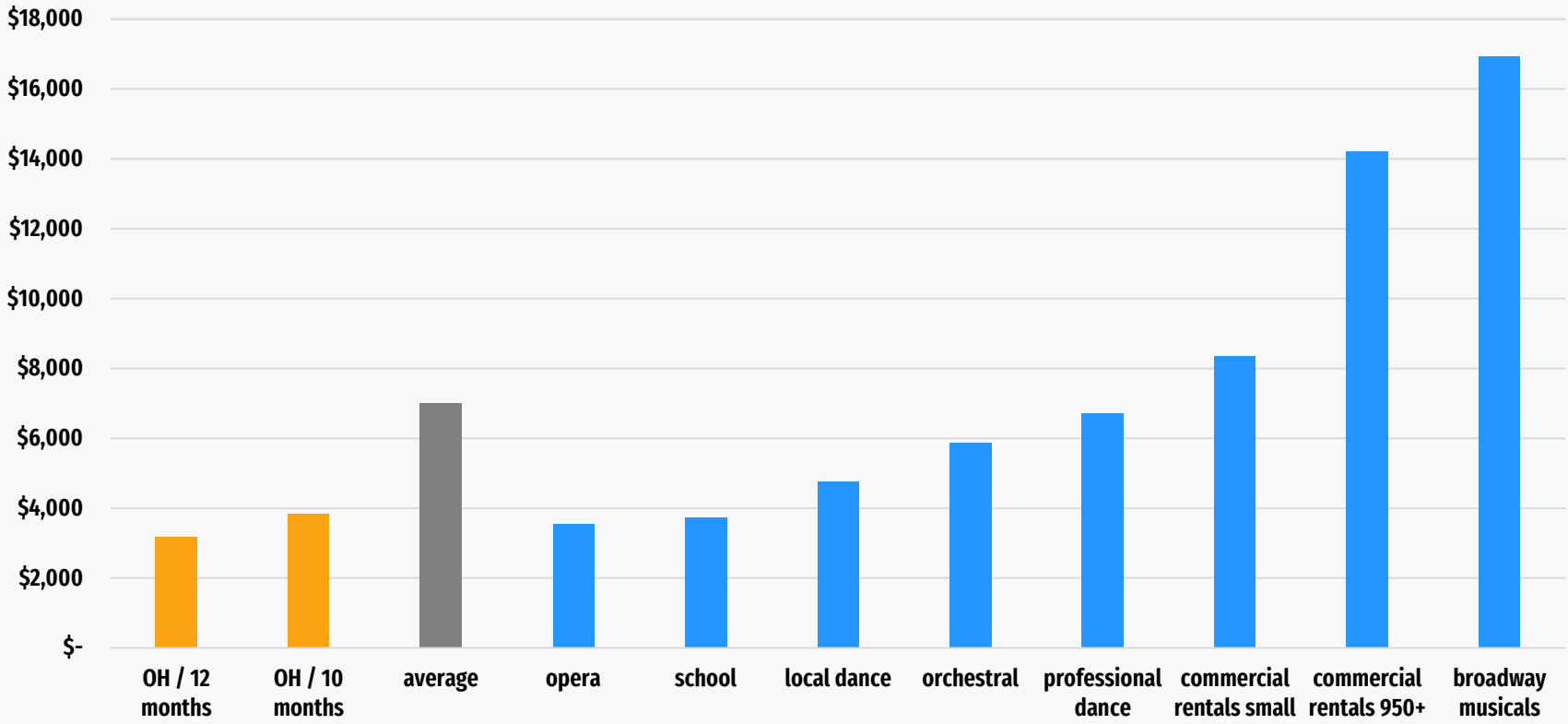
The 2021 projected year end balance of the CRD held Capital Reserve Funds is $826,317 for the Royal Theatre and $1,967,423 for the McPherson Playhouse.

Total funds available for future capital projects is $5,173,740.

REVENUE POTENTIAL BY EVENT TYPE

ROYAL THEATRE

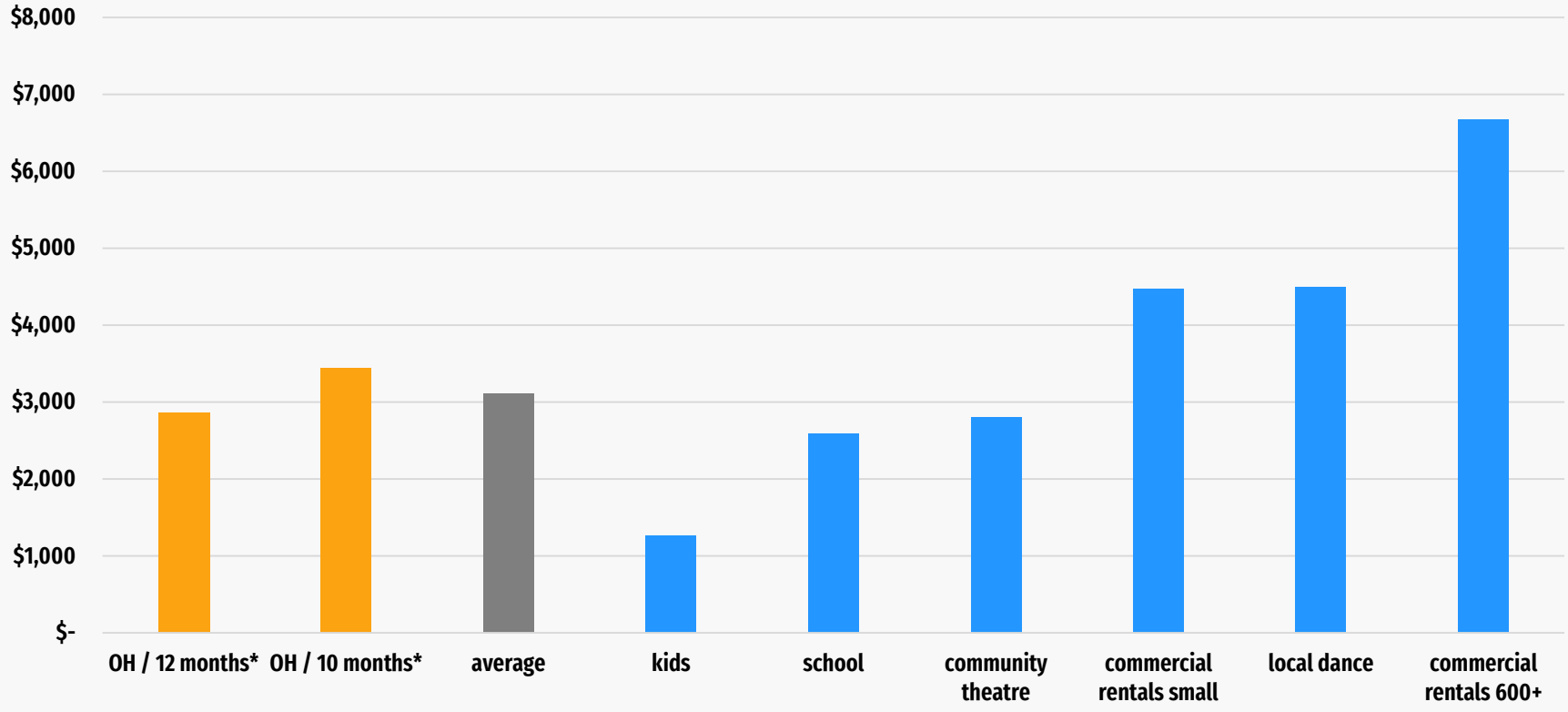
GROSS PROFIT PER DAY - 2019



REVENUE POTENTIAL BY EVENT TYPE

MCPHERSON PLAYHOUSE

GROSS PROFIT PER DAY - 2019



FUNDING & ACCESS

A continuum exists.

On the one end of the spectrum, the facility's operations are subsidized so it can in turn subsidize access (rates) to local organizations who otherwise struggle financially to access the facility.

On the other end is a facility whose operations are not subsidized to the extent that it is able to subsidize local access.

SUPPORTING SPECIFIC CLIENTS

A highly-subsidized facility can subsidize specific clients.

Many larger performing arts centres host professional *resident companies*

- symphony
- opera
- dance
- theatre

...whose access (rates) are highly subsidized through the facility.

Such productions are typically expensive to produce, but are cherished for their artistic achievements and value to the broader community.

OPERA HOUSE / CONCERT HALL
(SUPPORTING SPECIFIC CLIENTS)

FINANCIAL SELF-SUFFICIENCY

At the opposite end of this continuum is the roadhouse model.

A roadhouse typically:

- Must pay for itself
- Schedules events which are
  - popular
  - profitable
- Receives little (if any) operational subsidy
- Does not have the financial capacity to subsidize clients

ROADHOUSE
(FINANCIAL SELF SUFFICIENCY)

PERFORMING ARTS CENTRE

This model is the middle ground between an opera house and a road house. It aims to accommodate and support:

- Professional touring shows
- Local and regional producers
- A wide variety of content
  - some profitable
  - some subsidized

BALANCE

ENDEAVOR TO STAY BALANCED

- Each arts facility finds the most appropriate balance of where to be on the continuum
- The RMTS aims to occupy the middle – as a performing arts centre
- As the value of flat funding declines, the RMTS is increasingly required to shift away from supporting specific clients and toward financial self-sufficiency

MOVING FORWARD

CONTINUED SUPPORT FROM THE OWNERS IS VITAL FOR THE ROYAL AND MCPHERSON THEATRES SOCIETY TO MAINTAIN FINANCIAL, OPERATING AND MAINTENANCE CAPACITY AS THE THEATRES TRANSITION TO WELCOMING THE COMMUNITY BACK AT FULL CAPACITY.

WITH YOUR CONTINUED SUPPORT, THE RMTS WILL:

- Retain trained and professional employees necessary to create a smooth transition back to production
- Re-open in allowable capacity to audiences in November 2021
- Maintain the physical infrastructure of the Royal Theatre and McPherson Playhouse
- Ensure strong financial planning and management to support vital work
- Support the arts and entertainment community through professional services
- Engage in ongoing conversations with the owners

Making a difference...together

REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

A bi-monthly update on external grants activity for the period of August 9 through October 11, 2021.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented at the September 2021 Board meeting. Additionally, the CRD External Grants Dashboard (Appendix A) details grant applications, awards, and status of projects in progress. Appendix B provides an update on all grant applications submitted under the Investing in Canada Infrastructure Program.

IMPLICATIONS

Financial Implications

Grants / Contributions Awarded

One grant is under news embargo.

1. $5,653,266 through Investing in Canada Infrastructure Program – Environmental Quality Stream to support the Southern Gulf Islands Magic Lake Estates Wastewater Upgrades project.

2. $3,716,868 through the 2021-2022 Reaching Home Agreements-Government of Canada for Designated Communities ($2,401,331) and Indigenous Homelessness ($1,315,537).

3. $308,520 through UBCM's Strengthening Communities' Services to support the Salt Spring Island Homelessness COVID Response project.

4. $90,127 through Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Program to support the Salt Spring Island Drake Road Trail Upgrade project.

5. $87,073 through the Province of BC's Climate Action Revenue Incentive Program.

6. $30,000 through the B.C. Active Transportation Infrastructure Grant Program to support the Pedestrian and Cycling Master Plan Update - Salt Spring Island edition 2021.

7. $6,500 through TD Friends of the Environment Foundation Program to support the Galiano Island Parks and Recreation Commission Zuker Native Plant Restoration project.

8. $4,500 (pre-approved) through CleanBC Go Electric Fleets Infrastructure Assessment rebate for the Go Electric Fleets IWS Facility Assessment.

Applications Submitted

Five applications were submitted:

1. $224,000 through Natural Resources Canada Zero Emission Vehicle Awareness Initiative for the Capital Region E-Mobility Awareness Initiative.

2. $126,880 through Federation of Canadian Municipalities – Green Municipal Fund-Community Buildings Greenhouse Gas Reduction Pathway Feasibility Study Grant, for Developing a GHG Reduction Pathway for Capital Regional District Recreation Centres.

3. $100,000 through BC Hydro Community Energy Manager Program to support the CRD's Community Energy Specialist from September 2021 – September 2023.

4. $5,000 through Salt Spring Island Foundation for the Child Care Space Creation – Equipment Project.

5. $4,500 through CleanBC Go Electric Fleets Infrastructure Assessment rebate for the Go Electric Fleets IWS Facility Assessment.

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 August and September, the CRD did not receive any grant payments for this project; final payments are subject to holdback until the project and reporting are complete. Cumulatively, the CRD has received $359M of the estimated revised total of $462M in grant revenues. The remaining (up to) $103M is expected to be received in 2021 based on timing of eligible expenditures and achievement of target milestones.

Service Delivery Implications

New Grant Opportunities

Sixteen new grant calls were issued during the reporting period and three grant programs extended their deadlines. 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
Zero Vehicle Awareness Initiative – Natural Resources Canada	Extended to 23-Aug-21	Supports projects that promote education, outreach, and awareness activities for ZEVs, public charging, and refueling infrastructure.
Local Food Infrastructure Fund	Extended to 03-Sept-21	Provides funding to help improve access to food by funding infrastructure needs.
Asset Management Planning Program – UBCM	24-Sep-21	Provides funding to support asset management.
Fairs, Festivals, and Events Recovery Fund	01-Oct-21	Provides one-time grants to support eligible events for safe restart.
Crime Prevention Act Fund	06-Oct-21	Provides funding to support crime prevention initiatives.
Clean Fuels Program-Building New Domestic Production Capacity	Extended to 13-Oct-21	Provides funding for fuel production technology projects and studies for low carbon fuel production facilities.
Local Government Partnership Program	21-Oct-21	Provides funding for agricultural planning tools projects in BC.
Research and Knowledge Initiative – Infrastructure Canada	25-Oct-21	Provides funding to support research and knowledge-sharing projects to advance public infrastructure needs.
Habitat Conservation Trust Foundation	05-Nov-21	Provides funding to support habitat restoration, conservation, and engagement projects through two programs: 1. Stewardship Grants. 2. Enhancement and Restoration Grants.
Childcare BC New Spaces Fund	16-Nov-21	Provides infrastructure funding to create licensed childcare spaces in BC.
Evacuation Route Planning – Community Emergency Preparedness Fund-UBCM	19-Nov-21	Provides funding for planning projects to support the development of Evacuation Route Plans.
CleanBC Go Electric Public Charger Program	26-Nov-21	Provides funding (rebates) for public Direct Current Fast Chargers.

Grant	Deadline	Information
Environmental Quality Program Stream – Green Infrastructure-Investing in Canada Infrastructure Program	26-Jan-22	Provides infrastructure funding to support stormwater, wastewater, potable water, solid waste, and remediation projects.
Emergency Support Services – Community Emergency Support Service-UBCM	28-Jan-22	Provides funding to build capacity for emergency support services.
Emergency Operations Centre and Training – Community Emergency Preparedness Fund-UBCM	25-Feb-22	Provides funding for supplies, equipment, and enhancing capacity for Emergency Operations Centres.
Capital Projects – Rural Transit Solutions Fund	TBC	Provides funding to support delivery of rural transit solutions.
Zero Emission Transit Fund – Infrastructure Canada	Continuous	Provides funding through two components to support zero emission transit and school buses: 1. Planning projects. 2. Capital projects – Zero Emission Buses.

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
Appendix B: Investing in Canada Infrastructure Program – Funding Update

Grants Administration Dashboard Externally Sourced Grant Funding

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

GRANT APPLICATIONS IN PROGRESS

Grant Program Links	Application Deadline	Project	Status	Board Resolution	Comments	Grant Ask	% of Total Project (Eligible & Ineligible Costs)
CleanBC - BC Hydro Commercial Custom Program	N/A	Panorama Energy Recovery Project	☑	N/A	PES - Panorama is the lead	$ 200,000	7%
Jumpstart Community Development Program	01-Feb-20	Swim Program for Indigenous Children and Youth	☑	N/A	PES - Panorama is the lead. Postponed due to COVID-19	$ 2,692	TBC
Island Health Community Wellness Grant	26-Feb-20	Lifeguard Academy for Indigenous Youth	☑	N/A	PES - Panorama is the lead. Postponed due to COVID-19	$ 13,264	TBC
Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program	26-Feb-20	Juan de Fuca Water Distribution Service for Anderson Cove	☒	12-Feb-20	IWS - Infrastructure Operations is the lead	$ 1,460,000	71%
Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program	26-Feb-20	Magic Lake Estates Wastewater System Renewal	☑	12-Feb-20	IWS - Infrastructure Operations is the lead. Approved for $5,653,266.	$ 5,653,266	47%
Investing in Canada Infrastructure Program-Community, Culture, and Recreation Stream	01-Oct-20	Elk/Beaver Lake Oxygenation System	☒	9-Sep-20	Regional Parks is the lead	$ 700,000.00	42%
Investing in Canada Infrastructure Program-Community, Culture, and Recreation Stream	01-Oct-20	Fernwood Elementary School Athletic Field Upgrades	☒	9-Sep-20	SSI Parks and Recreation is the lead	$ 646,587.00	73%
Investing in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Maliview Wastewater Treatment Plant Upgrade	☑	9-Sep-20	SSI Administration is the lead	$ 1,989,000.00	88.47%
Investing in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Lyall Harbour Boot Cove Water Service Improvements Project	☒	9-Sep-20	IWS is the lead	$ 1,110,600.00	95.69%
Investing in Canada Infrastructure Program-Rural and Northern Communities Stream	22-Oct-20	Port Renfrew Water Supply Line Replacement Project	☒	14-Oct-20	IWS is the lead	$ 1,573,918.00	96.92%
Investing in Canada Infrastructure Program-CleanBC Communities Fund	12-Nov-20	Panorama Recreation Energy Recovery project	☑	14-Oct-20	PES - Panorama is the lead	$ 1,972,430.00	70%
New Horizons for Seniors Program	20-Oct-20	Community Garden Improvements at Greenglade Community Centre	☑	N/A	PES - Panorama is the lead	$ 25,000.00	100%
Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream	27-Jan-21	Regional Galloping Goose Bridge Replacements & Repair Project	☒	10-Feb-21	Regional Parks is the lead	$ 1,000,000.00	88.89%
Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream	27-Jan-21	JDF Willis Point Fire Department Water Supply Expansion	☒	10-Feb-21	JDF EA Planning and Willis Point Fire Protection and Recreation Commission	$ 41,865.00	100.00%
Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream	27-Jan-21	SSI Drake Road Trail Upgrade Project	☑	10-Feb-21	SSI Parks and Recreation is the lead. Approved for $90,127.	$ 90,127.00	81.93%
Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream	27-Jan-21	SGI Pender Island Alice Church Multi-Modal Trail	☒	10-Feb-21	SGI Administration and Pender Island Parks and Recreation Commission.	$ 235,778.00	90.36%
CleanBC Organic Infrastructure and Collection Program – Organic Processing Infrastructure	04-Feb-21	Salt Spring Island Composting Project	☑	10-Feb-21	Environmental Resource Management - Partnership project TBC	$ 168,462.00	44.44%
Canada Summer Jobs	03-Feb-21	SEAPARC 1 ($24,320), Regional Parks ($3,192), IWS ($4,964), Panorama – Tennis ($9,728), Panorama – Aquatics ($21,888), Panorama – Summercamp ($3,344). Panorama – Daycamp ($25,992), and SSI – Parks & Rec ($6,080).	☑	N/A	Human Resources is the lead	$ 99,508.00	TBC

Grants Administration Dashboard Externally Sourced Grant Funding

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

GRANT APPLICATIONS IN PROGRESS

Natural Resources Canada – Zero Emission Vehicle Infrastructure Program, MURBS, Workplaces and LDV Fleets	04-Jun-20	Eight Level Two Electric Vehicle Chargers, applied for up to $40,000 for corporate fleet chargers.	☑	N/A	Climate Action is the lead		TBC	TBC
Habitat Stewardship Program for Species at Risk	02-Mar-21	State of Species at Risk project for Regional Parks	☑	N/A	Regional Parks is the lead	$	49,806.00	39.45%
Salt Spring Island Foundation	31-Mar-21	Centennial Park Gazebo	☒	N/A	SSI Parks and Recreation is the lead	$	9,000.00	31.03%
Canada Healthy Communities Initiative-Intake 2	25-Jun-21	Centennial Park Plaza Project	☑	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	☑	9-Jun-21	Regional Housing is the lead. Approved for $308,520.	$	308,520.00	94.76%
Canadian Parks and Recreation Association-Youth Employment Experience	14-May-21	Salt Spring Island Parks Attendant Position	☒	N/A	SSI Parks and Recreation is the lead	$	31,309.00	100.00%
Zero Emissions Vehicle Incentive Program-Natural Resources Canada	22-Jun-21	Capital Region Electric Vehicle Charging Initiative	☑	N/A	Climate Action coordinated a joint partnership application with City of Victoria, Township of Esquimalt, and Town of View Royal. Total grant request, $457,500. The CRD's individual grant request is $315,000.	$	315,000.00	34.43%
Canada Community Revitalization Fund	23-Jul-21	Revitalization of Centennial Park	☑	8-Sep-21	SSI Parks and Recreation is the lead	$	600,000.00	75.01%
BC Active Transportation Network Planning Grant Program	30-Jul-21	Update of the Pedestrian and Cycling Master Plan – SSI edition with a focus on a master transportation plan for Ganges Village	☑	14-Jul-21	SSI Administration is the lead. Approved for $30,000.	$	30,000.00	50.00%
TD Friends of the Environment Foundation Program	15-Jul-21	Galiano Island Parks and Recreation Commission Zuker Native Plant Restoration	☑	N/A	SGI Administration and Galiano Island Parks and Recreation Commission. Approved for $6,500.	$	6,500.00	15.13%
CRD Traffic Safety Commission	30-Jul-21	CRD Walk and Wheel to School 2021 project	☑	N/A	Climate Action is the lead	$	3,000.00	60.00%
Climate Action Revenue Incentive Program	06-Aug-21	2020 CARIP Grant Report	☑	N/A	Climate Action is the lead. Approved for $87,073.	$	87,073.00	N/A
Natural Resources Canada Zero Emission Vehicle Awareness	16-Aug-21	Capital Region E-Mobility Awareness Initiative	☑	N/A	Climate Action is the lead	$	224,000.00	73.00%
Federation of Canadian Municipalities – Green Municipal Fund-Community Buildings Greenhouse Gas Reduction Pathway Feasibility Study Grant	Continuous	Developing a GHG Reduction Pathway for Capital Regional District Recreation Centres	☑	N/A	Climate Action is the lead	$	126,880.00	TBC
CleanBC Go Electric Fleets Infrastructure Assessment rebate	31-Mar-23	Go Electric Fleets IWS Facility Assessment	☑	N/A	Climate Action is the lead. Pre-approved for Rebate	$	4,500.00	50.00%
Salt Spring Island Foundation	Fall 2021	Child Care Space Creation - Equipment for New Day Care	☑	N/A	SSI Parks and Recreation is the lead	$	5,000.00	33.33%
2021-22 Reaching Home-Government of Canada	2021	Designated Communities ($2,401,331) and Indigenous Homelessness ($1,315,537).	☑	N/A	Regional Housing. Approved for $3,716,868	$	3,716,868.00	N/A
BC Hydro Community Energy Manager Program	2021	Community Energy Specialist from Sept. 2021–Sept. 2023	☑	N/A	Climate Action is the lead	$	100,000.00	N/A
					TOTAL GRANT ASKS IN PROGRESS (EXCLUDING CORE AREA LIQUID WASTE MANAGEMENT)	$	106,879,145	

Grants Administration Dashboard Externally Sourced Grant Funding

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

CORE AREA LIQUID WASTE MANAGEMENT - GRANT FUNDING STATUS

	Grant Program Links	Contribution Terms and Purpose	Status	Board Resolution	Comments	Grant Award Maximum	Redeemed to Date
CORE AREA GRANTS	Infrastructure Canada - 3P Funding Agreement (Federal funding)	Lesser of 25% of eligible costs or $83.4M for a bio-solids energy centre treatment facility for wastewater sludge.				$ 41,000,000	$ -
	Infrastructure Canada - Building Canada Fund (Federal funding)	Up to 50% of eligible costs to a maximum of $120M for construction of the McLoughlin Point Wastewater Treatment Plant, marine outfall pipe, and completion of the Victoria Harbour crossing.			Funding agreements executed. Construction to start in April 2017 as per March 16, 2017 joint media release (Canada, BC, CRD)	$ 120,000,000	$ 120,000,001
	Infrastructure Canada - Green Infrastructure Fund (Federal funding	Up to 50% of eligible costs to a maximum of $50 M to upgrade Clover Point and Macaulay Point pump stations, implement attenuation tanks, and upgrade existing pump stations and piping systems.				$ 50,000,000	$ 50,000,001
	Provincial Funding	The lesser of 1/3 total cost (excluding land acquisition cost) or $248M for construction of the wastewater treatment plant, the energy centre for sludge treatment, and conveyance system upgrades - all serving the Core Area.		08-Mar-17	CRD Board approved execution of the Provincial Agreement	$ 248,000,000	$ 186,000,000
	FCM - Green Municipal Fund - Water Capital Projects	$3M grant in combination with a $20M loan.				$ 3,000,000	$ 2,750,000
	TOTALS					$ 462,000,000	$ 358,750,002

Grants Administration Dashboard Externally Sourced Grant Funding

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

	Grant Program Links	Dept.	Project Deadline	Project	Status	Lead	Project Cost (Estimate)	Grant Award
PROJECTS IN PROGRESS	Regional District Grant 2020	FT	N/A	Unconditional grant to fund administrative costs.	Project Done	Financial Services	N/A	$ 60,000
	Bike BC Cycling Infrastructure Program	PES	30-Jun-21	E&N Rail Trail Phase 3: Atkins Ave. to Savory School	Work in Progress	PES: Infrastructure Engineering and Facility Management	$ 4,157,536	$ 1,000,000
	Building BC - Community Housing Fund	PPS	2023	Caledonia Housing Project	Work in Progress	CRD Housing is the lead. Application is also seeking mortgage subsidy of $666,500 per year. Supported by CRHC resolution 24-Jul-2018.	$ 50,225,725	$ 15,500,000
	FCM Green Municipal Fund - Pilot Project	F&T	31-Oct-21	Zero Emissions Fleet Initiative	Work in Progress	Risk Management - Climate Action	$ 1,087,000	$ 350,000
	BC Rural Dividend	PES	22-Mar-21	Engineering Design for SGI Regional Trails	Work in Progress	Regional Parks	$ 200,000	$ 100,000
	BC Rural Dividend	SSI	22-Mar-21	Shared Service Business Model	Work in Progress	SSI Administration	$ 100,000	$ 90,750
	Infrastructure Planning Grant	SSI	31-Mar-21	North Salt Spring Waterworks Infrastructure Assessment	Project Done	SSI Administration	$ 10,000	$ 10,000
	Child Care Space Creation Program	SSI	15-Apr-21	SSI PARC Licensed Preschool Child Care Space	Work in Progress	SSI Administration	$ 296,460	$ 214,600
	Affordable Rental Innovation - CMHC	PPS	31-Dec-21	Regional Housing First Program	Work in Progress	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	Work in Progress	PPS: Regional Housing	$ 4,772,699	$ 4,772,699
	Reaching Home-Indigenous Homelessness	PPS	31-Mar-22	For community homelessness service projects	Work in Progress	PPS: Regional Housing	TBC	$ 1,011,768
	Reaching Home-COVID-19 Response	PPS	30-Jun-21	For community homelessness service projects	Work in Progress	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	Work in Progress	Community Social Planning Council	$ 50,000	$ 50,000
	BC Hydro Sustainable Communities Program	PES	30-Sep-21	BC Hydro Community Energy Manager staff support	Work in Progress	PES - Environmental Protection - Climate Action	TBC	$ 100,000
	City of Victoria Housing Reserve Fund	PPS	2023	Michigan Housing Project	Work in Progress	PPS-Regional Housing-CRHC	$ 1,395,000	$ 1,020,000
	Rick Hansen Foundation BC Accessibility Grants	PES	30-Sep-20	Panorama Accessibility Improvements	Work in Progress	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	Work in Progress	SGI Administration	TBC	TBC
	UBCM-Community Emergency Preparedness Fund-Volunteer & Composite Fire Departments Equipment & Training	PPS	TBD	Joint CRD Volunteer Fire Department Equiptment and Training Project	Work in Progress	PPS	$ 128,372	$ 114,191
	UBCM-Community Resiliency Investment Program-FireSmart Community Funding & Supports	PPS	TBD	CRD Firesmart Project 2020	Work in Progress	Parks and PPS	$ 50,900	$ 49,900
	Community to Community Forum	PES	31-Mar-20	Watershed Management Engagement: Elk/ Beaver Lake	Work in Progress	PES-Environmental Protection	TBC	$ 4,125
	UBCM Housing Needs Reports Program Grant	PPS	2021	Regional Housing Needs Report-Capital Region	Work in Progress	CRD Development and Planning Advisory Committee	$ 150,000	$ 150,000
	Community Child Care Space Creation Program	SSI	TBD	Multipurpose room for licensed child care and recreation programs	Work in Progress	SSI Administration	TBC	$ 832,725
	Community Emergency Preparedness Fund - Emergency Support Services	PPS	2021	Electoral Area Equipment and Training for Emergency Support Services Modernization	Work in Progress	Protective Services	TBC	$ 24,983

Grants Administration Dashboard Externally Sourced Grant Funding

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PROJECTS IN PROGRESS

BC Rural Dividend - Rural Community Development Grants	SGI	TBD	SGI Broadband Connectivity - Planning Project		SGI Administration	TBC	$ 50,000
BC Active Transportation Infrastructure Grants Program: Active Transportation Network Planning Grant and Active Transportation Infrastructure Grant	SSI	Mar-21	Lower Ganges Road Pathways Phase 2: Booth Canal to Baker Road		SSI Administration	$ 700,000	$ 490,000
Investing in Canada - Community, Culture, Recreation	PES	TBD	Mayne Island Regional Trail - Phase One Development		PES - Regional Parks	TBC	$ 2,778,393
2020 Emergency Operations Centres and Training Program-Community Emergency Preparedness Fund	PPS	2021	Electoral Areas (JDF, SSI, SGI) EOC Supplies Procurement Project		Protective Services	$ 25,000	$ 25,000
BC Hydro Sustainable Communities Implementation Fund	PES	2021	Capital Region Electric Vehicle Infrastructure Road		PES - Environmental Protection - Climate Action	$ 71,500	$ 36,000
Active Transportation Planning Program	SGI	2021	Active Transportation Plan for the Southern Gulf		SGI Administration	$ 28,240	$ 20,000
Rapid Housing Initiative-Major Cities Stream Immediate Support-Canada Mortgage and Housing Corporation	PPS	TBD	Permanent Affordable Housing under Rapid Housing Initiative		Regional Housing. 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	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.		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		SGI Administration	$ 43,000	$ 18,000
Community Economic Recovery Infrastructure Program-Unique Heritage Infrastructure Stream	IWS	2022	Goldstream Powerhouse Roof		Regional Water Supply Service	$ 77,160	$ 76,000
Municipal Asset Management Program-FCM	AM	2022	Asset Life-Cycle Assessment Policy and Procedures		Asset Management	$ 62,500	$ 50,000
Community Energy Financing - FCM	PES	TBD	Capital Regional Residential Energy Retrofit Program		PES - Environmental Protection - Climate Action	$ 320,000	$ 175,000
ParticipACTION Community Better Challenge	SSI	2021	Swim the Southern Gulf Islands		SSI Parks and Recreation	$ 1,000	$ 400
Province of BC-Ministry of Forests, Lands, Natural Resource Operations and Rural Development	PES	2022	Elk/Beaver Lake Oxygenation System project		PES - Regional Parks	$ 1,667,000	$ 750,000
Salt Spring Island Foundation-Foundations of Youth Grant	SSI	2021	Salt Spring Lifeguard School program		SSI Parks and Recreation	$ 2,875	$ 500
Building BC - Community Housing Fund	PPS	TBD	2780 Spencer Rd project in partnership with CRHC		Regional Housing	$ 19,900,000	$ 5,900,000
Community Emergency Support Services – Emergency Support Services	PPS	2021	CRD ESS Drills and Equipment Funds		Protective Services	$ 25,000	$ 25,000
2021 FireSmart Economic Recovery Fund-Community Resiliency Investment Program-UBCM	PPS	2021	Capital Regional FireSmart Economic Recovery		Protective Services	$ 137,907	$ 137,907
2021 Emergency Operations Centres & Training-Community Emergency Prepardeness Fund	PPS	2021	CRD Electoral Area EOC Functional Exercises		Protective Services	$ 25,000	$ 25,000
GRANTS AWARDED as of October 11, 2021						**$ 240,980,677**	**$ 193,678,857**

Grants Administration Dashboard Externally Sourced Grant Funding

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

GRANT CALLS IN PROGRESS

Grant Program Links	Launch Date	Application Deadline	Resolution Needed	Departments Alerted	Status
Community Gaming Grant	Ongoing				
Human and Social Programs		30-Nov-21	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
Zero Vehicle Awareness Initiative-Natural Resources Canada	N/A	23-Aug-21	Not Specified	All	Grant alert sent
Local Food Infrastructure Fund	N/A	03-Sep-21	Not Specified	All	Grant alert sent
Zero Emission Vehicle Infrastructure Program-Natural Resources Canada	N/A	08-Sep-21	Not Specified	All	Grant alert sent
Community to Community Forum-UBCM	N/A	10-Sep-21	Not Specified	All	Grant alert sent
Island Coastal Economic Trust-THRIVE-Small Capital Program	19-Jul-21	17-Sep-21	Not Specified	All	Grant alert sent
Asset Management Planning Program	N/A	24-Sep-21	Required	All	Grant alert sent
Fairs, Festivals, and Events Recovery Fund	N/A	01-Oct-21	Not Specified	All	Grant alert sent

Grants Administration Dashboard Externally Sourced Grant Funding

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

GRANT CALLS IN PROGRESS

Canada Arts Presentation Fund: Professional Arts Festivals and Performing Arts Series Presenters-Programming Stream	N/A	01-Oct-21	Not Specified	All	Grant alert sent
Crime Prevention Act Fund-Public Safety Canada	N/A	06-Oct-21	Not Specified	All	Grant alert sent
2022 FireSmart Community Funding & Supports-UBCM	N/A	08-Oct-21	Required	All	Grant alert sent
Rural Transit Solutions Fund-Planning and Design Projects	N/a	08-Oct-21	Required	All	Grant alert sent
Clean Fuels Program – Building New Domestic Production Capacity-Natural Resources Canada	N/A	13-Oct-21	Not Specified	All	Grant alert sent
Disaster Mitigation and Adaptation Fund-Infrastructure Canada-Large-scale projects	N/A	15-Oct-21	Required	All	Grant alert sent
Local Government Partnership Program	N/A	21-Oct-21	Required	All	Grant alert sent
Research and Knowledge Initiative – Infrastructure Canada	N/A	25-Oct-21	Not Specified	All	Grant alert sent
Museum Assistance Program-Canadian Heritage	N/A	01-Nov-21	Not Specified	All	Grant alert sent
Habitat Conservation Trust Foundation-Stewardship Grants	N/A	05-Nov-21	Not Specified	All	Grant alert sent
Habitat Conservation Trust Foundation-Enhancement and Restoration Grants	N/A	05-Nov-21	Not Specified	All	Grant alert sent
Disaster Mitigation and Adaptation Fund-Infrastructure Canada-Large-scale projects	N/A	15-Nov-21	Required	All	Grant alert sent
Childcare BC New Spaces Fund	N/A	16-Nov-21	Required	All	Grant alert sent
Evacuation Route Planning – Community Emergency Preparedness Fund-UBCM	N/A	19-Nov-21	Required	All	Grant alert sent
CleanBC Go Electric Public Charger Program	N/A	26-Nov-21	Not Specified	All	Grant alert sent
Community to Community Forum-UBCM	N/A	03-Dec-21	Not Specified	All	Grant alert sent
Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program Stream	08-Oct-21	26-Jan-22	Required	All	Grant alert sent
Emergency Support Services – Community Emergency Support Service-UBCM	N/A	28-Jan-21	Required	All	Grant alert sent
Emergency Operations Centre and Training-Community Emergency Preparedness Fund-UBCM	N/A	25-Feb-22	Required	All	Grant alert sent
CleanBC Go Electric Fleets Program	N/A	31-Mar-23	Not Specified	All	Grant alert sent
Active Transportation Fund	N/A	TBC	Not Specified	All	Grant alert sent
Rural Transit Solutions Fund-Capital Projects	N/A	TBC	Not Specified	All	Grant alert sent
Zero Emission Transit Fund – Infrastructure Canada	N/A	TBC	Not Specified	All	Grant alert sent
Federation of Canadian Municipalities: Community Buildings Retrofit Initiative	N/A	Continuous	Required	All	Grant alert sent
Smart 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

Grants Administration Dashboard Externally Sourced Grant Funding

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

Funding Sources / Plans	Description	Possible Timing	Links
FUNDING INITIATIVES: ONGOING SCAN			
UBCM Funding and Resource updates 2021	List of Local Government Programs and Services		
GRANTS FORECAST		UBCM Grants: Age-Friendly Communities, TBD Investing in Canada Infrastructure Program: COVID-19 Resilience Stream – Ventilation Improvement Island Health Community Wellness Granting Program 2021/22 intake, TBD	

Appendix B: Investing in Canada Infrastructure Program - Funding Update

PROGRAM STREAMS	PROJECT	GRANT REQUEST ($)	STATUS
1. Community, Culture, and Recreation Stream			
Intake 1: January 23, 2019	Regional: Mayne Island Regional Trail	2,778,393	Approved
	SSI: Fernwood Elementary School Athletic Field Upgrades	584,850	Declined
Intake 2: October 1, 2020	SSI: Fernwood Elementary School Athletic Field Upgrades	646,587	Declined
	Regional: Elk/Beaver Lake Oxygenation System	700,000	Declined
2. Rural and Northern Communities			
Intake 1: January 23, 2019	JDF: Wilderness Mountain Supply Improvements	4,566,673	Declined
	SGI: Miners Bay Dock at Mayne Island	247,423	Declined
Intake 2: October 22, 2020	SSI: Maliview Wastewater Treatment Plant Upgrade	1,989,000	Submitted
	SGI: Lyall Habour Boot Cove Water Service Improvements	1,110,600	Declined
	JDF: Port Renfrew Water Supply Line Replacement	1,573,918	Declined
3. A. Green Infrastructure-Environmental Quality			
Intake 1: August 18, 2018	Did not pursue	-	-
Intake 2: February 26, 2020	JDF: Anderson Cove Water Distribution	1,460,000	Declined
	SGI: Magic Lake Estates Wastewater System Renewal	5,653,266	Approved
Intake 3: January 26, 2022	New intake in process	-	-
3. B. Green Infrastructure-CleanBC Communities			
Intake 1: March 27, 2019	Regional: Hartland Landfill Renewable Natural Gas Initiative	17,311,790	Declined
Intake 2: November 12, 2020	Sub-Regional: Panorama Energy Recovery Project	1,972,430	Submitted
4. A. COVID-19 Resilience Infrastructure Stream			
Intake 1: January 23, 2019	Regional: Galloping Goose Bridge Replacements & Repair	1,000,000	Declined
	JDF: Willis Point Fire Protection and Recreation Commission	41,865	Declined
	SSI: Drake Road Trail Upgrades	90,127	Approved
	SGI: Einar's Hill By-Pass Route (Multi Use Trail)	235,778	Declined
4. B. COVID-19 Resilience Infrastructure Stream: Adaptation, Resilience, & Disaster Mitigation			
Intake 1: January 11, 2021	Did not pursue	-	-
5. Public Transit			
TBD	No intake launched	-	-

STATUS	NUMBER OF APPLICATIONS	GRANT REQUEST ($)
Approved	3	8,258,520
Declined	12	29,479,484
Submitted	2	3,961,430
Grand Total	**17**	**41,699,434**

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **COVID-19 Safe Restart Grants for Local Governments – Regional Update**

ISSUE SUMMARY

To provide an update on the Capital Regional District (CRD) regional portion of the COVID-19 Safe Restart Grants for Local Governments.

BACKGROUND

The COVID-19 Safe Restart Grants for Local Governments provided $425 million across the province to assist local governments impacted by COVID-19. The CRD received $2 million through two disbursements; $1.4 million in November 2020 and $0.6 million in March 2021. The Ministry of Municipal Affairs and Housing used two different formulae to determine the CRD disbursement. In turn, the CRD Board resolved (at the December 2020 and April 2021 meetings) the monies would be allocated to services using the same Ministry formulae resulting in the distribution summarized below:

Table 1 – Safe Restart Funding Allocation

Safe Restart Funding Allocation	November 2020	March 2021	Total Funding
Allocation for Regional Services	$1,246,000	$250,000	**$1,496,000**
Allocation for Local Area Services	$175,000	$325,000	**$500,000**
Total COVID-19 Safe Restart Grant	**$1,421,000**	**$575,000**	**$1,996,000**

The program stipulated funding must be fully allocated to services by December 31, 2021. As of May 11, 2021, the Board approved distribution of the total $1.5 million of the regional portion. The $0.5 million of the Electoral Area (EA) portion has been applied to local service budgets in consultation with each EA Director. This was allocated through the July 2021 and November 2021 Financial Plan Amendments.

For the regional portion, the grants have been applied through a staff-administered application process designed to identify initiatives and screen for eligibility. The process required Executive Leadership Team (ELT) approval of initiatives which were prioritized based on eligibility, regional impact, and alignment with the program. Appendix A lists approved initiatives totaling the allocation to regional services.

IMPLICATIONS

Service Delivery Implications

Funds for the regional services allocation were used in alignment with the purpose of the COVID-19 Safe Restart Grants for Local Governments in the service categories of emergency planning and response, computer and electronic technology, facility re-opening and operating, bylaw

enforcement and protective services, and revenue shortfalls. Safe Restart Funds were also used to offset impacts in corporate Emergency Operations Centre (EOC) operations (staff costs, enhanced cleaning measures, emergency management software, and emergency support services).

Financial Implications

Safe Restart grants can be used to cover incremental costs as a result of COVID-19 and to recuperate budgeted revenue that was not collected during the pandemic. Through COVID-19, CRD services experienced increased operating costs and revenue shortfalls, where the grants were able to offset some of these impacts. The following financial plan amendments total the regional allocation:

- On December 9, 2020, the Board approved a financial plan amendment which distributed $302,200 in grant funds of the first disbursement to the Corporate Emergency Service to cover regional corporate EOC costs incurred in 2020. (Bylaw No. 4396: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020)

- On March 24, 2021, the Board approved the final 2021 Financial Plan which included distribution of the remaining $943,800 regional portion of the first Safe Restart Grant disbursement. The amount was distributed to Corporate Emergency Service and applied to eligible incremental expenses and lost revenue (Bylaw No. 4409: 2021 to 2025 Financial Plan Bylaw, 2021)

- On May 11, 2021, the Board approved an amendment to the 2021 Financial Plan which distributed the second Safe Restart Grant disbursement in the amount of $250,000 to the Corporate Emergency Service. Consistent with the grant program criteria, this has been applied to eligible expenses and lost revenue resulting from COVID-19. (Bylaw No. 4421: Financial Plan Amendment No. 1, 2021)

As of July 22, 2021, the total regional grant has been allocated to initiatives as listed in Appendix A, through the internal screening and approval process.

CONCLUSION

As part of the Province's commitment to help local governments, the CRD received $2 million in funding through the COVID-19 Safe Restart Grants for Local Government. Funds were allocated to both regional and local area services. The regional grant of $1.5 million has been fully allocated to various initiatives through ELT approvals.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the COVID-19 Safe Restart Grants for Local Governments – Regional Update report 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: Safe Restart Funding for Local Governments – Regional Services Projects

Appendix A: Safe Restart Funding for Local Governments – Regional Services Projects

No.	Service Area	Project	Amount Allocated ($)
1	Corporate Emergency	Emergency Operations Centre (EOC) 2020	302,200
2	Capital Regional Housing Corporation	Capital Regional Housing Corporation - Revenue Shortfalls	295,000
3	Regional Parks	Regional Parks COVID-19 Response	200,000
4	Information Technology	Equipment and Staff Request for AV Support During COVID-19	197,180
5	Human Resources and Corporate Safety	Appointment of Safety Manager – COVID-19 Funding	170,500
6	Corporate Emergency	Regional Emergency Planning Response	136,000
7	Corporate Emergency	Emergency Operations Centre (EOC) 2021	83,810
8	Corporate Emergency	Allowance for Ineligible Emergency Management BC (EMBC) Claims for 2020 EOC Costs	60,000
9	Corporate Communications	Virtual Public Consultation Capacity During COVID-19	49,110
10	Corporate Service	Legislative Services COVID-19 Business Continuity Management Planning	2,200
		Total Amount Approved	**1,496,000**
		Total Allocation	**1,496,000**
		Balance Remaining	**-**

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REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **Municipal Finance Authority – Debt Issuance Terms**

ISSUE SUMMARY

Report on recent changes to debt issuance terms by the Municipal Finance Authority of British Columbia (MFA).

BACKGROUND

When compared to other Canadian provinces, British Columbia is unique in centralizing local government investments and debt financing through a single public entity. The *Local Government Act*, *Community Charter*, and *Municipal Finance Authority Act* require all long-term debt for local governments in BC be issued through the MFA.

The MFA was created in 1970 to serve local governments throughout the province by pooling borrowing and investment needs, enabling access to a broad range of low cost and flexible financial services regardless of community size. The MFA operates under the governance of a Board of Members appointed from regional districts and operates independently of the provincial government.

All long-term borrowings are contractual agreements between the MFA and regional districts. Additionally, all 160 municipalities are members in 1 of 28 regional districts. Each regional district is liable to make debt repayments to the MFA; in turn, member municipalities are liable to make repayments to the regional district. The responsibility for initiating legislative approval, setting borrowing terms, requests and repayment lies with the entity requesting financing (i.e. municipality or regional district). However, all members of the regional district are jointly and severally liable for all outstanding debt in the event of default.

As it relates to borrowing, the role of local government staff is to plan service delivery through operating and capital budgets; identifying revenue and financing requirements. As input variables into the planning process, staff rely on the MFA debt placement model, indicative borrowing rates, and various flexible repayment options.

Through staff recommendation, local government financing is authorized upon approval of a loan authorization bylaw, requiring public consent, a resolution of council (municipalities), and a regional district security issuing bylaw. Twice annually, long-term financing on behalf of all local governments is undertaken by the MFA. Financing requests are pooled and funded in the Spring and Fall by selling bonds in capital markets.

MFA bonds are highly attractive and considered benchmark Canadian municipal bonds due to the system of bylaws in addition to the MFA's direct and unfettered property taxation power. These legislative safeguards ensure MFA's credit rating (measured by Moody's, Fitch and Standard & Poor) is consistently maintained AAA; the highest level of creditor confidence, resulting in lower borrowing rates.

The MFA debt model in capital markets considers both rate and volume of financing required, and is issued on terms ranging between 5 to 30 years. The current approach involves an initial fixed 10-year term, after which refinancing is placed at 5-year terms until maturity of debt is reached. Annual interest payments are made by the regional districts, but bond holders do not receive principal until the re-financing date (MFA bonds are bullet debentures). As such, the MFA maintains a "sinking fund" which invests principal payments. Investment income earned by the sinking fund is credited to each local government in the bond issue. The benefit of this system is a reduced overall cost of financing due to actuarial earnings. If the MFA earns above the actuarial rate assumption, it is possible the loan will be forgiven ahead of schedule.

Through the July 2021 Finance Committee and Board meetings, a security issuing bylaw was introduced, read three times, and adopted for the fall borrowing. The CRD had a 30 year, $1.26 million, long term debt placement for the Magic Lake Estates Wastewater System, while the Township of Esquimalt had a 30 year, $35 million placement for a public safety building.

In August 2021, the MFA introduced a longer initial fixed debt term (20 vs 10 years), requesting local governments with long-term debt in the Fall borrowing consent to the revised model. The report summarizes the impact of this change and rationalizes declining this option for the CRD.

IMPLICATIONS

Financial Implications

For the 2021 fall borrowing, the MFA introduced the option of using a longer initial fixed debt term. Local governments who had authorized debt where the term was 20 years or greater were asked to consent to this new option and a fixed 20 year initial term and rate.

The CRD had submitted a 30 year debt issuance for the Magic Lake Sewer service. This borrowing was expected to be financed for an initial 10 year term, followed by 5 year refinancing options in each of years 10, 15, 20 and 25. Under the new option, debt would be placed initially at 20 years, followed by 5 year refinancing options in each of years 20 and 25.

Following a modelling exercise summarized in Appendix B, and detailed below, staff declined the MFA option for the Magic Lake Estates Wastewater System borrowing.

Analysis

Staff created a financial model to compare the current initial 10 year fixed model with the new initial 20 year fixed option. For ease of analysis, a $1 million dollar long-term borrowing was evaluated. The actuarial rate was held at 2.25% (current experience) to ensure earnings and principal payments remained a constant. To avoid speculation of future interest rates, each option was analyzed using CRD planning assumption rates with a reasonable premium to account for economic conditions.

Appendix B summarizes the financial analysis and modelling by staff. The analysis shows the current 10 year initial option would cost $117,500 (approximately 30%) less than the new initial 20 year term per $1 million borrowed. A financial break-even analysis shows refinancing rates would have to rise from today by almost double, between years 10 and 20, to justify switching to the 20 year initial term.

Additionally, the 20 year initial term comes with reduced flexibility for local governments in managing debt. Renewal periods allow borrowers the option to repay the outstanding balance to avoid further interest charges; an option exercised by CRD and CRHD services.

Finally, in a rising rate environment, the actuarial rate is subject to review by the MFA and could be increased, providing a greater credit to debt repayment. In the 20 year initial term, actuarial rate would more likely remain fixed during the period, foregoing benefit from actuarial gains in years 11 through 20.

Other Considerations

Revenue requirements can fluctuate upon each renewal period after the 10 year initial term, either increasing or decreasing with interest rate changes. Where revenue stability for the local government is necessary, the 20 year initial term would have the same payments through the initial placement period. As a result, principle and interest costs would be fixed. As illustrated in the financial analysis above, cost certainty translates into a rate premium and possibly higher total financing cost.

The need for borrowing is identified in service and asset planning. The optimal use of borrowing is defined by the Capital Reserve Guidelines (received in July 2021 by Board through Finance Committee) where the Debt Term Guidelines (October 2019 by Board through Finance) recommends amortization period to balance cost of borrowing with affordability. In alignment with these guidelines, and the financial analysis above, staff did not consent to the 20 year initial debt term option. Staff will continue to monitor MFA indicative rates, perform scenario analyses, evaluate options, and recommend the best risk-cost-benefit alternative to the CRD or CRHD in aligment with offerings from MFA.

Legislative Implications

The MFA debt model through August 2021 was considered the standard methodology and has been incorporated into CRD loan authorization approvals and the Magic Lake Sewer referendum process. Documents prepared for public consultations, including analysis of cost implications, were widely shared with the community and based on MFA indicative interest rates with a 10 year initial term, and subsequent 5 year renewals.

On November 23, 2019, a referendum vote was held for the Magic Lake Estates wastewater system; the advertising notice is included in Appendix A. An excerpt of the borrowing plan states:

Taxation Impact

> *The 30-year loan authorization period may ultimately result in an additional estimated parcel tax of $496, based on borrowing up to $6,000,000 for the project. This rate is for illustrative purposes only and the actual parcel tax will be based on the amount borrowed and the interest rate at time of borrowing. The interest rate may also change each time the loan is refinanced (after approximately 10 years and then every 5 years thereafter).*

Consenting to an initial 20 year term would have resulted in a departure from information provided in the public decision-making and approval process.

CONCLUSION

Recent changes to debt issuance terms offered by the Municipal Finance Authority of British Columbia (MFA) have been reviewed for consideration. The change to debt term issuance was analyzed and the recommendation developed to decline the new debt issuance term for the Magic Lake Estates Wastewater System borrowing. Staff will continue to review new options when presented for consideration.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the Municipal Finance Authority – Debt Issuance Terms report be received for information.

Submitted by:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Magic Lake Notice Assent Voting Opportunity
Appendix B: Rate Analysis

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Notice of Assent Voting Opportunity
Magic Lake Estates Wastewater Referendum

Qualified Resident Electors and Non-Resident Property Electors of the Magic Lake Estates Sewage Local Service Area located on North Pender Island within the Southern Gulf Islands Electoral Area will be asked to vote on the following question on **Saturday, November 23, 2019**: "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019", authorizing the Capital Regional District to borrow an amount up to but not to exceed SIX MILLION DOLLARS ($6,000,000) for the purpose of administering, planning, designing, acquiring, and constructing the capital renewal and upgrade of the Magic Lake Estates Wastewater System. YES or NO"

Synopsis of Bylaw No. 4320

The intent of Bylaw No. 4320, Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019, is to authorize the Capital Regional District (CRD) to borrow an amount up to but not to exceed $6,000,000, for the purposes of funding Phase 1 of capital renewal and upgrade of the Magic Lake Estates wastewater system, which will involve the design and construction of facilities for collection, conveyance, treatment and disposal of wastewater, as well as other related works, facilities, real property and equipment purchases, and will include planning, studies, project administration and communications, and staff time. The Magic Lake Estates sewage local service area is located on Pender Island in the Southern Gulf Islands Electoral Area of the Capital Regional District.

The above synopsis is not an interpretation of Bylaw No. 4320. A copy of the complete bylaw and this notice may be viewed from October 21, 2019 to November 22, 2019, Monday to Friday, at CRD Headquarters, 625 Fisgard Street, 1st Floor Foyer, Victoria, BC, 8:30 am-4:30 pm. The bylaw and other information may also be viewed on the website: www.crd.bc.ca/magiclake-vote

Taxation Impact

The 30-year loan authorization period may ultimately result in an additional estimated parcel tax of $496, based on borrowing up to $6,000,000 for the project. This rate is for illustrative purposes only and the actual parcel tax will be based on the amount borrowed and the interest rate at time of borrowing. The interest rate may also change each time the loan is refinanced (after approximately 10 years and then every 5 years thereafter).

Voting Opportunities

The **General Voting Day** voting place will be open from **8 am to 8 pm on Saturday, November 23, 2019,** and **Advance Voting Opportunities** will be available from **8 am to 8 pm on Wednesday, November 13 and Wednesday, November 20, 2019 at:**

- St. Peter's Church, 4703 Canal Road, Pender Island, BC

Mail Ballot Voting is available to qualified Resident Electors or Non-Resident Property Electors who:

- have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, or
- expect to be absent from the regional district on general voting day (Saturday, November 23, 2019) and at the times of all advance voting opportunities (Wednesday, November 13 and November 20, 2019).

To Register To Vote By Mail, eligible electors who meet the criteria must submit a completed mail ballot application form in advance of general voting day, November 23, 2019. Application forms are available on the CRD website noted above. Completed application forms may be submitted via email, mail, in person or via fax at the following contact information listed below:

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Capital Regional District, c/o Legislative Services, 5th floor, 625 Fisgard Street, Victoria, BC, V8W 1R7; Fax: 250.360.3130; Email Legserv@crd.bc.ca

If you are not on the Provincial Resident Elector List or the CRD Non-Resident Property List of Electors, you may register at the time of filling in your ballot. If you wish to confirm that your name is on the List of Electors, please call the number listed above.

After receiving a mail ballot application, the CRD will send out the applicable mail ballot package commencing on or about November 4, 2019. If we receive your application at a date that does not permit mailing, you should arrange to pick up a package from the CRD, Legislative Services, at the address listed above. To be counted for the assent voting, your mail ballot must be received by the Chief Election Officer no later than 8 pm on Saturday, November 23, 2019 at the CRD address listed above. It is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the Chief Election Officer within this time limit.

Elector Qualifications

Resident Elector - You are entitled to vote as a Resident Elector if you are 18 years or older on voting day (November 23, 2019), are a Canadian Citizen, have resided in British Columbia for the past six months and within the boundaries of the Magic Lake Estates sewage local service area for the past 30 days. If registering on voting day, you must provide two documents proving identity and residency (one must have a signature). Please note the CRD is using the Provincial Voters List for Resident Electors.

Non-Resident Property Elector - If you are 18 years or older on voting day (November 23, 2019), are a Canadian Citizen, have resided in British Columbia for the past six months, have owned and held registered title to property within the boundaries of the Magic Lake Estates sewage local service area for the past 30 days, and do not qualify as a Resident Elector, you may vote as a Non-Resident Property Elector provided that you:

a) have registered on or before October 11, 2019, or

b) apply at the time of voting. The following information is required at the time of application:

- a recent title search, state of title certificate, or property tax notice, showing the names of **all** of the registered owners,
- 2 pieces of identification proving identity and residency (one must have a signature), and
- in the case of more than one owner of the property, a completed consent form signed by the majority of the owners designating you as the person entitled to vote for the property (original signatures only; facsimiles of signatures not acceptable). A copy of the consent form may be downloaded from: www.crd.bc.ca/magiclake-vote

The following are examples of acceptable classes of documents for proof of identity:

- BC Driver's Licence
- BC ID card (BCID)
- BC Services Card
- BC CareCard
- Social Insurance Card (Canada)
- Citizenship Card (Canada)
- Real property tax notice (municipal or rural)
- Credit card or debit card issued by a savings institution
- Utility bill

Please Note:

1) Only one Non-Resident Property Elector may vote per property, regardless of how many owners there may be. Further, you may vote for only one property, no matter how many properties you own within the service area.

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2) You may register on voting day if you meet the qualifications set out above. If you are already registered as a Non-Resident Property Elector, and provided that you still meet all of the requirements of the *Local Government Act* in order to be registered under this category, you are not required to re-register in order to vote.
3) No corporation is entitled to be registered as an elector or have a representative registered as an elector, and no corporation is entitled to vote. Individuals who are on title with corporations are not entitled to register or vote. Individuals who own an undivided interest in land on which the balance is held by a corporation are not entitled to vote.

For questions regarding the voting opportunity contact the Capital Regional District at 250.360.3127 or Toll Free 1.800.663.4425 local 3127, or by email at legserv@crd.bc.ca.

Dated this 28th day of October, 2019
Kristen Morley
Chief Election Officer

DRAFT

Appendix B

Staff created a financial model to compare the current initial 10 year fixed model with the new initial 20 year fixed option. For ease of analysis, a $1 million dollar long-term borrowing was evaluated. The actuarial rate was held at 2.25% (current experience) to ensure earnings and principal payments remained a constant.

	Option 1	Option 2
Principal borrowed	$1 million	$1 million
Term of borrowing	30 Years	30 Years
Initial Term	10 Years	20 Years

Rates	Option 1	Option 2
Years 1 - 10	2.00%	2.65%
Renewal years 11-15	2.00%	
Renewal years 16-20	2.25%	
Renewal years 21-25	2.50%	2.50%
Renewal years 25-30	2.75%	2.75%

Base Case

	Option 1		Option 2		
Years	Rate	Net Interest Cost (net of actuarial)	Rate	Net Interest Cost (net of actuarial)	Difference
1 - 10	2.00%	174,506	2.65%	239,506	- 65,000
11 - 15	2.00%	63,657	2.65%	96,157	- 32,500
16 - 20	2.25%	57,936	2.65%	77,936	- 20,000
21 - 25	2.50%	50,071	2.50%	50,071	-
25 - 30	2.75%	39,809	2.75%	39,809	-
		385,980		503,480	- 117,500
			Percent increase (Option 2 vs Option 1):		*30.4%*

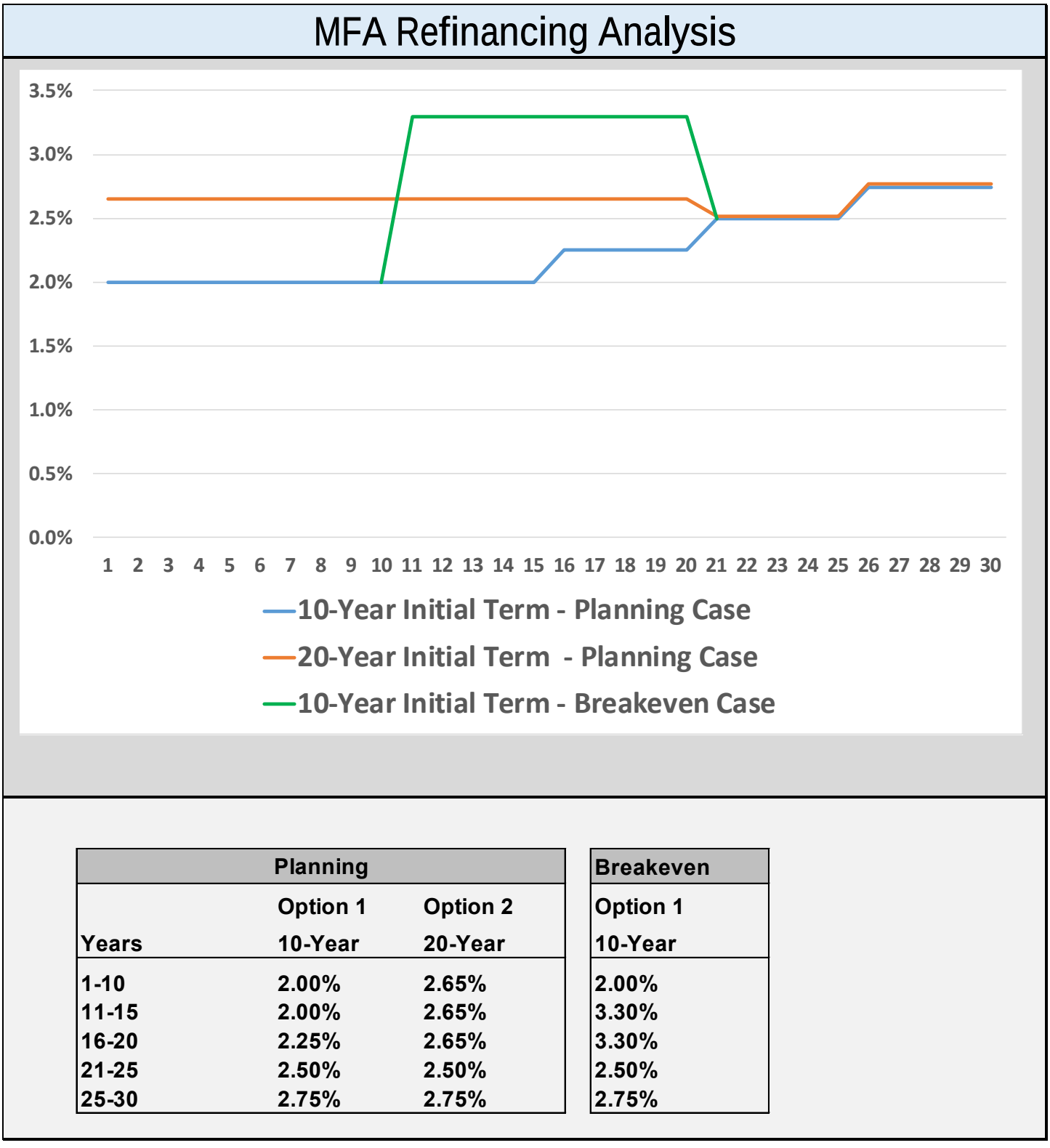
Break Even Analysis

Base case Option 1 rates in years 11-20 differ from the base case above, resulting in equivalent total net interest costs.

	Option 1		Option 2		
Years	Rate	Net Interest Cost (net of actuarial)	Rate	Net Interest Cost (net of actuarial)	Difference
1 - 10	2.00%	174,506	2.65%	239,506	- 65,000
11 - 15	**3.30%**	**128,657**	2.65%	96,157	32,500
16 - 20	**3.30%**	**110,436**	2.65%	77,936	32,500
21 - 25	2.50%	50,071	2.50%	50,071	-
25 - 30	2.75%	39,809	2.75%	39,809	-
		503,480		503,480	-

The analysis shows the current 10 year initial option would cost $117,500 (approximately 30%) less than the new initial 20 year term per $1 million borrowed. A financial break-even analysis shows refinancing rates would have to rise from approximately 1.65% today by 3.30%, between years 10 and 20, to justify switching to the 20 year initial term.

The following graph is a visual representation of re-financing interest rates presented in the above table:



	Planning		Breakeven
	Option 1	Option 2	Option 1
Years	10-Year	20-Year	10-Year
1-10	2.00%	2.65%	2.00%
11-15	2.00%	2.65%	3.30%
16-20	2.25%	2.65%	3.30%
21-25	2.50%	2.50%	2.50%
25-30	2.75%	2.75%	2.75%

THE CITY OF VICTORIA

OFFICE OF THE MAYOR

October 25, 2021

Colin Plant
Chair, Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7
crdchair@crd.bc.ca

Dear Chair Plant,

On behalf of Victoria City Council, I am writing today to state that the City of Victoria endorses a regional contribution to the Lytton Fire Relief efforts and to ask that a contribution to the Lytton Fire Relief be considered in the CRD 2022 budget and report back at the October 28, 2021 COTW meeting on the decision of the CRD.

This request was inspired by the enclosed letter received from the Regional District of Mount Waddington, following the devastating fire damage suffered by the Village of Lytton this past summer.

Thank you for your time and consideration. Please do not hesitate to contact me should you have any questions regarding this letter.

Sincerely,

Lisa Helps
Victoria Mayor

"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

No.1 Centennial Square Victoria British Columbia Canada V8W 1P6
Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca

Regional District of Mount Waddington

PO Box 729 2044 McNeill Road, Port McNeill, BC V0N 2R0
Telephone (250) 956-3161 Fax (250) 956-3232
Web-site: www.rdmw.bc.ca Email: info@rdmw.bc.ca

File No. 310.01

August 27, 2021

By e-mail to BC Local Governments

Dear Regional District Chairs and Boards, Mayors and Councils:

The people of the Regional District of Mount Waddington (RDMW) are independent, resilient, and compassionate. Although we may be a little geographically and politically isolated, we are caring, and community oriented. When trouble befalls one of our friends, we show up to help.

The Village of Lytton suffered a catastrophic loss this summer. The RDMW would like to remind the population of Lytton and the Thompson-Nicola Regional District that they do not stand alone in their time of need.

To help Lytton rebuild, the Electoral Area Directors of the RDMW will contribute one dollar for every person in their representative areas. In doing so, the Electoral Area Directors of the RDMW wish to challenge all other local governments to make a similar gesture.

This is a time for solidarity and the rebuilding of community, lives, and dreams. The Regional District of Mount Waddington is honoured to contribute.

Sincerely,

Andrew Hory
Chair and Area B Director

Sandra Daniels
Area A Director

James Furney
Area C Director

Rod Sherrell
Area D Director

Regional District of Mount Waddington

VILL001 VILLAGE OF LYTTON DATE 27-Aug-2021 CHEQUE NO. 3956

DATE	INVOICE #	DESCRIPTION / VOUCHER NO.	AMOUNT
27-Aug-2021	VILLAGE OF LYTTON	VILLAGE OF LYTTON - COMMUNITY REBUILD DONA LYTTON	3,413.00
		TOTAL	3,413.00

THIS DOCUMENT CONTAINS SECURITY FEATURES - SEE DETAILS ON REVERSE

003956

REGIONAL DISTRICT OF MOUNT WADDINGTON
P.O. BOX 729, PORT McNEILL, BC V0N 2R0
TEL: 250-956-3301 FAX: 250-956-3232

CANADIAN IMPERIAL BANK OF COMMERCE
P.O. BOX 340, PORT McNEILL, BC V0N 2R0

DATE 2021 0827
Y Y Y Y M M D D

PAY Three Thousand Four Hundred Thirteen AND 00/100 Dollars $*****3,413.00

TO THE ORDER OF **VILLAGE OF LYTTON**
380 Main Street
PO Box 300
Lytton BC V0K 1Z0

⑈003956⑈ ⑆07040⑈010⑆ 77⑈00814⑈

Making a difference...together

ERM 21-40

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 20, 2021

SUBJECT **Recycling in British Columbia – Extended Producer Responsibility Five-Year Action Plan**

ISSUE SUMMARY

To provide the committee with a summary of the BC Ministry of Environment & Climate Change Strategy's (ENV) Extended Producer Responsibility (EPR) Five-Year Action Plan – 2021-2026.

BACKGROUND

On September 12, 2020, the ENV released an Intentions Paper to solicit feedback on expanding EPR by including more products under the BC Recycling Regulation to ensure these products are managed properly and fairly. The Intentions Paper sought feedback on expanding EPR to include recycling programs for:

- mattresses and foundations
- various additional residual household hazardous waste (HHW) products including fire extinguishers, compressed gas cylinders and medical syringes
- an expanded range of electric and electronic products, including electric car batteries and charging equipment, solar power equipment and other electric products, such as drones, motorized yard decorations and e-cigarettes; and
- non-residential packaging and paper products.

The results of the consultation process, which were presented on July 21, 2021 to the committee in an Information Report, indicated overall strong support for expanding the BC Recycling Regulation (BCRR). In response to this feedback, ENV released an Action Plan entitled "Advancing Recycling in BC – Extended Producer Responsibility Five-Year Action Plan – 2021-2026" on September 10, indicating its intention to expand the BCRR. The Action Plan, a copy of which is provided for information in Appendix A, indicates ENV's intention to have EPR programs in operation for mattresses, compressed gas cylinders and medical sharps by 2025. It also indicates its intention to have EPR programs in operation for hybrid and electric vehicle batteries, as well as other types of currently non-regulated batteries, by 2026. As the Capital Regional District (CRD) currently provides recycling alternatives for both mattresses and compressed gas cylinders at Hartland Landfill, it is expected that the EPR programs for these materials will save the CRD approximately $150,000 annually in processing costs when they become operational.

The Action Plan also indicates that the BCRR will be amended in 2026 to require EPR for a broader range of electronics and moderately hazardous products. As the CRD currently provides a HHW collection program for non-regulated HHW, subjecting additional hazardous products to the BCRR in 2026 can be expected to save the CRD additional costs. However, these savings cannot be precisely determined until the types of HHW that will be added to the regulation are identified.

Also within the Action Plan are plans to evaluate options for improved recovery and recycling of non-residential packaging and paper products. However, the Action Plan does not indicate that these materials will become subject to the BCRR and it instead only indicates that ENV will identify a policy approach by 2025 to better manage these materials.

Expanded EPR programs are a key component of the new CRD Solid Waste Management Plan, and staff believe this is particularly true with respect to non-residential packaging and paper products, which comprise an estimated 18% of the waste being received at Hartland Landfill. So, it is unfortunate that the Action Plan does not include a plan to have these materials become subject to the BCRR. Nonetheless, the Action Plan will aid the CRD in achieving the targets identified in its Solid Waste Management Plan and updates will be provided as new EPR programs are implemented.

CONCLUSION

On September 10, 2021, the BC Ministry of Environment & Climate Change Strategy released an Action Plan entitled "Advancing Recycling in BC – Extended Producer Responsibility (EPR) Five-Year Action Plan – 2021-2026" for the purpose of outlining its plan to expand EPR recycling programs in BC. This includes plans to amend the BC Recycling Regulation to require EPR for mattresses, compressed gas cylinders and medical syringes by 2025. It also includes plans to amend the regulation to require EPR for hybrid and electric vehicle batteries, as well as other types of currently non-regulated batteries, and a broader range of electronics and moderately hazardous products by 2026. The Action Plan unfortunately does not include plans to mandate EPR for non-residential packaging and paper products, which staff believe would significantly help the CRD in achieving the targets in its Solid Waste Management Plan.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That this report be received for information.

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

ATTACHMENT

Appendix A: Advancing Recycling in BC – Extended Producer Responsibility Five-Year Action Plan – 2021-2026

BRITISH COLUMBIA | Ministry of Environment and Climate Change Strategy

Advancing Recycling in B.C.

Extended Producer Responsibility Five-Year Action Plan

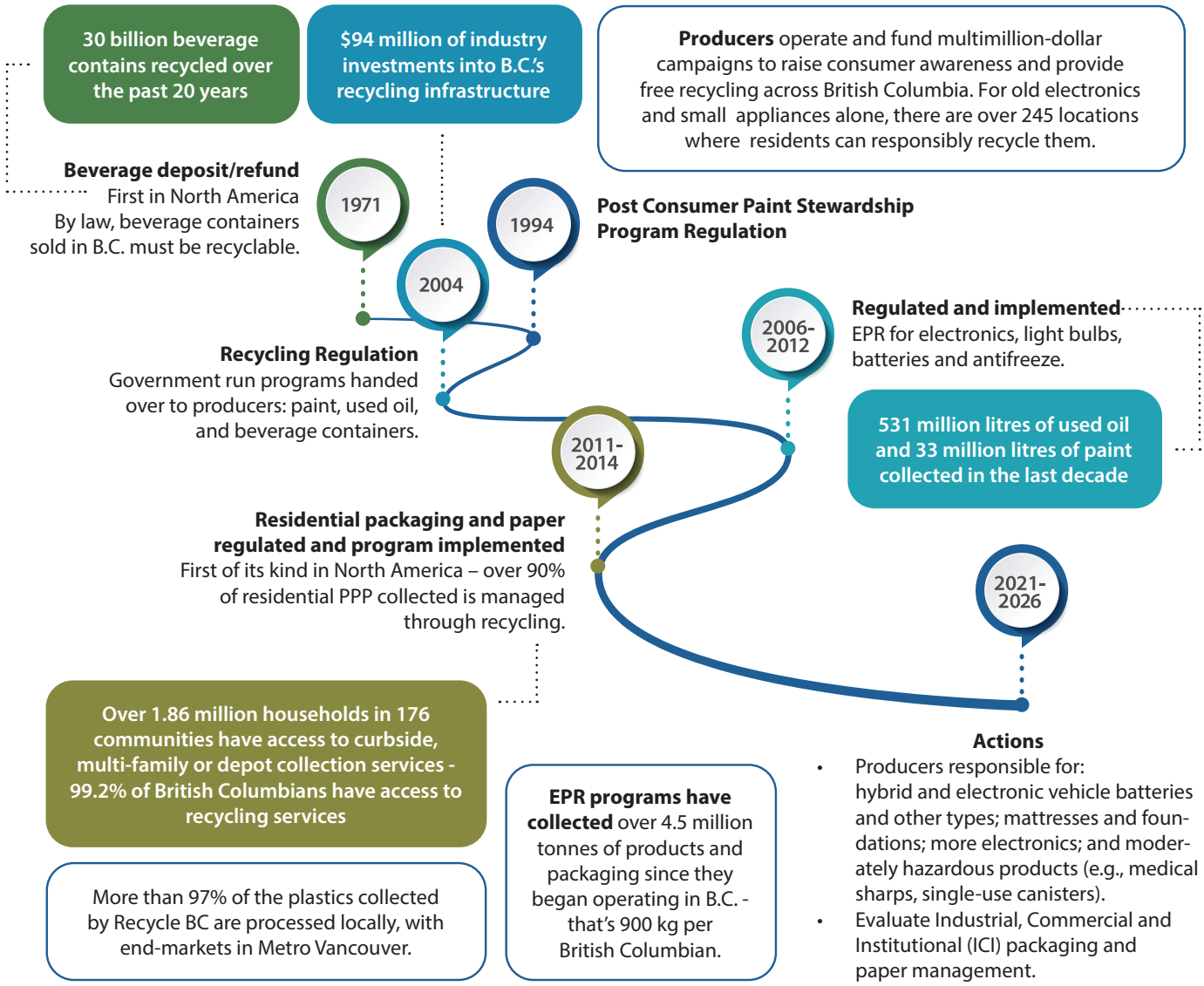
2021-2026

Introduction

Consumer choice can be powerful. It determines the design, durability and cost of a product, and increasingly it determines what happens to a product once it is no longer needed – finding alternatives to throwing it away, a departure from the traditional "take-make-waste" economy.

Over the last 50 years, British Columbia has been building a better way to deal with waste. The public has called for governments and producers to work together to reduce the impacts from waste on the environment and the health of our communities. This call to action has created provincewide recycling programs and a deposit and refund system, under an initiative where companies take responsibility for the full cost of a product called "Extended Producer Responsibility" (EPR). The EPR initiative responds to the consumer's desire to reduce or eliminate waste, and the producer's desire to demonstrate a clear commitment to stewardship of their products.

B.C.'s programs have not only continued to collect the same wide variety of packaging and plastics when the global market makes recycling these items unattractive, but are now expanding the items we collect while continuing to ensure they are recycled to the same high standard. B.C.'s EPR initiative requires all producers to track their material and the way it is processed, which must be verified by an independent auditor and the results annually reported to the ministry and posted publicly. This provides the necessary assurance that materials are not improperly disposed of and/or sent abroad for possible recycling.



Since 2004, B.C. has regulated the most packaging and products in Canada through EPR under the Recycling Regulation (the regulation). Residential packaging and paper, beverage containers, along with a wide and diverse range of other products (e.g., numerous electronics, light bulbs, tires, automotive oil, antifreeze, paint, etc.) are managed by producers. In one year alone, approximately 315,000 tonnes of plastics, such as those in electronics, beverage containers and other packaging, are captured in B.C.'s EPR programs.

B.C.'s EPR Policy Approach

- Results in less waste in landfills and the environment.
- Ensures convenient, provincewide collection services.
- Reduces consumer confusion and increases participation.
- Requires safe management and higher rates of recycling.
- Producers are responsible for recycling, including the costs, which promotes the design and use of more easily recyclable packaging and products.

EPR requires producers (manufacturers, distributors and retailers) of designated products to take full responsibility for the lifecycle of their products, including collection and recycling. This shifts the responsibility from local and Indigenous governments and taxpayers to the producers and consumers of packaging, paper and products.

B.C.'s EPR initiative supports consumers to make the right choice with end-of-life packaging and products by making curbside and drop-off recycling services widely available at no charge. Producers build the end-of-life costs into the purchase price structure for products and take responsibility in terms of the overall management of a recycling program. This makes it easier for consumers to fulfill their stewardship values for clean communities and protection of the environment.

The success of the EPR program can be measured in both environmental and economic terms. Reuse, recycling and remanufacturing creates more jobs than waste disposal, and supports a circular economy through material reuse and resource-efficiencies:

- A study released in 2016 of B.C.'s EPR system found that in a single year, B.C.'s EPR programs recovered $46 million worth of materials and reduced greenhouse gas emissions by over 200,000 tonnes (CO_2e).
- As a result of EPR regulation for residential packaging and paper alone, recycling businesses have invested over $45 million into B.C.'s recycling infrastructure – ensuring not only more packaging and paper is processed locally, but more jobs stay in B.C. as well.

B.C.'s EPR programs collectively generate an estimated $500 million annually to operate recycling programs and the beverage container deposit-refund system that ensures British Columbians have free and convenient access to recycling services.

Photo credit: Tire Stewardship B.C.

41 million tires recycled in the last 14 years - many used as a rubberized surface in new playgrounds through EPR program community grants.

Moving Forward – focusing on priorities

The priority actions outlined in this plan are among the most important and immediate actions B.C. must take to advance as a leader in EPR and waste prevention.

B.C. is now expanding the categories of products in the EPR initiative to include:

- Hybrid and electric vehicle batteries and other battery types.
- Mattresses and foundations.
- Compressed canisters, such as single-use camping fuel and fire extinguishers.
- Medical sharps used by people at home.
- Emerging electronics and more moderately hazardous products by clarifying product categories.

More Producers Taking Responsibility

Producers will be responsible for implementing, funding and managing recycling programs for newly added products. A phased implementation based on the product's complexity will give producers the necessary time to establish comprehensive management systems, and submit EPR program plans outlining their operations and performance targets to the ministry for approval. This operational decision making gives producers the flexibility to find the most efficient and innovative ways to meet regulated outcomes – making recycling more accessible for consumers with provincewide collection networks, improving recycling practices, and supporting re-use and resource recovery.

Based on feedback from producers, stakeholders, Indigenous and environmental organizations, and the public, the ministry will work with producers to expand the EPR program to include the following products:

Action: Expanding to include hybrid and electric vehicle batteries and other battery types

- Most single-use and rechargeable batteries are already regulated and responsibly recycled. However, the rapid adoption of batteries in new products and applications, including everything from pet collars to golf carts, has led to some regulatory gaps.

- Comprehensive battery management will better safeguard workers from fire risks associated with improper disposal of batteries in the garbage, residential curbside recycling, or the scrap metal industry. The growing inconsistency between regulated and unregulated products also creates inequitable requirements for the producers of similar products. Streamlining the regulation will provide for better oversight and recovery outcomes.

Hybrid and electric vehicle batteries

- By 2040, all new light-duty cars and trucks sold in B.C. will be Zero Emission Vehicles. Unlike other vehicle components that are already regulated and responsibly managed by producers (including lead-acid batteries, tires, oil and antifreeze), a reliable provincewide system to safely repurpose and recycle hybrid and electric vehicle batteries will need to be developed.
- B.C.'s battery recycling sector is already familiar with processing electric vehicle batteries. As B.C. aims to implement the first EPR program for electric vehicle batteries in Canada, it is anticipated that a phased-in approach will support advancements in reuse and recycling, and establish B.C. as a leader in battery recovery and management.

Photo credit: B.C. Ministry of Energy, Mines and Low Carbon Innovation

Action: Expanding to include mattresses and foundations

Mattresses and foundations are highly recyclable products, but at their end-of-life landfilling is currently the only option in some parts of the province, and there is often a drop-off recycling fee where recycling services are available. A formalized provincewide EPR program will help British Columbians by eliminating the financial and accessibility barriers that are preventing many from being able to recycle their used mattresses. These barriers cause unnecessary disposal and lead to high rates of illegal dumping in alleyways and wilderness areas. In Metro Vancouver alone, approximately 10,000 mattresses are abandoned each year, costing municipalities up to $1.5 million to manage.

The feedback we received shows that EPR for mattresses is a priority for local governments, Indigenous organizations and members of the public. The ministry plans to regulate mattresses and foundations in 2023, with implementation to follow–making B.C. the first province in Canada to establish an EPR program for mattresses.

Though the consultation showed a lot of support for regulating mattresses, we also heard there are some concerns and other key factors that need to be considered, such as:

- Prioritizing safe handling practices for front-line staff from bed bugs, mold and moisture.
- The complex challenges given the different generation sources for mattresses, such as from residential and commercial sectors.

- Consideration of existing reuse and recycling systems in an EPR approach. For example, mattresses are already recycled in some communities; gently used mattresses are often donated to charities and non-profits; and B.C. recyclers have already invested in infrastructure and local processing capacity.
- B.C. retailers need to remain competitive, and the majority already have mattress recovery programs that need to be considered.

Action: Expanding to include moderately hazardous products

Making producers responsible for the products they sell has been demonstrated to drive proper management and responsible recycling, and this level of oversight and diligence is needed for more moderately hazardous items.

Feedback on a wide range of moderately hazardous products varied in some cases, but generally the ministry heard that certain products are consistently showing up for disposal in large volumes throughout British Columbia. These are very costly to manage and can be improperly disposed into the blue box or waste stream, posing serious safety risks to collectors and processors. These include compressed canisters, such as single-use fuel canisters and fire extinguishers, medical sharps and batteries.

Compressed canisters and fire extinguishers

- EPR will support B.C. businesses and technicians operating provincewide that safely remove residual gas from canisters, which can be collected to be used again or safely disposed depending on the gas, with the container itself being recycled.

Keeping Mattresses Out of our Landfills

Photo credit: Carston Arnold

It is estimated that regulating mattresses under a provincewide EPR approach will mean an additional 100,000 cubic meters of landfill space will be freed up every year. All those mattresses laid end to end would stretch half the length of Vancouver Island.

Making Camping Greener

Photo credit: BC Parks

BC Parks hosted three million campers this summer with most needing to recycle empty single-use fuel canisters. By regulating these canisters, free drop-off locations will be provided throughout B.C.

Medical sharps

- Producers are already operating a voluntary collection system for residents to safely return medical sharps. Building on this, regulation will ensure more comprehensive program delivery, in which producers will be required to make consumers aware of safe disposal practices to ensure public and worker safety while also providing greater access to collection locations across the province – both of which will help to reduce instances of dangerous disposal in public spaces, residential curbside recycling and garbage.

Action: Expanding product categories through broader product definitions

We know that we must both expand and accelerate our action on recycling and preventing waste. While we work at adding new products to the regulation, we will also continue to work on redefining the existing product categories for electronics and moderately hazardous products. Our focus will be on broader, more generalized definitions as opposed to product-specific lists, with the intention to capture most products, including new ones that enter the marketplace in the future. This change will create greater certainty for producers and regulators to plan for more material recovery and recycling. This will also ensure new electronics and moderately hazardous products are easy to identify under the program–reducing confusion for consumers, retailers and collection facility staff alike.

Phased Approach for Packaging and Paper from the Industrial, Commercial and Institutional (ICI) Sector

Action: Evaluating opportunities and policy options for ICI materials

In 2014, B.C. led the nation by being the first province to make producers fully responsible for managing residential packaging and paper products. Today, producers successfully operate an efficient provincewide recycling system that collects and manages over 186,000 tonnes of material each year. Most materials are collected through curbside programs, from multi-family residences, or a network of more than 200 recycling depots across British Columbia.

However, packaging and paper products beyond the residential stream are not regulated, and are independently managed as waste or through recycling. These products are found in office buildings, warehouses, stadiums, grocery stores and food services, institutions, and agricultural applications. Collectively, they are referred to as the Industrial, Commercial and Institutional (ICI) sector.

Stakeholders and key partners have identified the ICI sector as a large contributor to overall waste in the province, and expressed a desire to expand EPR to include ICI-generated waste and recyclables. For example, Metro Vancouver alone reported 95,000 tonnes of plastic and paper were landfilled in 2020 by commercial and institutional businesses and organizations in the region. Rural communities with limited services and market accessibility report that considerable amounts of packaging from the ICI sector is still landfilled. However, feedback from stakeholders on this product type has varied significantly, confirming the ICI sector is complex and requires a measured, phased approach.

The first step is to better understand how ICI material is diverted from landfills and the recycling rates for the broad range of material types generated from this sector. There are many factors to consider, such as the accessibility and cost to recycle in rural and remote communities, the types and quantities of recyclable materials being generated, and contamination levels of the materials. To that

end, during the first year of the plan, the ministry will support data collection and research to better understand the management of packaging and paper in the ICI sector. The results will be used to determine a policy approach to manage ICI materials that drives the best environmental outcomes, considers the management systems already in place, and supports a circular economy.

Contributing to the Circular Economy

Recycling is a key component to support a circular economy
Unlike waste management, where local and Indigenous governments are typically responsible for providing collection services to their residents (think garbage), under EPR in B.C. the producers of products co-ordinate and operate comprehensive, provincewide recycling systems that keep materials in use. These systems support one of the contributing key elements that helps drive a circular economy.

Circular economy is an approach that maximizes value and eliminates waste by improving, and in some cases transforming, how goods and services are designed, manufactured and used. It touches on everything from material to business strategy to the configuration of regulatory frameworks, incentives, and markets.[1]

Taking action on plastic waste and marine debris
Recognizing that British Columbians want action on waste prevention, the 2019 CleanBC Plastics Action Plan engagement process gathered valuable feedback on new policy opportunities and regulatory amendments to address plastic waste. This led to action on a number of interconnected initiatives to support B.C.'s circular economy, preventing waste in the first place and expanding recycling and recovery. This will keep waste out of the natural environment, off the streets of our communities, and out of our lakes, rivers and shorelines – while reducing the amount that ends up in the landfill.

The Recycling Council of BC

With financial support from the Province, the Recycling Council of BC (RCBC) is B.C.'s most comprehensive single-source of recycling information.

Their 1-800 Recycling Hotline and Recyclepedia app has the answers people need about how and where to recycle and safe disposal options. In 2020 alone, the organization answered over 247,000 questions on recycling, reuse, and general waste prevention.

- *B.C. is a partner of the* Canada Plastics Pact – Collaborating with industry, government and non-profit organizations from across the entire plastics sector to address plastic waste, keeping it in the economy and out of the environment.
- *B.C. is phasing out single-use plastics and working with all levels of government*–The Province recently gave municipalities throughout B.C. the authority under the Community Charter to ban plastic bags and certain single-use plastics without the need for ministerial approval, making it easier to prevent plastics from polluting their communities. B.C. is also actively involved in the development of a Canada-Wide Strategy and Action Plan on Zero Plastic Waste. The Province continues to develop a legal framework that could allow the province to ban single-use and plastic items provincewide.

1 Circular economy as defined by Canada's Circular Economy Lab

- B.C.'s *Clean Coast, Clean Waters Initiative* - A collaboration of tourism and nonprofit sectors working with Indigenous nations; the initiative funds projects to remove marine debris and plastics from B.C.'s shorelines, maximizing the amount of material reused and recycled.
- The *CleanBC Plastics Action Fund* - Launched in 2020 to support B.C.-based innovators and companies to reduce the use of virgin plastics and make better use of post-consumer recycled plastic in manufacturing processes.

Furthering B.C.'s position as a leader in EPR

- *EPR is a critical component to address single-use plastics recovery and recycling* - The ministry made regulatory changes in 2020 that help modernize the Recycling Regulation and will see all beverage containers part of the deposit-refund system in 2022. This includes milk containers, which will lead to an estimated 20 to 40 million more milk containers being recycled annually. Single-use items and more packaging products such as boxes of sandwich bags will also be collected under the regulation's packaging and paper products category as of 2023.
- *Taking our success national* - With many other provinces now embarking on EPR, there is a desire by all involved to support national EPR consistency, such as priority products and reporting. We will continue working with other jurisdictions on common approaches to EPR that will bring greater consistency and better outcomes.
- *Focus on Indigenous communities* - B.C.'s EPR producers and their agencies have created the First Nations Recycling Initiative to ensure these smaller and often remote communities can participate.

Recycling in Remote and Indigenous Communities

Photo credit: ElectoRecycle

The First Nations Recycling Initiative (FNRI) is a collective of nine B.C. EPR programs working with Indigenous communities to support recycling in communities throughout British Columbia. A First Nations Field Services Specialist works to raise awareness, and offer resources to support recycling, and community collection events. To increase recycling access across B.C., there is also collaboration with Indigenous Services Canada (ISC) and the Indigenous Zero Waste Technical Advisory Group. In 2020, 44 Indigenous nations participated in the RecycleBC program for residential packaging and paper.

Accessible only by water, Ahousaht First Nation continues to be the most remote collection event for small appliances. The community has also partnered with RecycleBC to collect residential packaging and paper through curbside and depot collection. Working with community recycling partners is key to their success.

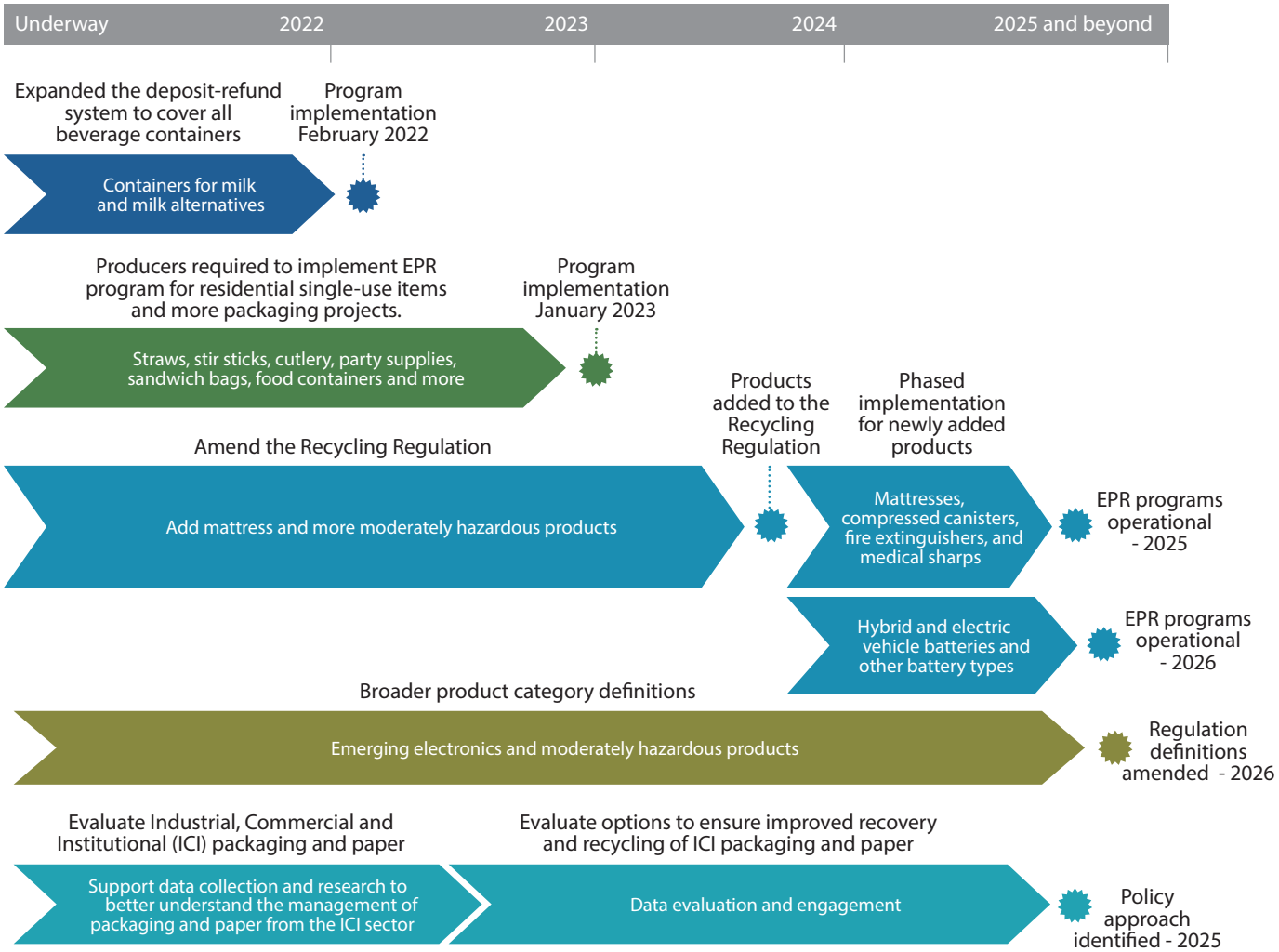
- *Responsible recycling is supported by B.C. businesses and workers* - The materials collected through our vast depot and curbside network are transported to material processing facilities in B.C. Throughout this process, producers ensure the workers handling and processing their materials are kept safe, and the environment protected by adhering to high standards.

The Province is committed to keeping pollution out of our oceans and waterways, reducing waste, and incentivizing a circular supply chain for plastics. Meeting these goals requires a determined effort to increase recycling and recovery of materials. B.C. was an early supporter of implementing waste-reduction policies and continues to lead the nation with a robust and successful EPR initiative.

To date, EPR programs have collected over 4.5 million tonnes of packaging and products since they began operating in B.C. At the individual level, British Columbians disposed of an average of 501 kg of municipal solid waste per person in 2019 – a reduction of 66 kilograms per person since 2012. This downward trend is positive, but without more action, B.C.'s landfills will run out of space.

Adding more product categories under EPR and increasing resource recovery is critical to help shift the way most people view waste – from something that is meant to be used and then disposed of to reclaiming and reusing materials again and again as part of a growing circular economy.

Extended Producer Responsibility Implementation Timeline



We recognize the need for timely action. We have a pathway to implement initiatives with our partners and we will accelerate timelines if we can.

Making a difference...together

ERM 21-45

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 20, 2021

SUBJECT **Waste Stream Management Licensing**

ISSUE SUMMARY

To seek direction regarding the Solid Waste Advisory Committee (SWAC) motion recommending to the Environmental Services Committee that the Capital Regional District (CRD) prioritize waste stream management licensing as part of its short-term strategies to support municipalities in their solid waste reduction initiatives.

BACKGROUND

At its September 15, 2021 meeting, the SWAC passed a motion recommending that "the Capital Regional District prioritize waste stream management licensing as part of the short-term strategies to support municipalities in their initiatives". This recommendation aligns with the Solid Waste Management Plan (SWMP) feedback that was received on February 12, 2021 from City of Victoria (the City) staff, a copy of which is attached as Appendix A.

Waste stream management licensing is a form of waste flow management used to regulate solid waste facilities and/or waste haulers, and thereby control the movement of solid waste and recyclable materials within the region. The BC Environmental Management Act (EMA) grants regional districts the authority to license solid waste management facilities and waste haulers. EMA allows regional districts to create two types of licences, which are:

1. a waste stream management licence issued to a site that accepts and manages municipal solid waste; and
2. a hauler licence issued to waste haulers.

Licensing provides regional districts with the ability to:

- facilitate the diversion of recyclable materials
- prevent abandonment of large quantities of stored solid waste or recyclable materials
- track the movement of municipal solid waste and recyclable materials, which is useful in determining success of waste diversion programs
- establish minimum administrative and operating requirements for facilities
- incent private sector investment in waste management infrastructure by establishing a level playing field; and
- ensure the financial sustainability of regional district facilities by managing the flow of solid waste to them.

Implementing waste flow management may also help municipalities with their own solid waste reduction initiatives. For example, the City is in the process of developing a bylaw to mandate the deconstruction of buildings in lieu of traditional demolition. It is intended that requiring deconstruction will allow for reusable resources, such as old-growth timbers to be salvaged and reused rather than landfilled. The City estimates that this change has the potential to divert up to

3,000 tonnes of waste from disposal annually. Waste stream management licensing may prove helpful to the City by tracking the flow of demolition and deconstruction materials, and ensuring they are not disposed of outside the region.

The new SWMP includes potential waste stream management actions described under the Continue and Enhance Policy Development (Strategy 6) – "Investigate regulatory mechanisms to manage municipal solid waste and recyclable materials in the region" and "Investigate licensing waste management facilities in the region to encourage transparency, consistency, and a requirement that all facilities protect public health and the environment". These initiatives do not specifically form part of the five priority areas outlined in the SWMP Short-Term Implementation Framework that was provided to the Environmental Services Committee in a September 29, 2021 information report; however, there is an opportunity for these Strategy 6 items to be explored as part of the Municipal Collaboration priority that contemplates the use of regulation and bylaws to facilitate waste diversion from landfill. A copy of the SWMP Short-Term Implementation Framework is provided for information in Appendix B.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:
That staff include the investigation of waste stream management licensing as part of the Solid Waste Management Plan Short-Term Implementation Framework.

Alternative 2

That staff move forward with the Solid Waste Management Plan Short-Term Implementation Framework and investigate waste stream management licensing after the short-term implementation work has been completed.

IMPLICATIONS

Environmental & Climate Implications

While not necessarily essential, waste stream management licensing has the potential to ensure that more recyclable materials are diverted from disposal, which will assist the CRD in meeting its SWMP targets and extend the life of Hartland Landfill.

Intergovernmental Implications

Waste stream management licensing has the potential to aid municipalities with the delivery and effectiveness of their own solid waste reduction initiatives which, in turn, will aid the CRD in achieving its SWMP targets.

Financial Implications

Investigating waste stream management licensing systems can be done as part of the existing SWMP implementation budget.

Alignment with Existing Plans & Strategies

Immediate investigation of waste stream management licensing means that less resources will be available for other short-term SWMP implementation priorities. As a result, other short-term implementation priorities may take longer than anticipated.

CONCLUSION

At its September 15, 2021 meeting, the Solid Waste Advisory Committee passed a motion recommending that the Capital Regional District prioritize waste stream management licensing as part of the short-term strategies to support municipalities in their initiatives. While broadly contemplated in the new Solid Waste Management Plan, investigating waste stream management licensing was not an immediate action identified in the Solid Waste Management Plan Short-Term Implementation Framework. Adjustment of the short-term priorities and timelines should allow for an opportunity to investigate waste stream management licensing.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That staff include the investigation of waste stream management licensing as part of the Solid Waste Management Plan Short-Term Implementation Framework.

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: Letter from City of Victoria regarding Draft Solid Waste Management Plan – February 12, 2021
Appendix B: Solid Waste Management Plan Short-Term Implementation Framework

CITY OF VICTORIA

February 12, 2021

Robert Lapham, Chief Administrative Officer
Capital Regional District
625 Fisgard Street, Victoria BC
PO Box 1000
Via email: rlapham@crd.bc.ca

Dear Robert,

Re: Draft Solid Waste Management Plan

Thank you for the opportunity to provide feedback on the Capital Regional District's Draft Solid Waste Management Plan (SWMP). Victoria staff very much welcome the comprehensive and progressive range of strategies and actions and commend the inclusive and collaborative approach taken by your team in developing this highly important plan.

The development of the SWMP is well timed to complement renewed efforts to improve plastics management and recycling performance from the provincial and federal government. This region has a long-standing history and embedded community values of environmental stewardship and the SWMP positions the region as a leader in waste reduction and a facilitator for municipal collaboration around shared goals.

The City sees itself as a key stakeholder in the Hartland Landfill asset. It is estimated that one-third of the waste disposed at Hartland is generated by residents, businesses, industry and construction activities within Victoria. The City recently approved *Zero Waste Victoria*, which outlines 40 strategies to achieve a 50% reduction in waste disposal by 2040 with many of these aligning with strategic actions identified in the draft SWMP. It is also telling that 15 actions within the draft plan require direct involvement from CRD member municipalities to be successful and many more would benefit from municipal support and cross promotion.

Municipalities will play a vital role in meeting our regional solid waste targets, through the provision of their solid waste services and programs, and through the authorities granted under the *Community Charter* and *Local Government Act* that influence waste reduction. Available municipal tools include zoning, permitting, business regulation and nuisance regulation.

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

Victoria also has the authority to regulate land use, with existing permitting processes in place for development and construction and can influence the local market for reused and recycled construction materials through procurement as a land holder and purchaser, and through major expenditures for capital projects. Additionally, municipalities can influence the generation of solid waste in the community through regulations for the protection of the natural environment, subject to provincial approval.

There are opportunities for the CRD to leverage these municipal tools and authorities to maximize waste reduction potential and to this end, there are elements of the SWMP that are closely aligned with the City's own waste reduction goals and opportunities for local government collaboration.

This letter also provides recommendations for prioritizing actions under the SWMP to support the City's successful implementation of Zero Waste Victoria. Specifically:

1. Organics diversion
2. Construction, renovation and demolition material diversion
3. Supporting municipalities working towards zero waste and a circular economy

This will allow ongoing CRD/City engagement and collaboration and will create a framework for City staff to report back to Council on aligned strategies and planned implementation timelines.

1. ORGANICS DIVERSION

Despite regional landfill bans in place for kitchen scraps and yard waste, high volumes of organic material continue to be landfilled and downstream enforcement is challenging. Approximately 6% of Victoria's GHG emissions (21,000 tonnes CO_2e annually) are attributed to landfilled organic waste. Multifamily buildings and the commercial sector are responsible for about 85% of landfilled organic material generated in Victoria and improving source separation for this sector, including through regional harmonization, will be critical for reducing organics disposal.

Numerous BC jurisdictions have source separation guidelines or bylaws in place or planned, including the City of Surrey, Regional District of Nanaimo (RDN) and Metro Vancouver. Surrey's *Rethink Waste* organics collection service requires apartment residents to separate their organic waste from their regular household garbage. The RDN's Solid Waste Management Plan proposes to expand source separation requirements to all waste generators including businesses and multi-family residences. This action is supported through the licensing of waste haulers, which requires haulers to provide separated organics and recyclables collection. Metro Vancouver's Board has approved a commercial waste hauler licensing program, pending approval from the Minister of Environment and Climate Change Strategy, which aims to reduce waste and increase diversion at multifamily, commercial and institutional properties. Under the proposed bylaw, haulers will be required to provide their clients with bins for the separate collection of recyclables, organics and mixed municipal solid waste.

Improving source separation of waste materials is a short-term (2021-2023) priority action in Zero Waste Victoria and Victoria Council has explicitly directed staff to report back on options for increasing diversion rates for multi-family and commercial properties.

The CRD's SWMP highlights the importance of source separation requirements for multi-family and commercial waste diversion (Strategies 8.B and 9.F). The City has also heard strong support from local businesses and the community for consistent standards for private organics, recycling and waste collection. As part of implementing the SWMP, the CRD should create a model bylaw for such source separation requirements. This would support standardization across the region, consistent messaging and improved sorting behaviour.

To complement source separation requirements, the City of Victoria also supports shifting landfill disposal ban enforcement to the generator (Strategy 9.G). This action would increase compliance for current and future banned materials and avoid placing the burden of compliance only on haulers.

An additional challenge for organics diversion is inconsistent messaging for the acceptance of compostable and bio-based food service-ware and packaging at composting facilities. These materials represent significant waste management challenges and cause consumer confusion when sorting waste materials. Through engagement on Zero Waste Victoria, the City heard a desire from the business community for sustainable food service-ware purchasing guidelines that align with regional composting capacity.

Increased diversion of organics will require additional capacity for organics processing, preferably within the region and the City of Victoria is committed to working collaboratively with the CRD to support this essential infrastructure.

- **RECOMMENDATION:** That the CRD accelerate the creation of requirements for source separation in multi-family residences and commercial businesses, including through a model bylaw, to promote consistent messaging and compliance.

- **RECOMMENDATION**: That the CRD accelerate the development of guidelines for the use and acceptance of compostable and bio-based food service ware.

2. CONSTRUCTION, RENOVATION AND DEMOLITION MATERIAL DIVERSION

Material from the construction sector makes up between 23 and 37%[1] of Victoria's landfilled waste. Regionally, wood and wood products comprise 64% of waste from the construction and demolition sector disposed at the Hartland Landfill. Zero Waste Victoria includes several strategies to reduce waste from the construction sector, including requiring the salvage of reusable materials from building demolition, requiring recycling of other construction waste, and strengthening reuse markets for building materials.

Increasing local salvage and reuse of building materials presents new economic opportunities. A study produced for the Vancouver Economic Commission estimates that wood salvaged through deconstruction (i.e., dismantling rather than traditional demolition of buildings) in Metro

[1] Exact quantity not known. Between 50 and 75% of construction waste is estimated to leave the region and therefore not included in the reporting of material at the Hartland Landfill.

Vancouver is worth up to $340 million per year. Salvaging building materials will also create new jobs, including low-barrier and entry level employment.[2]

Complementary action by the CRD can accelerate diversion and salvage of valuable demolition materials, as the SWMP highlights. Specifically, the City of Victoria strongly supports the implementation of a clean wood waste ban and surcharges for mixed loads from the construction sector that contain recyclable or salvageable materials (SWMP Strategies 12.E and 12.F). The City also supports the CRD leading the development of, and facilitating regional collaboration on, policy and tools to support construction waste diversion (Strategies 12.B and 12.D). Additionally, collaborative action is needed to identify further opportunities to support material reuse markets in the region.

Waste stream management licensing is crucial for improving construction waste diversion. Waste stream management licensing has been shown to enable and support municipal tools and compliance in the lower mainland. For example, Metro Vancouver tracks construction and demolition waste through facility licensing under the Municipal Solid Waste and Recyclable Material Regulatory Bylaw which in turn supports member municipalities' construction and demolition recycling rules. The City of Victoria strongly recommends that the CRD prioritize the establishment of waste stream management licensing (Strategy 6.C). Facility licensing will provide crucial compliance tools for regulation of waste from the construction sector by the City of Victoria.

As an additional overall benefit, waste stream management would assist in tracking progress on the SWMP and municipal strategies, and support waste reduction through data disclosure and better understanding of material flow in the capital region.

- **RECOMMENDATION:** That the CRD establish a waste stream management licensing bylaw for private solid waste transfer stations and recycling facilities operating in the region.

- **RECOMMENDATION:** That the CRD prioritize implementing bans and/or surcharges for clean wood waste and mixed construction waste at the Hartland Landfill.

- **RECOMMENDATION:** That the CRD prioritize work with member municipalities to develop requirements and guidelines for construction waste diversion, including measures to grow the regional market for salvaged construction and demolition materials.

3. SUPPORTING MUNICIPALITIES WORKING TOWARDS ZERO WASTE AND A CIRCULAR ECONOMY

Regional District and member municipality waste reduction efforts are complementary and interdependent. Within this response to the draft Plan, we have sought to highlight the important role that municipalities play in reaching regional waste reduction targets. The success of Zero Waste Victoria depends on the CRD undertaking robust implementation of the SWMP.

[2] Elliot, K., E. Locatelli and C. Xu; The Business Case for Deconstruction (2020). Retrieved from: https://www.vancouvereconomic.com/research/the-business-case-for-deconstruction/

Likewise, the success of the CRD's SWMP requires action from member municipalities and leveraging of municipal authority.

Strategy 5 in the SWMP highlights several ways the CRD can support municipal waste reduction efforts. The City recommends that in addition to these measures, the CRD take a strong leadership role in facilitating regional collaboration on waste reduction and should establish a program to maximize use of municipal authorities to reduce waste. Such a program could include a working group or municipal liaison and support the development of regional tools and resources.

- **RECOMMENDATION:** That the CRD lead regional collaboration and leverage municipal authority.

The CRD can also demonstrate leadership by prioritizing waste stream management licensing (Strategy 6.C) and source separation requirements (Strategies 8.B and 9.F). These enabling actions will strongly support regional waste management and create opportunities to reduce waste from all sectors, in addition to organics and construction waste, as described above.

Concluding Remarks

The City of Victoria supports the strategies and actions drafted in the CRD's Solid Waste Management Plan and offers specific recommendations that relate to the implementation of the proposed plan in alignment with Zero Waste Victoria.

With the recent adoption of Zero Waste Victoria and given the important role within the region Victoria has in advancing waste reduction, on behalf of Council, I would like to invite your team to a future Committee of the Whole meeting to provide a presentation and take questions on the draft Solid Waste Management Plan.

Thank you again for providing this opportunity to comment.

Sincerely,

Jocelyn Jenkyns
City Manager

APPENDIX B

SOLID WASTE MANAGEMENT PLAN
SHORT-TERM IMPLEMENTATION FRAMEWORK

September 2021

Staff have developed a short-term work plan and framework and have prioritized the plan's 72 actions through the lenses of those actions that will be most effective in reaching the plan targets, that align with community (including municipal) priority areas, and are areas that fall within the Capital Regional District's (CRD) jurisdiction and operational control.

Priority Areas

The immediate priority areas include:

- **Targeted Material Stream Diversion:** Wood waste, organics, paper and plastic account for over 65% of the total materials currently sent to the landfill and represent an immediate opportunity for diversion and recovery of material and energy from the solid waste stream. Staff have begun developing new programming and tools to reduce waste and recover energy from these material streams. Actions under evaluation include modifying the tipping-fee structure to incent diversion, expanding landfill material bans for streams where viable alternatives exist, facilitating the diversion of material and energy recovery of diverted material and expanding regulatory enforcement, where required. Staff will be consulting with municipalities and the private sector on proposed operational changes over the fall and expect to bring a proposed material stream diversion program, including associated tipping fee and bylaw changes to the committee for consideration in early 2022.

- **Multi-Family/Industrial, Commercial and Institutional (ICI) Strategy:** ICI refers to waste generated through industrial, commercial and institutional sectors. Multi-family refers to waste generated by residential housing that is not considered single-family. Collectively, these two sectors generate approximately 53% of the solid waste stream. Much of the CRD's historical efforts and successes in diverting 43% of materials from the waste stream over the previous decades have been realized through an early focus on the single-family sector with the residential blue box collection program. Opportunity exists to enhance diversion activities and programming to the ICI and multi-family sectors. This focus area was also identified as a priority by municipalities during the plan's consultation phase. Staff are working to develop an ICI/multi-family sector specific strategy, and have included a budget request through the CRD's annual budgeting process for a new Initiatives Coordinator position, which would begin in early 2022.

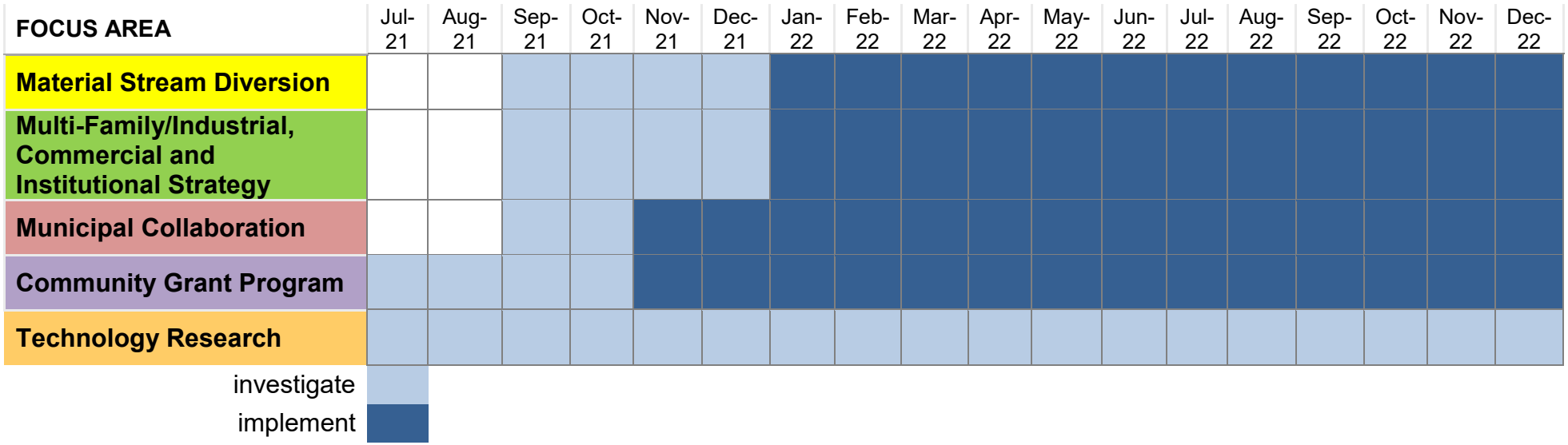
- **Municipal Collaboration***:* Municipalities are primary partners in implementing the Solid Waste Management Plan and provide various curbside collection or drop-off services to residents and other sectors; education and outreach associated with local solid waste services; litter collection, streetscape sanitation and waste collection services for public spaces; along with many other critical roles. Through programming, regulation and bylaws, municipalities have the ability to access waste streams and incent diversion in areas that are outside of the scope or authority of the CRD. Staff are working to enhance the collaboration with municipalities on plan implementation. Immediate first steps include inventorying current municipal initiatives and reenergizing and expanding the existing staff inter-municipal solid waste working group through the development of a terms of reference and populating the working group.

- **Community Grant Program**: Through the Solid Waste Management Plan consultation, the CRD heard many waste reduction ideas with potential from the community. A community-based waste reduction grant program will provide resources and support for individuals and groups that want to turn their ideas into action. Funds have been allocated to the program within the Environmental Resource Management budget, and staff are currently developing program guidelines and looking to launch the program in 2022.

- **Technology Research**: Staff continue efforts researching, investigating and reporting out on emerging waste management technologies, including alternatives to landfilling, such as integrated resource management and gasification. On July 14, 2021, the CRD Board directed staff to facilitate, where possible, the business case process the Township of Esquimalt has undertaken to explore feasibility of gasification of solid waste and kitchen scraps management, and CRD staff continue to work with and support staff at Esquimalt. Additionally, the CRD is investigating the feasibility of testing municipal solid waste in conjunction with the CRD's biosolids gasification testing and will bring results of these investigations to the Environmental Services Committee.

SOLID WASTE MANAGEMENT PLAN SHORT-TERM IMPLEMENTATION TIMELINE

2021



Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, OCTOBER 19, 2021

SUBJECT **Development Permit with Variance for Lot 9, Section 129, Sooke District, Plan VIP67208 – 590 Seedtree Road**

ISSUE SUMMARY

A request has been made for a development permit with variance to authorize subdivision on a parcel designated as Steep Slope, Riparian, and Sensitive Ecosystem Development Permit (DP) areas, and to reduce the requirement that 10% of the lot perimeter of a parcel front onto a public highway.

BACKGROUND

The 4.03 hectare (ha) property is located at 590 Seedtree Road and is zoned Rural Residential 6A (RR-6A) in the Juan de Fuca Land Use Bylaw No. 2040 (Appendix A). The subject property is bounded by Rural (A) zoned parcels to the east, north, and west, and by Seedtree Road and the approximate end of Seedtree Creek to the south. There is a single-family dwelling accessed by an existing driveway located in the southwest corner of the parcel, adjacent to the road and creek. An additional gravel driveway accesses the northern portion of the parcel from the front lot line, and is the approximate location of the proposed common property access for the strata parcels.

The subject property was recently rezoned from Rural (A) to RR-6A (RZ000260) in accordance with the Settlement policies of the East Sooke Official Community Plan, 2018, Bylaw No. 4000. The applicant has now submitted an application for a two-lot fee-simple subdivision (SU000725) and a separate application for a three-lot bare land strata subdivision (SU000726) (Appendix B). The RR-6A zone establishes an average minimum lot size of one hectare (ha). As part of the two-lot subdivision, proposed Lot A is 1.02 ha and will remain as fee simple, while proposed Lot B, which will be further subdivided into three bare land strata lots, is 3.01 ha.

Portions of the parcel are designated as Steep Slope, Riparian, and Sensitive Ecosystem development permit areas; therefore, a development permit is required. Both proposed parcels in the first phase of subdivision do not meet the 10% minimum frontage requirement in Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4); therefore, frontage variances are also requested.

ALTERNATIVES

Alternative 1
The Land Use Committee recommends to the CRD Board:
That Development Permit with Variance DV000083 for Lot 9, Section 129, Sooke District, Plan VIP67208 to authorize the subdivision of land designated as Steep Slope, Riparian, and Sensitive Ecosystems Development Permit Areas; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10% to 8.49% for proposed Lot A and 10 % to 6.4% for proposed Lot B, as shown on the plans prepared by J.E. Anderson, dated August 30, 2021, be approved.

Alternative 2
That the Development Permit with Variance DV000083 be denied.

Alternative 3
That the application be referred back to staff for additional information.

IMPLICATIONS

Legislative Implications

The East Sooke Official Community Plan, 2018, Bylaw No. 4000, designates development permit areas (DPAs) and outlines development permit guidelines (Appendix C). The property is located within the Steep Slope, Riparian, and Sensitive Ecosystem DPAs; therefore, a development permit is required for subdivision. CRD Delegation of Development Permit Approval Authority Bylaw, 2009, Bylaw No. 3462, gives the General Manager, Planning and Protective Services, the power to issue a development permit; however, the delegated authority does not include development permits that require a variance, as stated in Section 5(a) of the bylaw.

The Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4), specifies that road frontage shall be a minimum of 10% of the perimeter of a parcel. Variances to reduce the minimum required frontage are requested for proposed Lots A and B in order to permit the first phase of subdivision.

Public Consultation Implications

Pursuant to Section 499 of the *LGA*, if a local government is proposing to pass a resolution to issue a development variance permit it must give notice to each resident/tenant within a given distance as specified by bylaw. Juan de Fuca Development Fees and Procedures Bylaw No. 3885, states that the Board may, at any time, refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 metres. Any responses received from the public will be presented at the October 19, 2021, Land Use Committee meeting. There is no requirement for public consultation if a local government is considering a development permit.

Land Use Implications

Development Permit:
A Geotechnical report prepared by Shane Smith, P.Geo., EIT, and James Russell, M.Sc., P.Eng., of Ryzuk Geotechnical described the site and addressed the steep slope development permit guidelines relative to the proposal. The engineers confirmed that safe building sites exist for each parcel and provided Landslide Assessment and Flood Assurance Statements for the subdivision design.

The professionals provided recommendations for construction of the common property access road and identified existing and potential rockfall hazards to be addressed. Additional rockfall hazard review following subdivision related construction activity will be required, and any future development activities proposed within the designated development permit areas on the newly created parcels will require subsequent Development Permit applications and accompanying professional reports. The engineers consider the proposed subdivision to be feasible from a geotechnical perspective.

An Environmental Assessment report was prepared by Craig Barlow, R.P.Bio., QEP, of Applied Ecological Solutions Corp. to review the proposed subdivision in relation to the *Riparian Areas Protection Regulations* (*RAPR*) requirements and the Sensitive Ecosystem DP guidelines. The report described the origin and location of the Seedtree Creek as beginning at a roadside ditch at the southwest corner of the parcel, and calculated a Streamside Protection and Enhancement Area (SPEA) of 2 m from the ditch. The report noted that the SPEA is beyond the extents of the parcel, that proposed Lot A is fully developed with a dwelling and associated services, and that no further land alteration is proposed for the subdivision in this area.

The applicant has requested that the requirement to submit a *RAPR* Assessment Report be waived on the basis of the environmental assessment. JdF Planning staff agree that a full *RAPR* assessment would be excessive at this time given the location and nature of the watercourse in relation to property and proposed subdivision works. Any future development activities within the Riparian development permit area would require a subsequent Development Permit application and accompanying *RAPR* report prepared by a Qualified Environmental Professional (QEP).

The professional reports are attached to the proposed development permit with variance as appendices.

Variances:
The Juan de Fuca Land Use Bylaw requires that where a lot being created by a subdivision fronts on a public highway, the minimum frontage on the highway shall be one-tenth of the perimeter of the lot. The applicant has proposed to reduce the minimum frontage requirement from 10% to 8.49% (48.85 m) for proposed Lot A, and 6.4% (65.12 m) for proposed Lot B.

In evaluating whether a frontage exemption is justified, the following technical criteria are normally considered:

- How does it relate to the topography of the area?
- Does it create any environmental impacts?
- Will reducing the frontage produce an awkward lot configuration?
- Will reducing the frontage eliminate future subdivision potential of the lot and of lots beyond?
- Will the exemption reduce road network and access options?
- Does the proposed reduction disturb existing residences?

The proposed lot boundaries are not conventional, but they follow the natural topography as development of the parcel is severely limited by the steep slopes. The proposed parcels meet the required minimum lot size of 1 ha specified by the RR-6A zone. The subdivision layout is not expected to affect the public road network or neighboring properties since the development otherwise complies with the regulations of the zone in terms of overall density. While proposed Lot B will be further subdivided as a 3-lot bare land strata, access to each lot is via a Common Property driveway with a single point of access onto Seedtree Road. Multiple driveways would be impractical for the proposed subdivisions given the steep topography of the area. The proposed parcels would be limited to a maximum lot coverage of 25%, and permitted uses support a single-family dwelling and related accessory uses, including one of either a secondary suite or detached accessory suite subject to regulations.

Development Permit with Variance DV000083 has been prepared for consideration to authorize subdivision within Steep Slope, Riparian, and Sensitive Ecosystems Development Permit Areas, and to grant variances to reduce the 10% minimum frontage requirement for proposed Lots A and B (Appendix D). Any residents that may be affected by the proposal will have an opportunity to come forward with their comments through the public notification process. Staff recommend approval of the development permit with variance subject to public notification.

CONCLUSION

The applicant has requested a development permit with variance for the purpose of authorizing a 2-lot subdivision and wishes to reduce the 10% minimum frontage requirement for proposed Lot A and proposed Lot B. No further land alterations are proposed within designated Riparian DP areas as a part of the subdivision, and professional reports were received that address the Steep Slope and Sensitive Ecosystem DP guidelines. If the Permit is approved by the Board, the Corporate Officer will proceed to issue the Permit and register a Notice of Permit on Title.

RECOMMENDATION

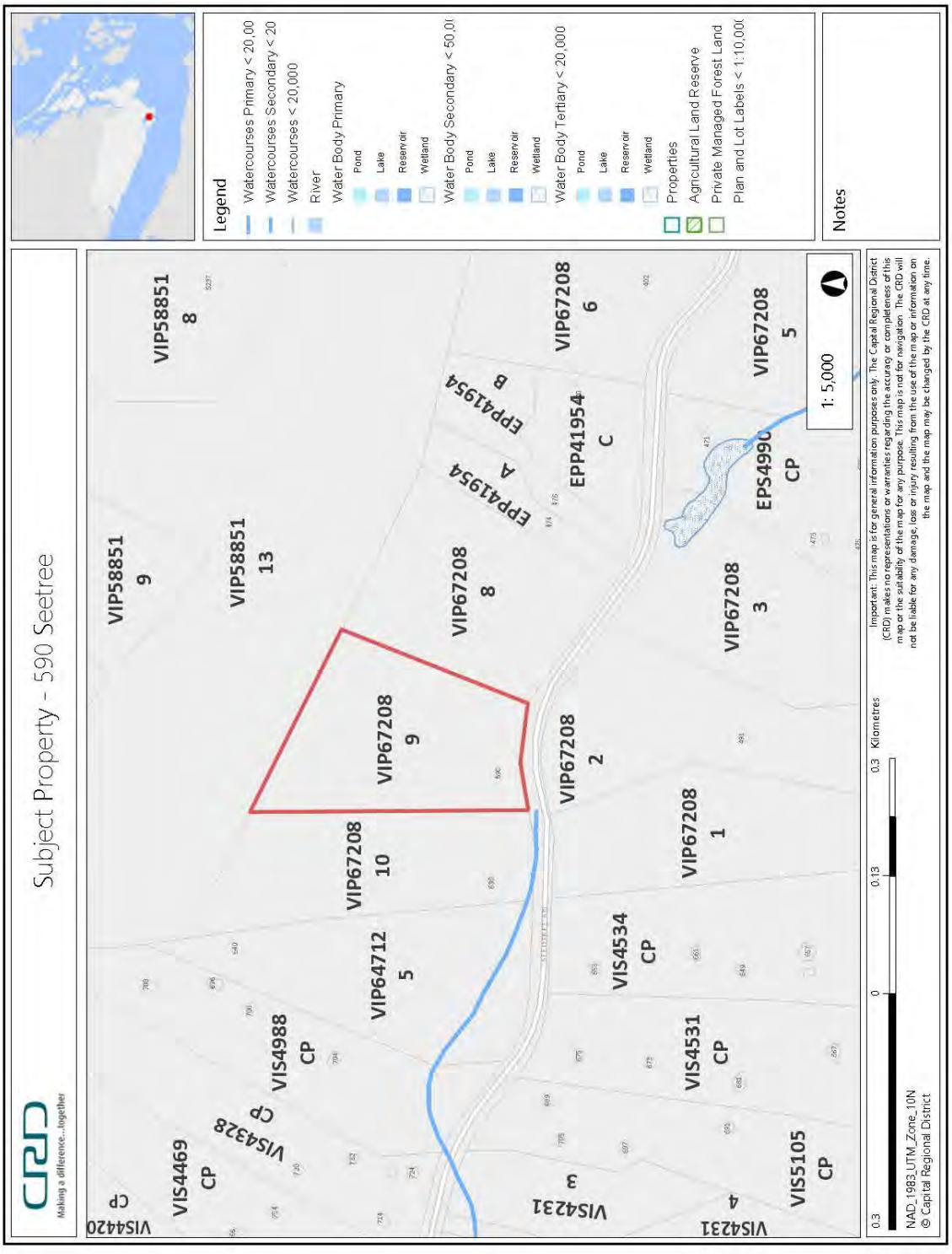
The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000083 for Lot 9, Section 129, Sooke District, Plan VIP67208 to authorize the subdivision of land designated as Steep Slope, Riparian, and Sensitive Ecosystems Development Permit Areas; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10% to 8.49% for proposed Lot A and 10 % to 6.4% for proposed Lot B, as shown on the plans prepared by J.E. Anderson, dated August 30, 2021, be approved.

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

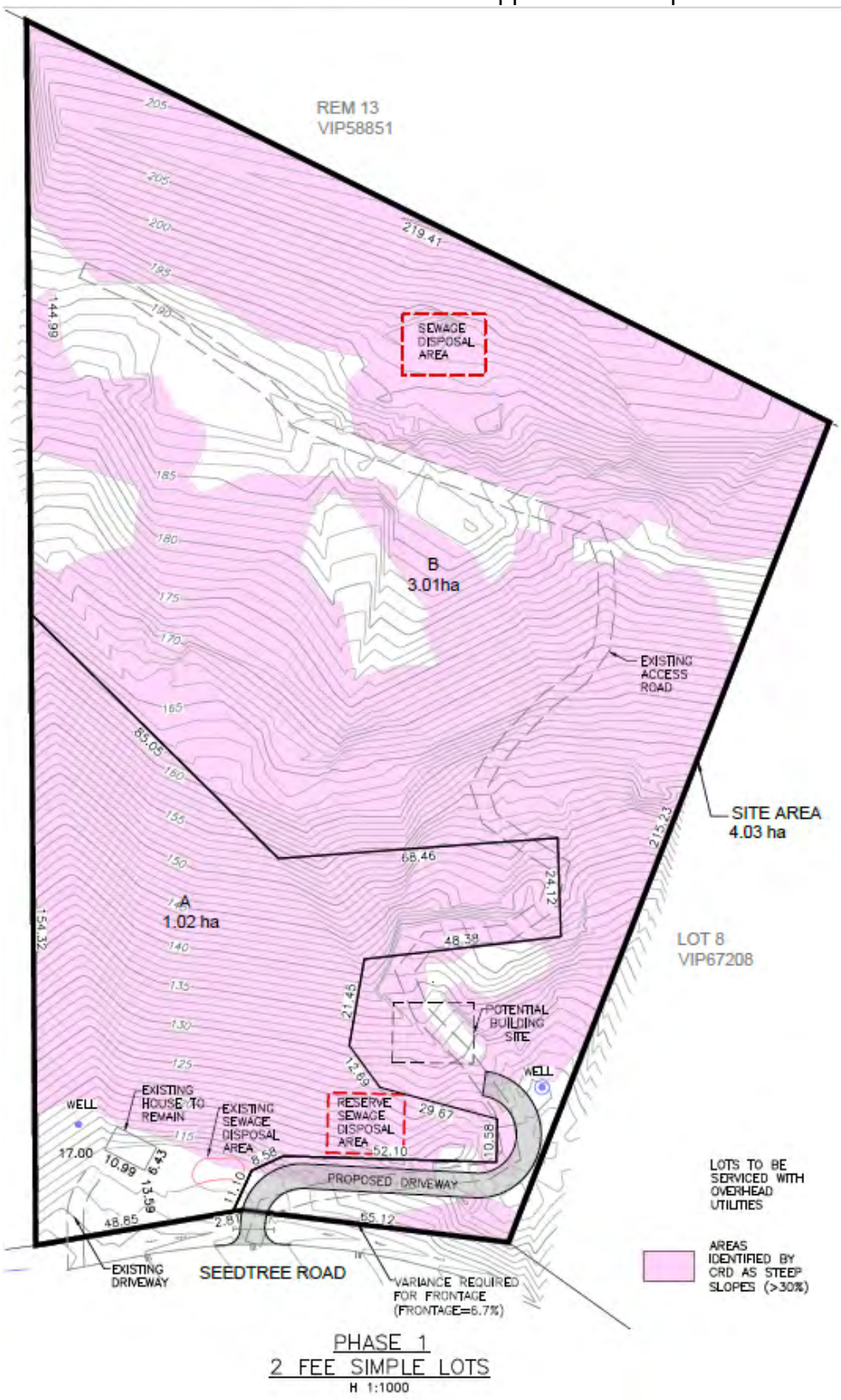
ATTACHMENTS

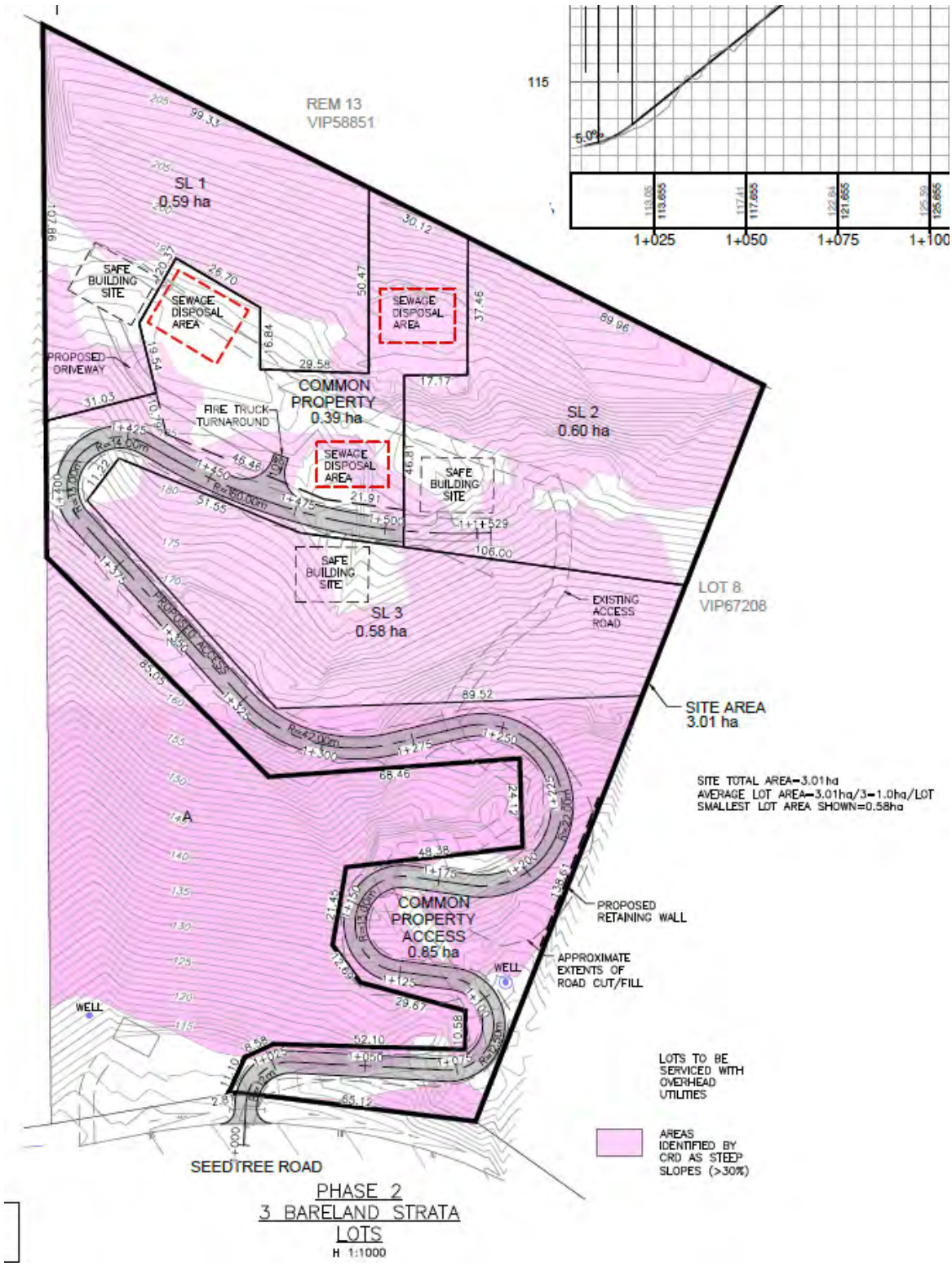
Appendix A: Subject Property Map
Appendix B: Proposed Subdivision Plans
Appendix C: Development Permit Guidelines
Appendix D: Permit DV000083

Appendix A: Subject Property Map



Appendix B: Proposed Subdivision Phases

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SL 1
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SL 2
0.60 ha
SL 3
0.58 ha
COMMON PROPERTY
0.39 ha
COMMON PROPERTY ACCESS
0.85 ha
SAFE BUILDING SITE
SEWAGE DISPOSAL AREA
PROPOSED DRIVEWAY
FIRE TRUCK TURNAROUND
PROPOSED ACCESS
EXISTING ACCESS ROAD
LOT 8
VIP67208
SITE AREA
3.01 ha
SITE TOTAL AREA=3.01ha
AVERAGE LOT AREA=3.01ha/3=1.0ha/LOT
SMALLEST LOT AREA SHOWN=0.58ha
PROPOSED RETAINING WALL
APPROXIMATE EXTENTS OF ROAD CUT/FILL
WELL
LOTS TO BE SERVICED WITH OVERHEAD UTILITIES
AREAS IDENTIFIED BY CRD AS STEEP SLOPES (>30%)
SEEDTREE ROAD
1+025
1+050
1+075
1+100
PHASE 2
3 BARELAND STRATA LOTS
H 1:1000

Appendix C: Development Permit Guidelines

515 Guidelines for the Steep Slope Development Permit Area

Development permits for development in the Steep Slope DPA will be considered in accordance with the following guidelines:

A. Development and alteration of land will be planned to avoid intrusion into and minimize the impact on the Steep Slope DPA.

B. The removal of vegetation and impact to tree root zones will be minimized.

C. The placement of fill, disturbance to the soil, undercutting and blasting will be minimized.

D. Development should minimize alterations to steep slopes and the development should be designed to reflect the site rather than altering the site to reflect the development.

E. Changes in hydrology will be minimized.

F. Runoff from the development will not destabilize or cause damage to the subject property or neighbouring properties.

G. Development will be designed to avoid erosion and sedimentation.

H. Erosion control measures and temporary fencing may be required during and after construction.

I. The planting of native vegetation in both disturbed and undisturbed areas may be required to reduce the risk of erosion and improve slope stability.

J. Heavy machinery cannot be used in circumstances where or when it might cause erosion or destabilize the slope.

K. The clustering of buildings and structures on less steep areas is encouraged and setbacks may be varied to accommodate this.

L. Variances to allow the siting of buildings and structures outside the Steep Slope DPA will be considered.

M. Over-steep driveways and sharp switchbacks are discouraged and will be minimized.

N. Shared driveways may be required where they will minimize the disturbance to steep slopes.

O. Large, single-plane retaining walls are discouraged and landscaping should follow the natural contours of the land.

P. As a condition of the issuance of a development permit, compliance with any or all conditions recommended in a report by a QP will be considered by the CRD and may be included in development permit.

545 Guidelines for the Sensitive Ecosystem Development Permit Area

Development permits for development in Sensitive Ecosystem DPA will be considered in accordance with the following guidelines:

A. Development or alteration of land will be planned to avoid intrusion into and minimize the impact on the Sensitive Ecosystem DPA.

B. The removal of gravel and soil from watercourses is prohibited unless otherwise approved by the provincial or federal government.

C. Proposed plans of subdivision will avoid watercourse crossings where possible.

D. Watercourse crossings will be avoided, but where this is not possible, bridges are preferred rather than culverts, and any works will be sited to minimize disturbance to banks, channels, shores and vegetative cover, and must be approved by the provincial government.

E. Changes in the land surface, which could affect the health of vegetation or the biodiversity of any plant communities and disturbance of mature vegetation and understorey plants, will be minimized.

F. Disturbance to existing vegetation not directly affected by the footprint of buildings, ancillary uses and driveways will be minimized.
G. Planting of non-native vegetation or invasive species in designated sensitive ecosystem development permit areas is not supported.
H. The CRD may consider variances to siting or size regulations where the variance could result in the enhanced protection of an environmentally sensitive area.
I. As a condition of the issuance of a development permit, compliance with any or all conditions recommended in a report by a QP will be considered by the CRD and may be included in the development permit.
J. Those areas where existing vegetation is disturbed will be rehabilitated with appropriate landscaping and habitat compensation measures in a manner recommended in a report by a QP.
K. Development and associated drainage will be designed and constructed so that there is no increase or decrease in the amount of surface water or groundwater available to the sensitive ecosystem.
L. Culverts may be designed to encourage storage of water within the watercourse.
M. Where necessary, provision will be made and works undertaken to maintain the quality of water reaching the sensitive ecosystem.
N. All new developments or modifications to existing developments including site works, gardening, landscaping and other related residential activities should be designed and implemented to maintain the quantity and quality of water and to avoid the entry of pollutants or nutrient rich water flowing into watercourses, lakes, ponds and wetlands.
O. Development will be designed to avoid any increase in the volume and peak flow of runoff and a drainage plan may be required in support of this guideline.
P. Plantings of native vegetation may be required to reduce the risk of erosion, restore the natural state of the site, improve water quality, or stabilize slopes and banks.
Q. The planting of non-native vegetation or alien invasive species, as defined in the provincial Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation 144/2004, is not supported.
R. Construction at a certain time of year and using methods that minimize the impacts on rare and sensitive species may be required.
S. Where possible, large tracts of wildlife habitat or continuous habitat corridors will be preserved, in order to facilitate movement of wildlife.
T. A buffer zone may be specified where land alteration or structures will be limited to those compatible with the characteristics of the sensitive ecosystem or those that can be mitigated in a manner recommended by a QP.
U. In order to ensure unnecessary encroachment does not occur into the sensitive ecosystem at the time of construction, permanent or temporary fencing measures may be required.
V. Development may be restricted during sensitive life-cycle times.

Appendix D: Permit DV000083

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT PERMIT WITH VARIANCE NO. DV000083

1. This Development Permit with Variance is issued under the authority of Sections 490 and 498 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit with Variance applies to and only to those lands within the Regional District described below (legal description), and any and all buildings, structures, and other development thereon:

   PID: 024-152-846;
   Legal Description: Lot 9, Section 129, Sooke District, Plan VIP67208 (the "Land")
3. This development permit authorizes a 2-lot fee-simple subdivision and 3-lot bareland strata subdivision and related services (the "development") on the Land, located within the development permit areas established under the East Sooke Official Community Plan, Bylaw No. 4000, 2018, Section 510 (Steep Slopes), Section 530 (Riparian), and Section 540 (Sensitive Ecosystems) in accordance with the plans submitted to the CRD and subject to the conditions set out in this Permit.
4. The conditions under which the development referred to in section 3 may be carried out are as follows:
   a. That the components of the development occur in conformity with the Phase 1 and Phase 2 Subdivision Plans prepared by JE Anderson & Associates, dated August 30, 2021;
   b. That the proposed development comply with the recommendations outlined in the report prepared by Shane Smith, P.Geo., EIT, and James Russell, M.Sc., P.Eng., dated August 5, 2021 (the "Geotechnical Report");
   c. That the proposed development comply with the recommendations outlined in the report prepared by Craig Barlow, RP.Bio., dated May 3, 2021 (the "Environmental Assessment Report"); and
   d. That any cut-slopes be reassessed to determine if further mitigative measures to decrease the risk of rockfall hazard are required;
   e. That a report be submitted prior to registration of each of the 2-lot fee-simple subdivision and the 3-lot bareland strata subdivision from a qualified professional confirming that the recommendations outlined in the Geotechnical Report have been addressed and .
5. The Capital Regional District's Bylaw No. 2040, Part 2, Section 3.10(4), is varied under section 498 of the *Local Government Act* as follows:
   a. That the the minimum frontage requirement of proposed Lot A be reduced from 10% to 8.49%;
   b. That the the minimum frontage requirement of proposed Lot B be reduced from 10% to 6.4%.
6. Notice of this Permit shall be filed in the Land Title Office at Victoria as required by Section 503 of the *Local Government Act*, and the terms of this Permit (DV000083) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.
8. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.

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9. The following plans and specifications are attached to and form part of this Permit:

   Appendix A: Phase 1 and Phase 2 Subdivision Plans
   Appendix B: Geotechnical Report
   Appendix C: Environmental Assessment Report

10. This Permit is NOT a Building Permit.

11. In issuing this Development Permit, the CRD does not represent or warrant that the land can be safely developed and used for the use intended and is acting in reliance upon the conclusions of the Geotechnical Report regarding the conditions to be followed for the safe development of the land.

RESOLUTION PASSED BY THE BOARD, THE ____ day of _____, 2021.

ISSUED this _____ day of _____, 2021

_____
Kristen Morley
Corporate Officer

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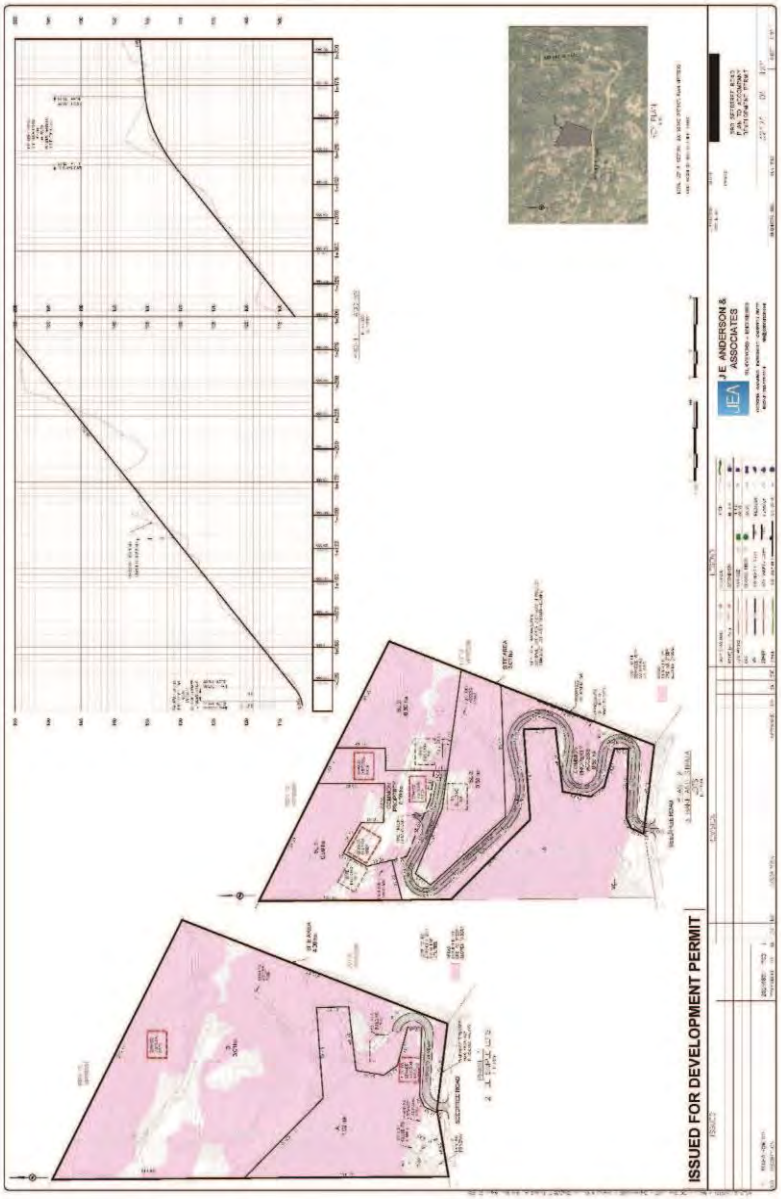
Appendix A: Phase 1 and Phase 2 Subdivision Plans



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Appendix B: Geotechnical Report

RYZUK GEOTECHNICAL
Engineering & Materials Testing
6-40 Cadillac Ave, Victoria, BC, V8Z 1T2 Tel: 250-475-3131 E-mail: mail@ryzuk.com www.ryzuk.com

August 5, 2021
File No: 10672-1

[redacted]
c/o J.E. Anderson & Associates Ltd.
4212 Glanford Avenue
Victoria, BC
V8Z 4B7

Attn: [redacted]

Re: Proposed Lot Subdivision
590 Seedtree Road – East Sooke, BC

As requested, we have completed an assessment of the geotechnical conditions at the reference site as such relates to the proposed 2-lot and subsequent 3-lot subdivision. The following is an update to our original report dated June 30, 2021, providing clarification for further potential sites/subdivision within the lot, subject to assessment, as described within our Geotechnical/Geohazard Assessment section. No other analysis has been completed and our original Appendix D: Landslide Assessment Assurance Statement and Appendix I: Flood Hazard and Risk Assurance Statement have not been changed from the June 30, 2021, report.

We understand that the property has been designated as being a part of East Sooke's Steep Slope Development Permit Area (DPA) in the East Sooke Official Community Plan (OCP) Bylaw No. 4000. We further understand that the Ministry of Transportation and Infrastructure (MOTI) has specified that an assessment of potential geohazard(s) be carried out by a qualified professional as a condition of the 2 lot conventional subdivision and the subsequent 3 lot bare land strata subdivision for a total of 4 lots. As per conditions of the MOTI requirements, landslide hazard and flood hazard assessments are to be completed, including Appendix D: Landslide Assessment Assurance Statement and Appendix I: Flood Hazard and Risk Assurance Statement. Accordingly, the results of our assessment and our associated observations, comments, and recommendation in this regard are summarized herein, in accordance with Engineers and Geoscientists BC (EGBC) Guidelines for Legislated Landslide Assessments for Proposed Residential Developments and Section 56 of the Community Charter. Our work in this regard has been carried out in accordance with our proposal, dated January 11, 2021.

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Proposed Lot Subdivision
590 Seedtree Road – East Sooke, BC

August 5, 2021

PROPOSED DEVELOPMENT

The site is 4 hectares in size, bounded by Seedtree Road to the south, an undeveloped lot to the north, and similar single family residential lots to the east and west. Currently there is an existing single family residence located within the southwestern corner of the property (near the base of the slope), as well as an access gravel road to the northern portion of the site that enters from Seedtree Road.

The two attached site plans provided by J.E. Anderson & Associates, titled "Tentative Subdivision Plan of Lot 9, Section 129, Plan VIP67208, 590 Seedtree Road, 32171-01-T1" and "-T2", dated June 17, 2020, display the proposed subdivisions of the property. The referenced property is proposed to be subdivided in 2 stages, initially a 2 lot split will divide the existing single family residence (lot A) from the remainder of the undeveloped site (lot B). Then the undeveloped lot B will be further subdivided into 3 lots (SL 1, SL 2, and SL 3) for a total of 4 lots. The subsequent 3 lot subdivision displays SL 1 in northwest, SL 2 in the northeast, and SL 3 centrally located. A proposed common property driveway will provide access from Seedtree Road to the 3 undeveloped lots.

The proposed shared driveway enters the site from Seedtree Road and follows existing road before several switch backs and then a cut across the site to the northwest. Substantial excavations and grade alterations from the existing topography are anticipated based on the road sections provided to us. We understand that the proposed driveway may be changed to decrease the extent of excavation/fill placement required.

SURFACE AND SUBSURFACE CONDITIONS

We attended the site on May 10, 2021, to visually assess the geotechnical conditions throughout the proposed development. As a part of the assessment, we completed a visual reconnaissance of the property, the path of the proposed driveway realignment, and the surrounding properties, to assess for geohazards and to determine safe building locations within lot B (and the 3 lots SL 1, SL 2, and SL 3).

The site is largely bedrock controlled with grass/shrubs/moss cover and intermittent mature coniferous and deciduous trees throughout. A single family residence is currently located in lot A, as displayed on the location plan (in the southeastern corner). The remainder of the site is unoccupied/undeveloped land with an existing road that switch backs along the eastern property boundary before turning west across a topographic plateau. Localized rock blasting was observed within several areas of the existing road as well as blast rock placement to create a level surface.

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We observed test pits excavated throughout the site, which we understand were excavated to determine adequate soil coverage for sewage disposal areas. The test pits exposed up to 0.9 m of dense gravelly/silty sand (glacial till) beneath the surficial topsoil. We anticipate that the glacial till observed will be present locally beneath a surficial topsoil cover throughout much of the site. The bedrock observed was generally massive igneous rock consistent with the geological mapping of the Metchosin Volcanics Complex.

The majority of the site is moderately sloped at an approximate angle of 25 degrees from horizontal with steeper areas up to approximately 45 degrees from horizonal. Localized nearly vertical rock bluffs are also present, generally towards the north. The site flattens out to a gently sloped plateau within the area between 180 m to 200 m elevation before steeply rising to the north. The topographic relief across the entire site is on the order of 110 m. All elevation data is approximate and taken from the CRD Web Map.

No evidence of water bodies or centralized surficial water flows/creeks were observed throughout our site reconnaissance. The nearest centralized water course to the property is Seedtree Creek. The creek runs west to east with the beginning of the mapped creek southwest of the property, as displayed on the CRD Web Map.

GEOTECHNICAL/GEOHAZARD ASSESSMENT

Based on our visual assessment and review of the site, we did not observe any evidence of large scale slope instability that would preclude safe residential construction within Lot B (or the 3 lots SL 1, SL 2, and SL 3), provided such is undertaken in accordance with the recommendations below. The locations of safe construction are indicated on the attached Site Plan. This does not preclude further geotechnical investigation from determining additional safe construction sites within the property. Rather, the indicated locations are deemed suitable due to the natural leveling of topography and the currently proposed subdivision layout. Further geotechnical investigation and/or future modifications to the terrain may determine additional safe construction sites not addressed at the time of our investigation.

The Approving Authority (MOTI) has indicated that for the purposes of the Appendix D statement, the Province of British Columbia does not have an adopted level of landslide safety. However, as indicated in the MOTI Subdivision Preliminary Layout Review – Natural Hazard Risk document, hazard risk should be considered. For damaging events, a probability of occurrence of 1 in 475 years (10% probability in 50 years) should be considered. For landslide hazards and for life threatening catastrophic events, a probability of occurrence of 1 in 10,000 years (0.5% probability in 50 years) should be considered. In addition, the current BC Building Code (BCBC) requires new construction to be designed to accommodate a seismic event with a probability of occurrence of 1 in 2475 years (2% probability of exceedance in 50 years).

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The proposed indicated building sites are all located safely outside of the identified rockfall hazard areas which are identified below. Surficial layers of shallow soils (topsoil/glacial till) were present within moderately sloped areas (10 to 30 degree slopes), and largely minimal throughout the steeper sloped areas (over 30 degree slopes). The terrain throughout the site, did not visually display any indications of deep-seated instability through our site reconnaissance. The areas upslope of the indicated proposed building sites generally consisted of steeply sloped (20 to 45 degree) massive intact bedrock outcrops, with little to no topsoil/vegetation. We assessed the area north of the property as well and similar steeply sloped massive intact bedrock outcrops were observed before levelling out to a forested gently sloped plateau around geodetic elevation of approximately 230 m (CRD Web Map). Based on the probability of occurrences outlined above, and the fact that the safe building locations are generally located on a gently sloped areas or massive bedrock outcrops, geohazards such as steep slope, landslip or landslide have been determined to be negligible.

Localized small scale instabilities (rockfall hazards) within the immediate vicinity of future building areas may need to be addressed at the time of construction if the topography is altered for construction or for the driveway. Foundation preparations must be inspected and approved by a qualified professional to ensure adequate bearing support.

Several rockfall hazards were identified during our site visit and additional rockfall hazards are anticipated to be generated due to the shared driveway construction. The potential rockfall hazards are summarized below and locations indicated on the attached Site Plan.

1. The switchback that borders lot A had boulders present on the upslope side of the historical rock cut. The area was steeply inclined with an approximate slope of 45 degrees from horizontal with numerous boulders present along the slope as well as loose rock leaning against trees.

2. The proposed roadway alignment requires substantial rock excavation and road filling. Rock blasting of up to 8 m as well as fill slopes of up to 6 m are anticipated based on review of the provided road sections. Considerations will be required to ensure adequate rockfall catchment areas for any permanent rock slopes.

3. To the northeast of the proposed building site in SL 2, a large rock bluff is present that overhangs an area north of the existing roadway. The potential rockfall from this area is directed to the south or southeast and will not impact the proposed safe construction areas.

4. In the northwestern corner of the property (SL 1) the slope steepens to 50-60 degrees from horizontal with some indication of rockfall activity present (such as boulders and cobbles along the slope). The area slopes to the southwest (generally towards the neighbouring property) and will not impact the safe building area within SL 1.

The above mentioned rockfall hazards can likely be mitigated through removing detached boulders or fragmented rocks when present. Additionally, at the base of rock slopes rockfall catchment areas are recommended and/or construction of retaining barriers. Boulders of fractured rock may mobilize during an earthquake event, or after years of weathering and mechanical destabilization from erosion/freeze/thaw cycles. The observed blasted rock faces were generally intact with some minor fractured-in-place fragments. We anticipate the future rock cuts should react similarly; however, such should be reassessed following blasting to determine if additional mitigative measures are required.

The boundary between lots SL 2 and SL 3 is proposed to be re-aligned as indicated on the Site Plan for the indicated safe building locations. If development plans are altered re-assessment of the site can be conducted by a qualified professional to assess further areas for safe construction, as required.

All construction must mitigate rockfall hazards which could potentially affect the downslope residence in Lot A. Any blasting conducted along the boundary between Lot A and the roadway or near property lines should mitigate over-break, provide a sufficient offset from the slope crest to the roadway, and provide adequate rockfall catchment areas. We understand that roadway alignment may change based on future development designs and we should be consulted to re-assess any potential modifications.

For flooding hazard, MOTI has indicated that a probability of occurrence of 1 in 200 years is the minimum standard. The site is located within a relatively small catchment area near the peak of a localized mountain slope. The majority of the site is moderately to steeply sloped with shallow bedrock present, and localized dense glacial till soils in shallower sloped areas. No evidence of water bodies or centralized surficial water flows/creeks were observed. Given the location, we do not consider the site to be at significant risk of flooding. The surface grading around the building should be finished to shed sheet flows (surficial runoff) away from the foundations. Sheet flows may occur during extreme precipitation events due to the shallow bedrock impedance layer and steep slopes.

CONCLUSION

Based on the above, we consider the proposed subdivision to be feasible from a geotechnical perspective. Our assessment has considered safe building sites to be free from hazard or have a low hazard of landslide and are considered safe from a damaging event with a 10% probability of exceedance in 50 years, as well as from seismically induced slope instability associated with a design event having a 2% probability of exceedance in 50 years. For flooding hazard, a probability of occurrence of 1 in 200 years has been considered as a minimum standard. In addition, we do not consider the site to be subject to risk of naturally occurring catastrophic life

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threatening hazardous events having a probability of occurrence with a 1 in 10,000 year return period.

This report does not exclude further subdivision/building sites from being confirmed/added at a later date, subject to additional assessment. Accordingly, provided the development is carried out as outlined within this report, it is our professional opinion that the land may be used safely for the use intended, that being residential construction undertaken in accordance with the current BC Building Code. This is pursuant to Section 56 of the Community Charter and East Sooke's OCP, Bylaw No. 4000. Our assessment is further provided in consideration of Section 86(d) of the Land Title Act and pursuant to the Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in BC and Legislated Flood Assessments in a Changing Climate in BC (Appendix D: Landslide Assessment Assurance Statement and Appendix I: Flood Assurance Statement are attached).

We hope the preceding is suitable for your purposes at present. Please do not hesitate to contact our office if we can be of further assistance.

Yours truly,
Ryzuk Geotechnical

Aug 5, 2021
PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA S. C. SMITH # 50140

Shane Smith, P.Geo., EIT
Intermediate Geoscientist

PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA J. A. RUSSELL # 44111 2021-08-05

James Russell, M.Sc., P.Eng.
Project Manager

Attachments – Tentative 2-lot Subdivision Location Plan
Tentative 3-lot Subdivision Location Plan
Site Plan
Appendix D: Landslide Assessment Assurance Statement
Appendix I: Flood Assurance Statement

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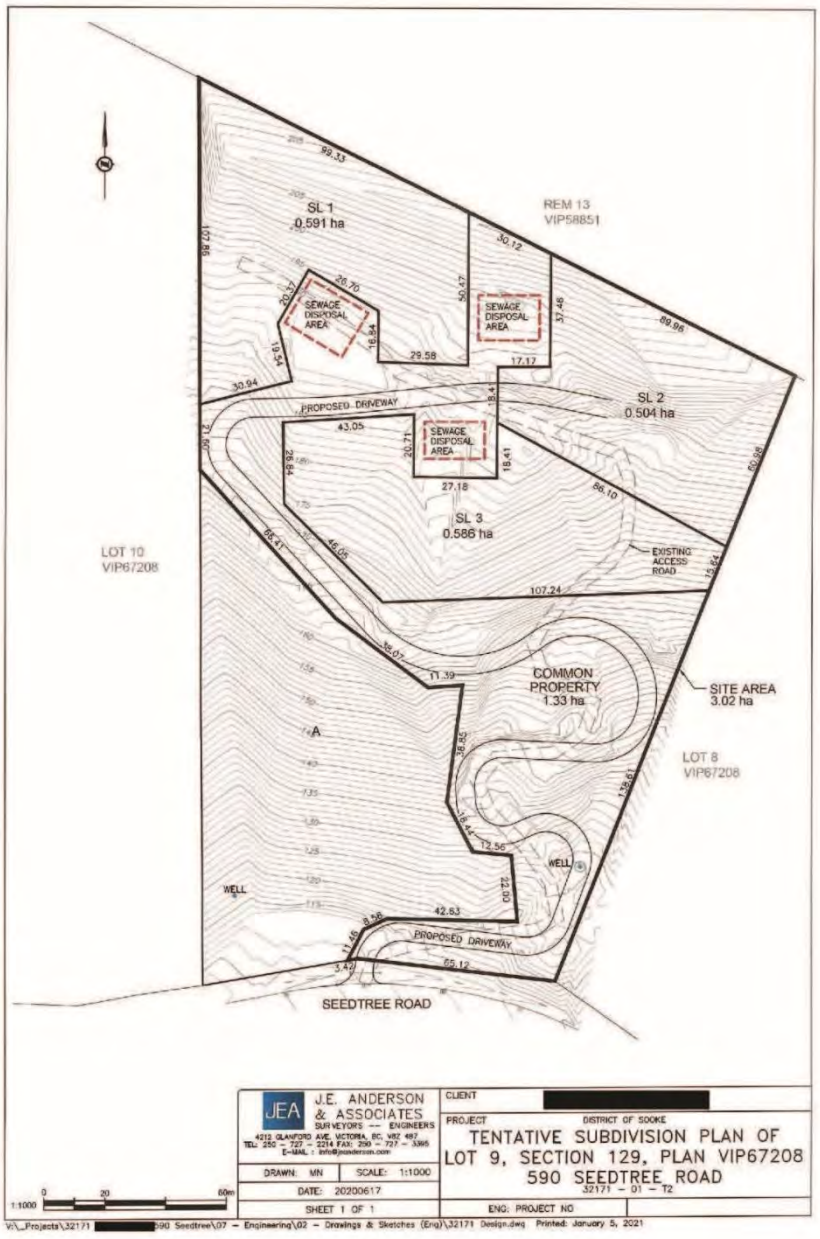

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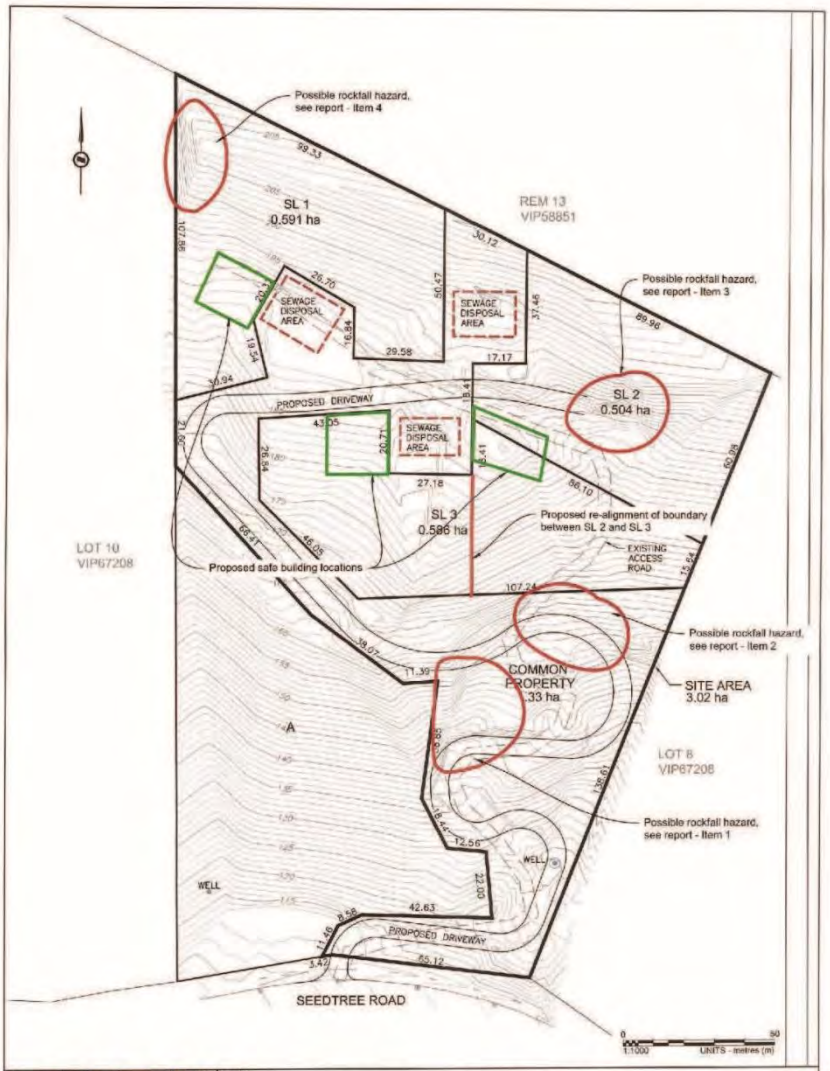

RYZUK GEOTECHNICAL
ENGINEERING & MATERIALS TESTING

NOTES
1. This drawing is for the intended use of the client for the specified project, and should not be used elsewhere without the express permission of the client and/or Ryzuk Geotechnical.
2. This drawing is scaled for 11x17 sheet and does not require further scaling to fit. Scales will differ if printed on different sheet size.
3. Background site plan from J.E. Anderson & Associates "Tentative Subdivision Plan of 590 Seedtree Road"

REV.	DESCRIPTION	YY/MM/DD	BY
0	ISSUED WITH REPORT	21/06/30	SCS

DRAWN BY	SCS
PROJECT MANAGER	JAR
REVIEWED	JAR
SCALE	1:1000
DATE	2021/06/30
CLIENT	J.E. ANDERSON & ASSOCIATES LTD.
PROJECT TITLE	PROPOSED LOT SUBDIVISION
PROJECT ADDRESS	590 SEEDTREE ROAD - EAST SOOKE, BC
DRAWING NAME	SITE PLAN
PROJECT No.	1069-17
SHEET No.	1 of 1
REVISION	0

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APPENDIX D: *LANDSLIDE ASSESSMENT ASSURANCE STATEMENT*

Note: This Statement is to be read and completed in conjunction with the "*APEGBC Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia*", March 2006/Revised September 2008 ("*APEGBC Guidelines*") and the "2006 BC Building Code (BCBC 2006)" and is to be provided for *landslide assessments* (not floods or flood controls) for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the *APEGBC* Guidelines.

To: The *Approving Authority* Date: June 30, 2021

Ministry of Transportation and Infrastructure, Saanich Area Office

240-4460 Chatterton Way, Victoria, BC, V8X 5J2

Jurisdiction and address

With reference to (check one):

- ☑ Land Title Act (Section 86) – Subdivision Approval
- ☐ Local Government Act (Sections 919.1 and 920) – Development Permit
- ☐ Community Charter (Section 56) – Building Permit
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Variance
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Exemption
- ☐ British Columbia Building Code 2006 sentences 4.1.8.16 (8) and 9.4 4.4.(2) (Refer to BC Building and Safety Policy Branch Information Bulletin B10-01 issued January 18, 2010)

For the Property:

Lot 9, Section 129, Plan VIP 67208, 590 Seedtree Road, PID 024152846

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached *landslide assessment* report on the Property in accordance with the *APEGBC Guidelines*. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

☑ 1. Collected and reviewed appropriate background information
☐ 2. Reviewed the proposed *residential development* on the Property
☑ 3. Conducted field work on and, if required, beyond the Property
☑ 4. Reported on the results of the field work on and, if required, beyond the Property
☑ 5. Considered any changed conditions on and, if required, beyond the Property
6. For a *landslide hazard analysis* or *landslide risk analysis* I have:
   ☑ 6.1 reviewed and characterized, if appropriate, any *landslide* that may affect the Property
   ☑ 6.2 estimated the *landslide hazard*
   ☐ 6.3 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
   ☐ 6.4 estimated the potential *consequences* to those *elements at risk*
7. Where the *Approving Authority* has adopted a *level of landslide safety* I have:
   ___ 7.1 compared the *level of landslide safety* adopted by the *Approving Authority* with the findings of my investigation
   ___ 7.2 made a finding on the *level of landslide safety* on the Property based on the comparison
   ___ 7.3 made recommendations to reduce *landslide hazards* and/or *landslide risks*
8. Where the *Approving Authority* has **not** adopted a *level of landslide safety* I have:

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☑ 8.1 described the method of *landslide hazard analysis* or *landslide risk analysis* used
☑ 8.2 referred to an appropriate and identified provincial, national or international guideline for *level of landslide safety*
☑ 8.3 compared this guideline with the findings of my investigation
☑ 8.4 made a finding on the *level of landslide safety* on the Property based on the comparison
☐ 8.5 made recommendations to reduce *landslide hazards* and/or *landslide risks*

☑ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one
☐ the findings from the investigation and the adopted *level of landslide safety* (item 7.2 above)
☑ the appropriate and identified provincial, national or international guideline for *level of landslide safety* (item 8.4 above)

I hereby give my assurance that, based on the conditions[1] contained in the attached *landslide assessment* report,

Check one
☑ for subdivision approval, as required by the Land Title Act (Section 86), "that the land may be used safely for the use intended"

Check one
☐ with one or more recommended registered covenants.
☑ without any registered covenant.

☐ for a development permit, as required by the Local Government Act (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".

☐ for a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended"

Check one
☐ with one or more recommended registered covenants.
☐ without any registered covenant.

☐ for flood plain bylaw variance, as required by the "Flood Hazard Area Land Use Management Guidelines" associated with the Local Government Act (Section 910), "the development may occur safely".

☐ for flood plain bylaw exemption, as required by the Local Government Act (Section 910), "the land may be used safely for the use intended".

James Russell, M.Sc., P.Eng.
Name (print)

June 30, 2021
Date

Signature

[1] When seismic slope stability assessments are involved, *level of landslide safety* is considered to be a "life safety" criteria as described in the National Building Code of Canada (NBCC 2005), Commentary on Design for Seismic Effects in the User's Guide, Structural Commentaries, Part 4 of Division B. This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse"

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6-40 Cadillac Ave, Victoria, BC
Address
V8Z 1T2
250-475-3131
Telephone

PROFESSIONAL ENGINEER
PROVINCE OF BRITISH COLUMBIA
J. A. RUSSELL
44111
(Affix Professional seal here)

If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm Ryzuk Geotechnical
and I sign this letter on behalf of the firm. (Print name of firm)

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FLOOD ASSURANCE STATEMENT

Note: This statement is to be read and completed in conjunction with the current Engineers and Geoscientists BC *Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC* ("the guidelines") and is to be provided for flood assessments for the purposes of the *Land Title Act*, Community Charter, or the *Local Government Act*. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority Date: June 30, 2021

Ministry of Transportation and Infrastructure, Saanich Area Office

240-4460 Chatterton Way, Victoria, BC, V8X 5J2

Jurisdiction and address

With reference to (CHECK ONE):

- ☑ *Land Title Act* (Section 86) – Subdivision Approval
- ☐ *Local Government Act* (Part 14, Division 7) – Development Permit
- ☐ Community Charter (Section 56) – Building Permit
- ☐ *Local Government Act* (Section 524) – Flood Plain Bylaw Variance
- ☐ *Local Government Act* (Section 524) – Flood Plain Bylaw Exemption

For the following property ("the Property"):

Lot 9, Section 129, Plan VIP 67208, 590 Seedtree Road, PID 024152846

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a Qualified Professional and is a Professional Engineer or Professional Geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, sealed, and dated, and thereby certified, the attached Flood Assessment Report on the Property in accordance with the guidelines. That report and this statement must be read in conjunction with each other. In preparing that Flood Assessment Report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- ☐ 1. Consulted with representatives of the following government organizations:

- ☑ 2. Collected and reviewed appropriate background information
- ☐ 3. Reviewed the Proposed Development on the Property
- ☐ 4. Investigated the presence of Covenants on the Property, and reported any relevant information
- ☑ 5. Conducted field work on and, if required, beyond the Property
- ☑ 6. Reported on the results of the field work on and, if required, beyond the Property
- ☑ 7. Considered any changed conditions on and, if required, beyond the Property
- 8. For a Flood Hazard analysis I have:
  - ☑ 8.1 Reviewed and characterized, if appropriate, Flood Hazard that may affect the Property
  - ☑ 8.2 Estimated the Flood Hazard on the Property
  - ☑ 8.3 Considered (if appropriate) the effects of climate change and land use change
  - ☐ 8.4 Relied on a previous Flood Hazard Assessment (FHA) by others
  - ☐ 8.5 Identified any potential hazards that are not addressed by the Flood Assessment Report
- 9. For a Flood Risk analysis I have:
  - ☑ 9.1 Estimated the Flood Risk on the Property
  - ☐ 9.2 Identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
  - ☐ 9.3 Estimated the Consequences to those Elements at Risk

PROFESSIONAL PRACTICE GUIDELINES
LEGISLATED FLOOD ASSESSMENTS IN A CHANGING CLIMATE IN BC

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FLOOD ASSURANCE STATEMENT

10. In order to mitigate the estimated Flood Hazard for the Property, the following approach is taken:
- ☐ 10.1 A standard-based approach
- ☐ 10.2 A Risk-based approach
- ☐ 10.3 The approach outlined in the guidelines, Appendix F: Flood Assessment Considerations for Development Approvals
- ☑ 10.4 No mitigation is required because the completed flood assessment determined that the site is not subject to a Flood Hazard

11. Where the Approving Authority has adopted a specific level of Flood Hazard or Flood Risk tolerance, I have:
- ☐ 11.1 Made a finding on the level of Flood Hazard or Flood Risk on the Property
- ☐ 11.2 Compared the level of Flood Hazard or Flood Risk tolerance adopted by the Approving Authority with my findings
- ☐ 11.3 Made recommendations to reduce the Flood Hazard or Flood Risk on the Property

12. Where the Approving Authority has not adopted a level of Flood Hazard or Flood Risk tolerance, I have:
- ☑ 12.1 Described the method of Flood Hazard analysis or Flood Risk analysis used
- ☑ 12.2 Referred to an appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk
- ☐ 12.3 Made a finding on the level of Flood Hazard of Flood Risk tolerance on the Property
- ☑ 12.4 Compared the guidelines with the findings of my flood assessment
- ☐ 12.5 Made recommendations to reduce the Flood Hazard or Flood Risk

☑ 13. Considered the potential for transfer of Flood Risk and the potential impacts to adjacent properties

☑ 14. Reported on the requirements for implementation of the mitigation recommendations, including the need for subsequent professional certifications and future inspections.

Based on my comparison between:

[CHECK ONE]

☐ The findings from the flood assessment and the adopted level of Flood Hazard or Flood Risk tolerance (item 11.2 above)

☑ The findings from the flood assessment and the appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk tolerance (item 12.4 above)

I hereby give my assurance that, based on the conditions contained in the attached Flood Assessment Report:

[CHECK ONE]

☑ For subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended":

[CHECK ONE]

- ☑ With one or more recommended registered Covenants.
- ☐ Without any registered Covenant.

☐ For a development permit, as required by the *Local Government Act* (Part 14, Division 7), my Flood Assessment Report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of this section [Section 491 (4)]".

☐ For a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended":

[CHECK ONE]

- ☐ With one or more recommended registered Covenants.
- ☐ Without any registered Covenant.

☐ For flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* and the *Amendment Section 3.5 and 3.6* associated with the *Local Government Act* (Section 524), "the development may occur safely".

☐ For flood plain bylaw exemption, as required by the *Local Government Act* (Section 524), "the land may be used safely for the use intended".

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FLOOD ASSURANCE STATEMENT

I certify that I am a Qualified Professional as defined below.

June 30, 2021
Date

Shane Smith, P.Geo., EIT
Prepared by

James Russell, M.Sc., P.Eng.
Reviewed by

Shane Smith, P.Geo., EIT
Name (print)

James Russell, M.Sc., P.Eng.
Name (print)

Signature

Signature

6-40 Cadillac Ave, Victoria BC
Address
V8Z 1T2

250-475-3131
Telephone

ssmith@ryzuk.com
Email

June 30 2021
S. C. SMITH
50140
BRITISH COLUMBIA
SCIENTIST
(Affix PROFESSIONAL SEAL here)

If the Qualified Professional is a member of a firm, complete the following:

I am a member of the firm Ryzuk Geotechnical
and I sign this letter on behalf of the firm. (Name of firm)

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Appendix C: Environmental Assessment Report

Applied Ecological Solutions Corp.

Fisheries • Land Use • Management

ENVIRONMENTAL OVERVIEW ASSESSMENT REPORT

PROJECT NAME	Property Subdivision: 590 Seedtree Road, East Sooke, BC
SUBJECT	Environmental Overview Assessment Report (Final REV 0)
PROPERTY OWNER / DEVELOPER	[redacted]
ENGINEERING	J.E. Anderson & Associates (JEA)
MAILING ADDRESS	4212 Glanford Avenue Victoria, B.C. V8Z 4B7
REPORT RECIPIENTS	[redacted] Lori Baxter, PEng (JEA) Phil Buchanan, PEng (JEA)
PREPARED BY	Craig Barlow, RPBio, QEP Applied Ecological Solutions Corp. (AESC)
DATE	May 3, 2021

1. CONTEXT

Project Initiation and Project Scope

AESC has been retained by JEA (on behalf of [redacted] property owner / developer) to complete an Environmental Overview Assessment of a proposed subdivision property at 590 Seedtree Road (subject property) in East Sooke, BC. The intent of the assessment is to review the following:

- Implications of the road frontage drainage with respect to triggering the Riparian Areas Protection Regulation (RAPR),
- Upslope areas to identify any sensitive ecosystems that may exist,
- Implications of the applicable CRD Development Permit Areas (DPAs) that may occur on the property as presented in the East Sooke Official Community Plan (ES-OCP)[1],
- Identify any other potential environmental factors that may impact or constrain property subdivision.

Field Review

The field reviews were completed on April 8 and 15, 2021. The April 8 site review focused on tracing the frontage ditch pathway to determine connectivity to Seedtree Creek. The April

[1] Schedule A – East Sooke Official Community Plan – Bylaw No. 4000. Prepared by the CRD. 2018. Available at: https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/juandefucaelectoralarea/3718---official-community-plan-for-east-sooke-bylaw-no-1-2012B.pdf?sfvrsn=0

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15 site review focused on upslope areas. This review included traversing the entire property on foot from Seedtree Road to the north property boundary.

Report Intent

The intent of this report is to [1] document the findings of the field reviews, [2] confirm the applicability of the DPAs as they relate to proposed subdivision of the subject property, and [3] provide context and supporting environmental information for any potential CRD permitting.

Subject Property Location and Legal Description

The subject property is located at 590 Seedtree Road, in East Sooke (Appendix 1: Figure 1).

The subject property legal description is as follows:

Property ID	024 152 846
Lot No.	9
Plan No.	VIP 67208
Total Property Area	~4.1 hectares
Road frontage	~115m

2. SITE OVERVIEW – FIELD REVIEW ENVIRONMENTAL FINDINGS

Topography

The trapezoid-shaped subject property is generally steeply graded and undulating (Photo 1). Immediately on entering the property, the property rises in elevation. For example, based on review of contours available on the CRD Regional Map, the elevation at the driveway entrance at Seedtree Road is approximately 100 m. The elevation at the north property boundary (approximately 250 m from Seedtree Road) is approximately 215 m. This represents an average grade of approximately 25%.

A steep grade tote road has been constructed on the property (Photo 2).

Photo 1 Subject property typical steep conditions (C. Barlow).

Photo 2 Steep tote road constructed to the north end of the property (C. Barlow).

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The property is predominated by exposed bedrock faces, escarpments and outcroppings (Photos 3 & 4). Based on the prevalence of bedrock, it is anticipated that the topsoil horizon throughout most of the property is extremely shallow.

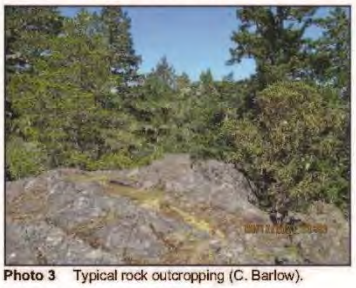

Photo 3 Typical rock outcropping (C. Barlow).

Photo 4 Typical rock outcropping (C. Barlow).

Drainage

There were no surface water runoff drainages observed on the property.

The road frontage ditch drains to Seedtree Creek, originating from runoff areas along the north side of Seedtree Road for a distance of approximately 140 m (Photo 5). This point demarcates the topographic transition such that drainage flows to the east.

Based on the predominance of exposed bedrock and the lack of areas for water storage, it is anticipated that stormwater runoff from this and adjacent properties is accelerated and rapidly diminishes as precipitation events subside.

Photo 5 Road frontage ditch at subject property (C. Barlow).

Vegetation

With the exception of the house location and the tote road constructed to the north end of the property, the subject property is generally intact forest. The forest ecosystem is classified as Coastal Western Hemlock Very Dry Maritime (CWHxm1)[2]. This zone occurs in elevations from sea level to 900m on windward slopes in the south and mid-coast.

Table 1 provides a summary of overstorey (canopy trees) and understorey (shrubs and ground cover) plant species observed on the subject property. This summary plant list is not exhaustive, nor is it intended to be an inventory.

[2] Biogeoclimatic Ecosystem Classification Subzone / Variant Map for the South Island Resource District, South Coast Region. Published by Ministry of Forests, Lands, Natural Resource Operations and Rural Development. August 2016.

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Table 1 Summary of Plant Species Observed on the Subject Property

OVERSTOREY		UNDERSTOREY AND GROUND COVER	
Common Name	**Species Name**	**Common Name**	**Species Name**
Douglas-fir	*Pseudotsuga menziesii*	Salal	*Gaultheria shallon*
Grand fir	*Abies grandis*	Oceanspray	*Holodiscus discolor*
Sitka Spruce (uncommon)	*Picea sitchensis*	Dull Oregon-grape	*Mahonia nervosa*
Western White Pine (uncommon)	*Pinus monticola*	Baldhip Rose	*Rosa gymnocarpa*
Shore Pine	*Pinus contorta var.*	Trailing Blackberry	*Rubus ursinus*
Arbutus (Madrone)	*Arbutus menziesii*	Common Foxglove	*Dititalis purpurea*
Bigleaf Maple	*Acer macrophyllum*	Shooting Star	*Dodecatheon spp.*
NOTE: Garry Oak was not observed anywhere on the subject property.		Unidentified wildflowers	-
		Moss spp.	-
		Introduced and Invasive	
		European Holly (introduced; sporadic)	*Ilex aquifolium*
		Scotch Broom (introduced)	*Cystisus scoparius*

Seedtree Creek

Seedtree Creek is a first order stream[3] approximately 2,500 m long. Existing mapping reveals the upstream terminus of the stream is at 630 Seedtree Road, immediately west of the subject property. Field review verifies that flows to Seedtree Creek originate from a spring at 630 Seedtree Road adjacent to the road (Photo 6). There are no contributing groundwater springs contributing flows to the ditch at any other location to the east of this spring.

The stream alignment generally follows the Seedtree Road alignment, crossing by way of road culverts (Photo 7). Near the intersection with East Sooke Road, Seedtree Creek ultimately flows to two large (upper and lower) wetland complexes (~3 ha and ~4 ha, respectively), oriented parallel to East Sooke Road (Appendix 1: Figure 1).

Photo 6 Spring-fed flows to headwaters of Seedtree Creek at 630 Seedtree Road (C. Barlow).

Photo 7 Seedtree Road concrete culvert conveying Seedtree Creek (C. Barlow).

[3] A system of stream classification used to rank streams from the headwaters to river terminus, designating the relative position of a stream within a drainage basin. The smallest, unbranched tributaries terminating at an outer point are first-order streams.

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At East Sooke Road, the stream passes under East Sooke Road by way of a low gradient, elliptical pipe arch culvert approximately 2 m in diameter (Photo 8). Downstream of the road culvert, the low-gradient channel is generally unaltered. It exhibits natural stream development characteristics such as pool-riffle sequencing, sinuosity, bank development, large woody debris complexes, gravel aggradation, well-established riparian community, etc. (Photo 9). Seedtree Creek discharges to the marine environment at Murder Bay. However, private properties prevented access to the stream outlet to confirm if there are any hydraulic (vertical) barriers that could constrain access by anadromous fish species.

Photo 8 Seedtree Creek looking upstream to East Sooke Road elliptical culvert (C. Barlow).

Photo 9 Seedtree Creek typical low gradient channel conditions downstream of East Sooke Road (C. Barlow).

3. ECOSYSTEM MAPPING

British Columbia Conservation Data Centre (CDC)

The British Columbia Conservation Data Centre (CDC) online mapping[4] provides a registry of areas of ecological significance and / or are known to support listed fish, wildlife and plant species. An expansive area encompassing much of the Sooke Basin, Victoria and Saanich Peninsula, is identified as 'masked'. CDC information is secure and requires a specific query to the CDC.

There are no other ecologically significant species- or ecosystem-specific polygons identified within the subject property, such as Garry Oak.

CRD Regional Map and East Sooke Development Permit Areas Mapping

CRD Regional Map

The Regional Map[5] includes ecosystem layers throughout the CRD. These layers duplicate similar layers provided on the BC Sensitive Ecosystems Inventory (SEI) map[6].

[4] http://maps.gov.bc.ca/ess/hm/cdc/

[5] https://maps.crd.bc.ca/Html5Viewer/?viewer=public

[6] Map Sheet 092B.032. Sensitive Ecosystems Inventory of East Vancouver Island and Gulf Islands – Disturbance Mapping and Re-evaluation of Major Riparian Corridors. Jointly prepared by: Environment Canada; Canadian Wildlife Service; BC Ministry of Sustainable Resource Management; BC Ministry of Water, Land and Air Protection; and, Habitat Conservation Trust Fund. March 2004.

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At this site, the one sensitive ecosystem is identified as 'older second growth' (Figure A). This classification is consistent with the classification shown in the SEI map. The SEI describes this ecosystem as an 'important ecosystem' and not a 'sensitive ecosystem', described as follows:

"*These forested ecosystems have a dominant age class of 60 - 100 years. While not as biologically rich as Older Forests, they can serve as important buffers around sensitive ecosystems and vital links between habitat patches. They often provide critical habitat for species that require both open and forested areas during their life-cycle. The biological diversity of forests generally increases with age. Where older forests are rare or absent, older second growth forests become more important as they gradually develop old forest characteristics.*"

East Sooke Development Permit Areas

The East Sooke Development Permit Areas (DPAs) maps identify several DPAs within the East Sooke area that are near, or extend into, the subject property. These are the:

- Sensitive Ecosystem DPA,
- Steep Slopes DPA, and
- Shoreline Protection and Riparian DPA.

The Sensitive Ecosystem DPA occurs throughout the subject property, covering approximately 3.7 ha (90%) of the total area (Figure A; light brown shading).

The Steep Slopes DPA occurs throughout the property (Figure B; orange shading). Field review confirms that steep slope terrain commonly occurs.

Figure A Sensitive Ecosystem polygons at and near the subject property[6].

Figure B Steep Slope DPA[7].

[7] ES-OCP. Schedule C: Steep Slope Development Permit Area.

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The Shoreline Protection and Riparian DPA is associated with the occurrence of Seedtree Creek immediately adjacent to the subject property (Figure C; See also Section 2: Seedtree Creek, above, and Section 4: Riparian Areas Protection Regulation Trigger, below). There are no shoreline areas at or near the subject property.

Wildlife Tree Stewardship Atlas

The Wildlife Tree Stewardship Atlas[8] provides a database of known Bald Eagle and Osprey nests throughout BC. The nearest identified occurrence of a Bald Eagle nest (BAEA-102-017) is approximately 900 m northwest of the subject property (Figure D). A second Bald Eagle nest (BAEA-102-004) exists on an island near Beecher Bay Marina, approximately 2.5 km southeast of the subject property.

It is not known if either of these nests is active. There are no other registered nests within the vicinity of the subject property.

Figure C Riparian DPA and the mapped upstream terminus end of Seedtree Creek[9].

Figure D Location of the nearest Bald Eagle nest to the subject property[8].

4. SITE DEVELOPMENT TIMING CONSTRAINT CONSIDERATIONS

Vegetation Clearing

For information during subsequent site development, the Province assigns a Reduced Risk Timing Window for breeding birds (Nesting Window). This Nesting Window applies to all bird species. The Nesting Window is the period when birds are actively breeding, including nesting, brooding eggs, and fledging of chicks. This period extends from March 15 to July

[8] https://cmnmaps.ca/WITS_gomap/

[9] Map 3b – East Sooke OCP Foreshore, Wetland and Riparian Areas Development Permit Areas. Prepared by the CRD. 2008. **Note:** An updated version of Map 3b is provided in the 2018 ES-OCP as *Schedule D: Shoreline Protection and Riparian Development Permit Areas*. The riparian component of the DPA for Seedtree Creek presented in both figures is the same. For image clarity, the 2008 map was used.

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31 of any calendar year. Any contemplation to clear vegetation (trees and shrubs) within this Window period is likely to require the completion of at least two successive nesting surveys by a Qualified Environmental Professional to identify active nests. If nests are identified, removal of the vegetation within the immediate vicinity of the nest cannot proceed until the chicks have fledged and left the nest. If the outcome of the nesting survey does not identify active nests, then clearing should proceed immediately (i.e., within approximately 3-5 days of being notified of the all clear).

Vegetation clearing completed between August 1 and March 14 is not constrained by this Window.

Aquatic Timing Windows

There are no aquatic timing Windows (i.e., Reduced Risk Timing Window for fish) that apply to the subject property as the road frontage ditch extension of Seedtree Creek is not considered to be fish habitat.

5. RIPARIAN AREAS PROTECTION REGULATION TRIGGER

The Riparian Areas Protection Regulation (RAPR) was enacted in 2004[10] as the Riparian Areas Regulation. The RAPR process was developed to ensure riparian zones around streams, lakes, wetlands, etc. are protected from encroachment associated with development and other activities (e.g., vegetation clearing), that can result in the degradation or loss of these zones. This includes defining and designating the protected area (Streamside Protection and Enhancement Area; SPEA) where no work can occur. The SPEA is measured perpendicular to the direction of flow, ranging from a minimum of 10 m from the high water mark to a maximum of 30 m. In this regard, local governments throughout much of southern BC have adopted the terms of the RAPR through their bylaw processes.

Under the RAPR, a stream is defined as a watercourse or waterbody that fits within the following criteria:

1. Supports fish during any life stage, regardless of duration, or
2. Is connected and drains into a watercourse that supports fish.

This can include ditches that fit into either of these categories. Using these criteria, a stream that may be non-fish bearing at the development site but flows to a stream that supports fish is captured under the RAPR. Also, streams that flow seasonally (i.e., ephemeral) that may be dry for much of the year can still provide habitat for seasonal fish use and / or food and nutrients to downstream fish habitat. As such, streams in this category are captured under the RAPR.

Ditch SPEAs are assigned based on fish bearing status. They are not 'natural' streams where several stream width measurements are required to determine the average channel width, and, therefore the SPEA. Ditches do not require stream measurements or other assessments to determine the SPEA. Fish bearing ditches have a 5 m SPEA (measured from the high water mark). Non-fish bearing ditches have a 2 m SPEA. At the subject property, the road frontage ditch is directly connected to the terminal end of Seedtree Creek, based on the occurrence of a spring water source at the adjacent property.

[10] Originally the Riparian Areas Regulation.

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At this site, the mapped upstream limit of Seedtree Creek ends at the road frontage corner pin property boundary between 630 Seedtree Road (Lot 10) and 590 Seedtree Road (Lot 9)[11] (Figure C; yellow arrow). As described above, field review has verified that the mapping is correct. The extension of the ditching system along the north side of Seedtree Road provides stormwater drainage during precipitation events. The connecting ditch was dry at the time of the field review.

6. CONCLUSIONS AND PROFESSIONAL OPINION

Conclusions

Based on the findings of this overview assessment, the author provides the following conclusions:

1. Overall, the property is characterized as steep sloped with areas of undulating ground, exposed bedrock escarpments and rock outcroppings.
2. The vegetation community is within the Coastal Western Hemlock Very Dry Maritime biogeoclimatic ecosystem zone. The predominant tree species is Douglas-fir. Other tree species occur infrequently or in lesser abundance.
3. The subject property is within Shoreline Protection and Riparian, Steep Slopes and Sensitive Ecosystem DPAs. Of these, the Shoreline Protection and Riparian DPA encompasses a negligible area at the upstream terminus of Seedtree Creek. The Steep Slopes DPA covers approximately 50% of the subject property in disconnected areas. The Sensitive Ecosystem DPA covers approximately 90% of the subject property.
4. Overall, the property is identified on the ES-OCP mapping as being within a Sensitive Ecosystem DPA. However, the same polygon shown on the SEI mapping describes this ecosystem as 'important'.
5. Specific sensitive ecosystems (e.g., Garry Oak) were not observed during the field review, nor are there ecosystem- or species-specific habitats identified in available online databases.
6. Review of the CDC database revealed that a vast area extending from Sooke Basin and encompassing much of Saanich Peninsula is identified as 'masked'. Access to information related to an area identified as masked' requires a specific query with the CDC. There were no other ecologically significant polygons identified within the subject property.
7. The subject property includes a road frontage ditch that flows to the upstream terminal end of Seedtree Creek.
8. Seedtree Creek originates from a groundwater spring at 630 Seedtree Road. This spring is located adjacent to the ditch and discharges low water volume to the roadside ditch. The creek discharges to the marine environment at Murder Bay by way of two large wetland areas.
9. No fish were observed in flowing habitat downstream of the subject property during the field reviews. There are no available records of fish bearing status for Seedtree Creek. However, there are no known barriers to access by anadromous fish species migrating

[11] Shown on Figure C as the lot boundary between Lot 9 (subject property) and Lot 10.

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from the marine environment. While the lower reaches of Seedtree Creek may potentially support seasonal fish use, this can only be verified through fish sampling and / or field observations.

Upstream fish access to the upper reaches in the vicinity of Seedtree Road is likely to be poor. Also, there is no functional fish habitat within the roadside ditch segment of the stream channel near the subject property.

10. While the RAPR process could be formally triggered, there is no biological reporting benefit to doing so since the SPEA setback on the road frontage ditch is 2 m.
11. Regardless of fish bearing capabilities throughout the Seedtree Creek watershed, the aquatic habitat at the subject property is low quality and provides negligible aquatic benefit to non-fish species such as amphibians. However, flows in Seedtree Creek provide important water contributions to downstream aquatic habitats, including the stream channel and the upper and lower wetland complexes.
12. The nearest registered Bald Eagle nest is approximately 900m northwest of the subject property. A second nest occurs approximately 2.5 km southeast of the subject property. It is not known if either of these nests is active.
13. Any site development vegetation clearing that may be undertaken during layout of the subdivision infrastructure, lots, etc. should be completed outside of the Nesting Window. If clearing within the Nesting Window is contemplated, it is recommended that the developer consult with a bird specialist. The author can provide contact information for a recognized expert in this area, if requested.

Professional Opinion

Based on the findings of this overview assessment and the conclusions derived from it, the author provides the following professional opinions:

1. There were no field observations that warranted specific environmental constraints on development.
2. There were no observed sensitive ecosystems, (e.g., Garry Oak), observed on the subject property that warrant special consideration.
3. As the property is within a Steep Slopes DPA, it is assumed that any engineering, geotechnical, or other related issues related to development can be mitigated and resolved through engineering practices. These issues are not within the domain of the author's expertise to resolve through adopting Environmental Best Practices.
4. While the upstream terminus of Seedtree Creek originates on the adjoining property, triggering the RAPR is not warranted since any site works and development are constrained by a 2 m SPEA setback (measured from the top of the ditch bank) along the road frontage ditch.
5. Given the southern aspect of the subject property relative to the location of nest BAEA-102-017, it is extremely unlikely that rock work (e.g., blasting) which may be required on the property will adversely impact Bald Eagle breeding activities.
6. By nature of the predominance of shallow soils and bedrock, it is possible that the subject property could experience accelerated and / or intense runoff during intense rainfall events. However, no evidence of this (such as wash areas, evidence of surface flows, etc.) were observed.

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7. Regarding management of runoff and the generation of mobile sediments, any site works that have the potential of discharging sediment laden water to Seedtree Creek should be undertaken in compliance with a project-specific Erosion and Sediment Control Plan.

Please contact me if you have any questions about this report or any other aspect of the proposed development.

Sincerely,

Craig T. Barlow, RPBio, QEP
Biologist

cb\

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APPENDIX 1

Figure

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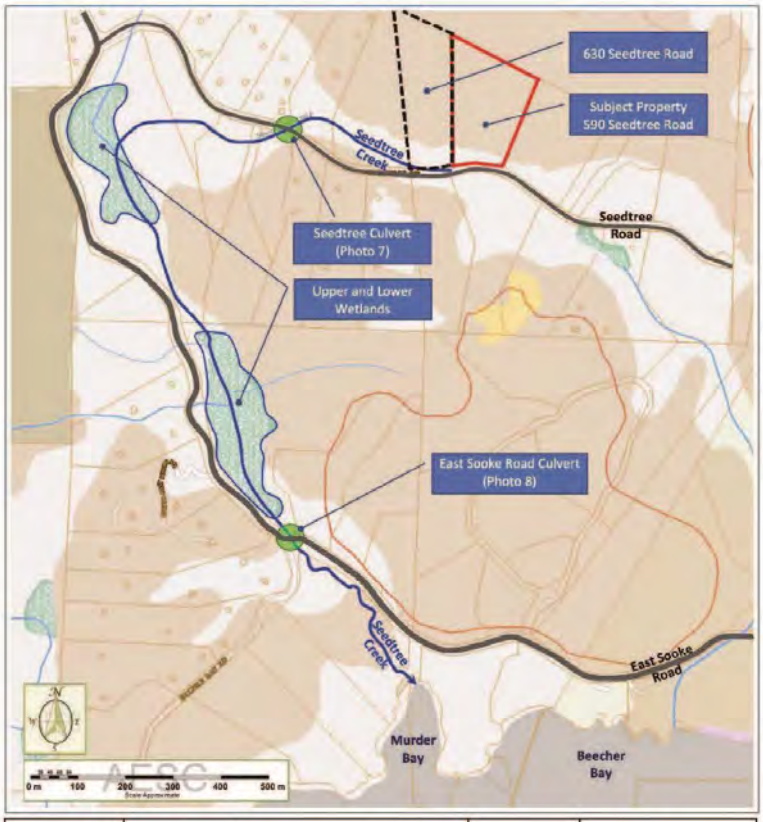
ENVIRONMENTAL OVERVIEW ASSESSMENT REPORT (FINAL REV 0)
590 SEEDTREE ROAD, EAST SOOKE, BC

PAGE 13 OF 13



Project Name	Environmental Overview Assessment Report (REV 0) 590 Seedtree Road, East Sooke, BC	**Figure No.**	1
Description	Project Orientation	**Date**	May 3, 2021
Base Image Source	CRD Regional Map[5]	**Prepared By**	Applied Ecological Solutions Corp.

PREPARED FOR: [redacted]
PREPARED BY: APPLIED ECOLOGICAL SOLUTIONS CORP.

MAY 3, 2021
AESC PROJECT NO. 221-007-1

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, OCTOBER 19, 2021

SUBJECT **Liquor Lounge Endorsement Application (10236 West Coast Road)**

ISSUE SUMMARY

An application has been made for a liquor manufacturing licence with lounge endorsement, which is subject to local government and public consultation. A resolution is required from the Regional Board either commenting on the application or opting out of the review process.

BACKGROUND

The applicant has requested a liquor manufacturing licence with lounge endorsement from the provincial Liquor and Cannabis Regulation Branch (LCRB). In order to participate in the decision-making process, local governments must conduct public consultation and provide comments to LCRB.

The approximately 145 ha subject property is located at 12036 West Coast Road in Jordan River (Appendix A). A 3.3 ha portion of the property to which this application applies, is zoned Wildwood Terrace Neighbourhood Commercial (C-1A) under the Juan de Fuca (JdF) Land Use Bylaw No. 2040 (Appendix B). The C-1A zoned area of the property is also being considered for rezoning to permit a brewery with accessory sales, lounge and special event area (RZ000270). Proposed Bylaw No. 4381 received third reading from the Capital Regional District (CRD) Board on September 8, 2021, and adoption is pending completion of conditions.

An application has now been received for consideration of a lounge endorsement as part of the brewery manufacturing liquor licence (Appendices C and D). The proposed 362 m^2 brewery with lounge includes capacity for 96 seats indoors and 60 seats on an outdoor patio. Hours of operation are proposed to be between 12 p.m. and 10 p.m. daily (Appendices E). A lounge endorsement permits the serving of liquor, food, and entertainment. The CRD Board may conduct public consultation and provide comment on the application to the LCRB, or opt out of the review process.

ALTERNATIVES

Alternative 1

The Land Use Committee recommends to the CRD Board:

1. That comments be provided to the LCRB confirming that the CRD Board has considered the proposed location, person capacity, hours of liquor service, impact of noise, the general impact on the community, and public comments received for the proposed lounge endorsement application for Jordan River Brewery (LP000023);
2. That public comments received on application LP000023 be provided to the LCRB;
3. That a recommendation of approval-in-principle for lounge endorsement application for Jordan River Brewery (LP000023) be provided to the LCRB subject to the following conditions:
   a. final adoption of rezoning Bylaw No. 4381.

Alternative 2

The Land Use Committee recommends to the CRD Board:

That the lounge endorsement application for Jordan River Brewery (LP000023) not be supported.

Alternative 3
The Land Use Committee recommends to the CRD Board:
That the CRD opt out of the review process and the lounge endorsement application for Jordan River Brewery (LP000023) be forwarded to the LCRB with no comment.

Alternative 4
That the application be referred back to staff for additional information.

IMPLICATIONS

Legislative
The liquor licensing system is established by the *Liquor Control and Licensing Act* and administered by the Liquor and Cannabis Regulation Branch (LCRB). Local governments are notified of applications for a lounge endorsement on a manufacturer's licence and provided opportunity to comment and make recommendations, or to opt out of the review process. Local governments may delegate the authority to provide comment on some or all types of applications that would otherwise require a Board resolution.

The CRD Board approved Bylaw No. 3885, the Juan de Fuca Development Fees and Procedures Bylaw No. 3, 2018, which applies to applications under the *Liquor Control and Licensing Act*.

Public Consultation
Local governments are to provide comments and recommendations to LCRB within 90 days of receipt of an application. Consideration must be given to the location of the proposed service area, the *person capacity* and the hours of liquor service. Comments must be provided to the LCRB on the following:

- the impact of noise on the community in the immediate vicinity of the service area;
- the general impact on the community if the application is approved;
- the views of local residents;
- a description of the method used to gather public comments; and
- recommendations on whether the application should be approved or rejected with supporting rationale.

Local government is to conduct public consultation in a manner that is considered fair and equitable to both the residents and the applicant, provides all nearby residents reasonable notice and opportunity to comment, avoids bias, is appropriate to local circumstances, and provides sufficient information regarding the application, type of licence, and the proposed person capacity and hours of service. In advance of the October 19, 2021, Land Use Committee (LUC) meeting, notices were sent to property owners and occupants within 500 m of the subject property advising of the opportunity to provide comment on the application. Any responses received from the public will be presented at the October 19, 2021, LUC meeting.

Land Use
The LCRB requires that liquor manufacturing and lounge endorsement applications only be approved if proper land use zoning is in place. In cases where rezoning is required or in process, local government may withhold the application and delay the 90 day review period or recommend an approval in principle subject to conditions. As rezoning application RZ000270 is currently in process to permit the brewery and lounge use on the C-1A portion of the property, staff recommend that the CRD Board consider supporting an approval-in-principle subject to final approval of the rezoning and adoption of Bylaw No. 4318.

Location
The proposed location of the Jordan River Brewery is on a vacant portion of the subject property adjacent to West Coast Road. The proposed brewery with lounge will be in a newly constructed, 362 m^2 building at 12036 West Coast Road (Appendices C and D). Upon adoption of Bylaw No. 4381, the C-1A zone will permit a maximum floor area of principal buildings of 2,000 m^2. Buildings are required to set back 7.5 m from the front, 6 m from side and 10 m from rear property lines. At such time the applicant pursues construction of the proposed building, a building permit and a Commercial Development Permit as outlined in the Shirley – Jordan River Official Community Plan Bylaw No. 4001, will be required. Approval of development permits is delegated to the General Manager, Planning & Protective Services, as per Bylaw No. 3462.

Access to the brewery will be from West Coast Road. A commercial access permit is required from Ministry of Transportation & Infrastructure as part of the rezoning requirements.

Parking requirements, as outlined in Part 3 of the Juan de Fuca Land Use Bylaw No. 2040, will be assessed at time of development permit. Licensed premises require one parking space per 3 seats in the establishment. Additional spaces are required for brewery and restaurant staff.

The location of the proposed brewery with lounge endorsement must be considered as part of application LP000023. The location was considered as part of RZ000270 and supported subject to final adoption of Bylaw No. 4318.

Person Capacity
The proposed *person capacity* for the lounge is 156 seats, comprised of 96 seats in an indoor lounge area and an additional 60 seats on a 153 m^2 outdoor patio. As part of the LCRB application review, *occupancy load* is required to be calculated by building and/or fire officials, and *person capacity* cannot exceed *occupancy load*. CRD Building Inspection will require submission of a building permit application to confirm *occupancy load* if the licence application is supported.

Hours of Service
The hours during which a licensed establishment is open for the sale and service of liquor can have a significant impact on the surrounding residents in a community. LCRB will consider hours for a lounge between 9 a.m. and 4 a.m. The proposed hours of liquor service is between 12 p.m. and 10 p.m. daily.

Noise
Disturbing noise in the JdF Electoral Area is enforced by CRD Bylaw Enforcement through the regulations of the Noise Suppression Bylaw (Juan de Fuca), Bylaw No. 3341. Indoor and outdoor amplified music is restricted between the hours of 11 p.m. and 7 a.m., and the loading and unloading of vehicles is restricted between 7 p.m. and 7 a.m. The proposed brewery and lounge hours of service are not expected to conflict with the terms permitted in Bylaw No. 3341.

Community Impacts
Additional factors that may be considered in the public interest include: hours of operation requested by nearby licensed establishments, the ability of police to supervise the establishment, and the availability of public transit and taxi service. Local governments may consider restricting types of entertainment at the licenced establishment by bylaw.

Based on consideration of the above information and subject to public input received regarding the application, staff recommend that the CRD opt in to review the application and provide comments and a recommendation to the LCRB. Should the application be supported, staff recommend that issuance of a licence be conditional on final approval of rezoning and adoption of Bylaw No. 4381.

CONCLUSION

An application for a manufacturing licence with lounge endorsement has been submitted for the Jordan River Brewery. A resolution is required from the CRD Board either commenting on the application or opting out of the review process. Owners and occupants within 500 m of the subject property were notified of the application and provided opportunity to comment in advance of the LUC meeting. Should the CRD opt in to a review of the application, comments and recommendations including rationale must be provided to the LCRB within 90 days.

RECOMMENDATION

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

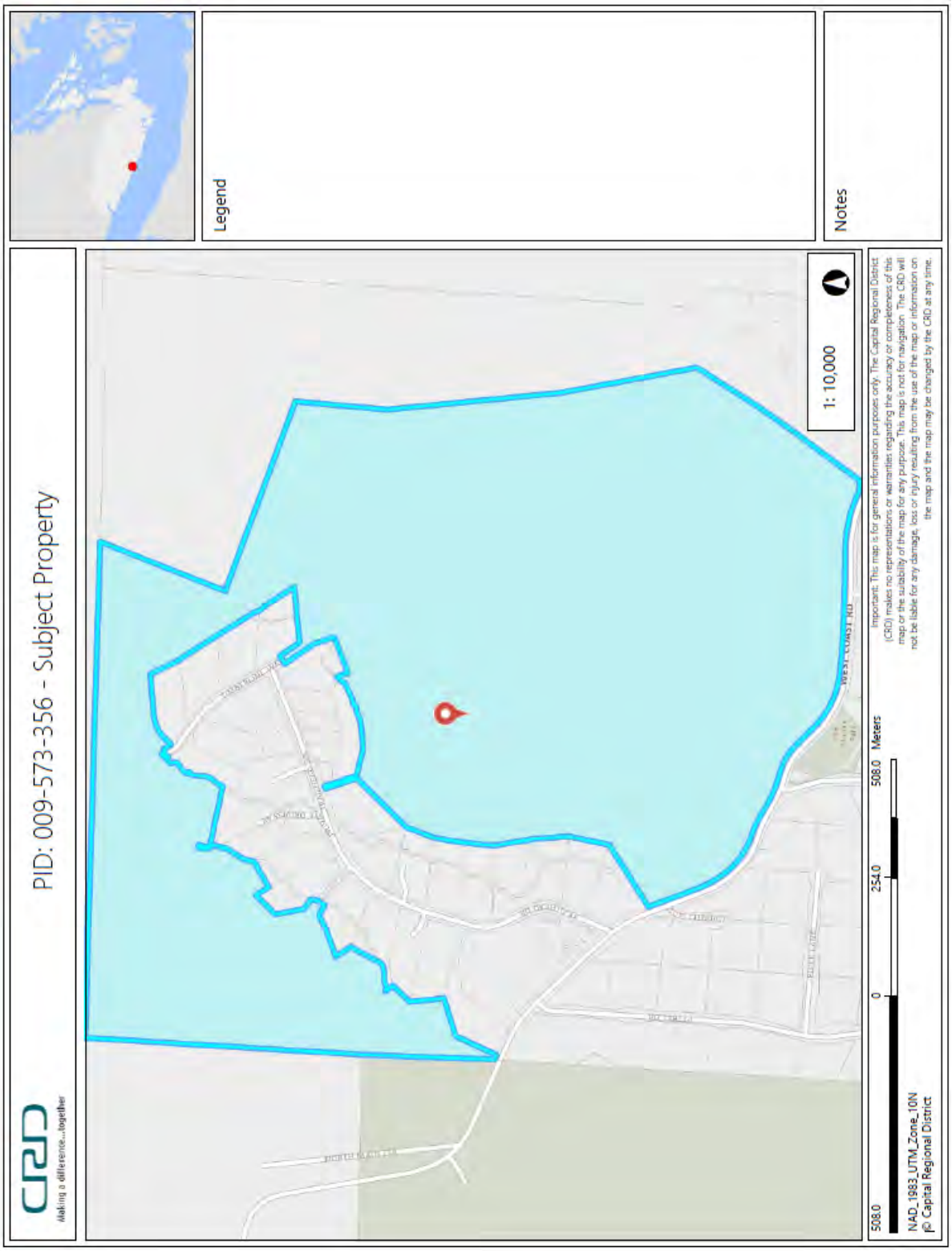
1. That comments be provided to the LCRB confirming the CRD Board has considered the proposed location, person capacity, hours of liquor service, impact of noise, the general impact on the community, and public comments received for the proposed lounge endorsement application for Jordan River Brewery (LP000023);
2. That public comments received on application LP000023 be provided to the LCRB;
3. That a recommendation of approval-in-principle for lounge endorsement application for Jordan River Brewery (LP000023) be provided to the LCRB subject to the following conditions:
   a. final adoption of rezoning Bylaw No. 4381.

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

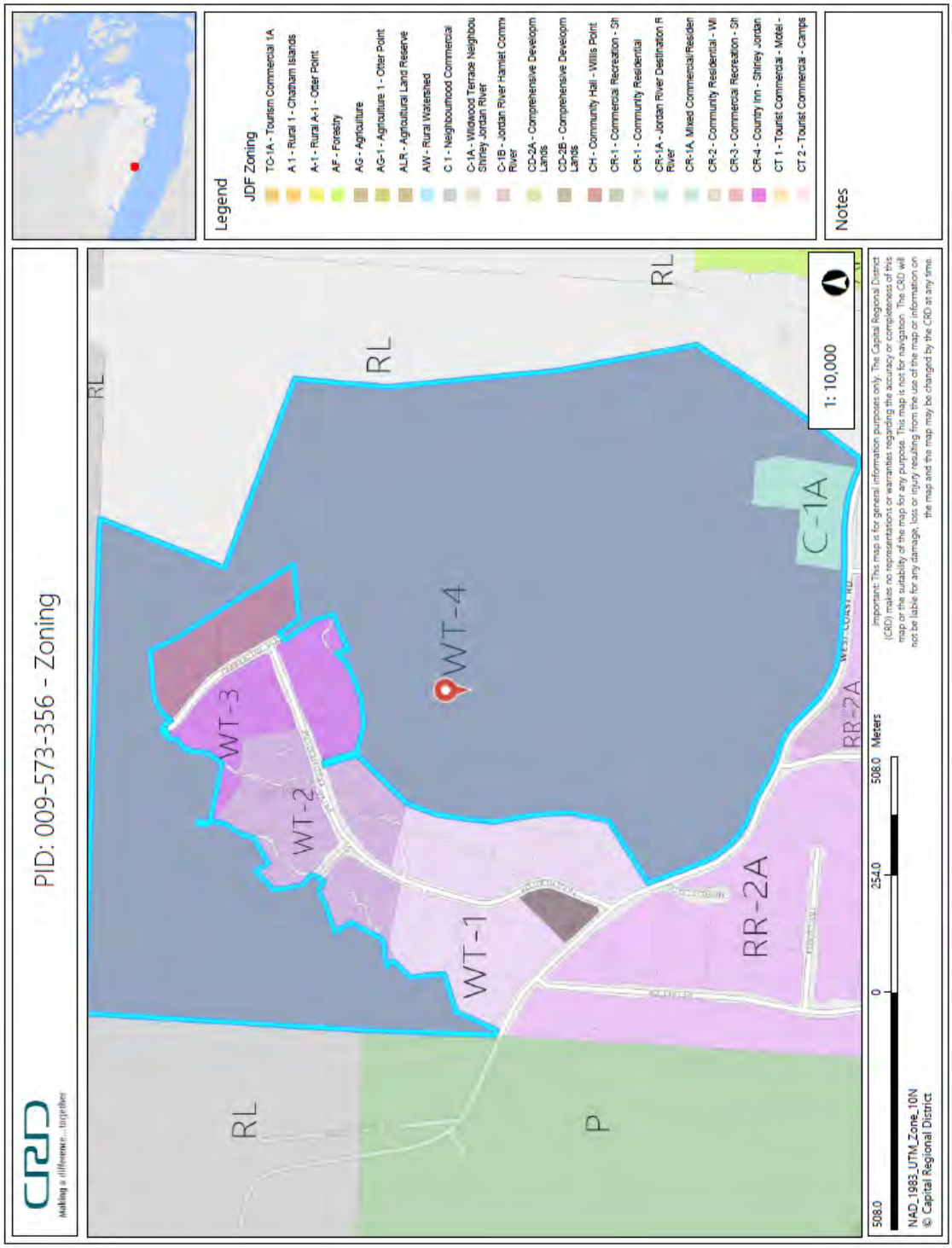
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Zoning Map
Appendix C: Site Plan
Appendix D: Floor Plan
Appendix E: Letter of Intent for Lounge Endorsement

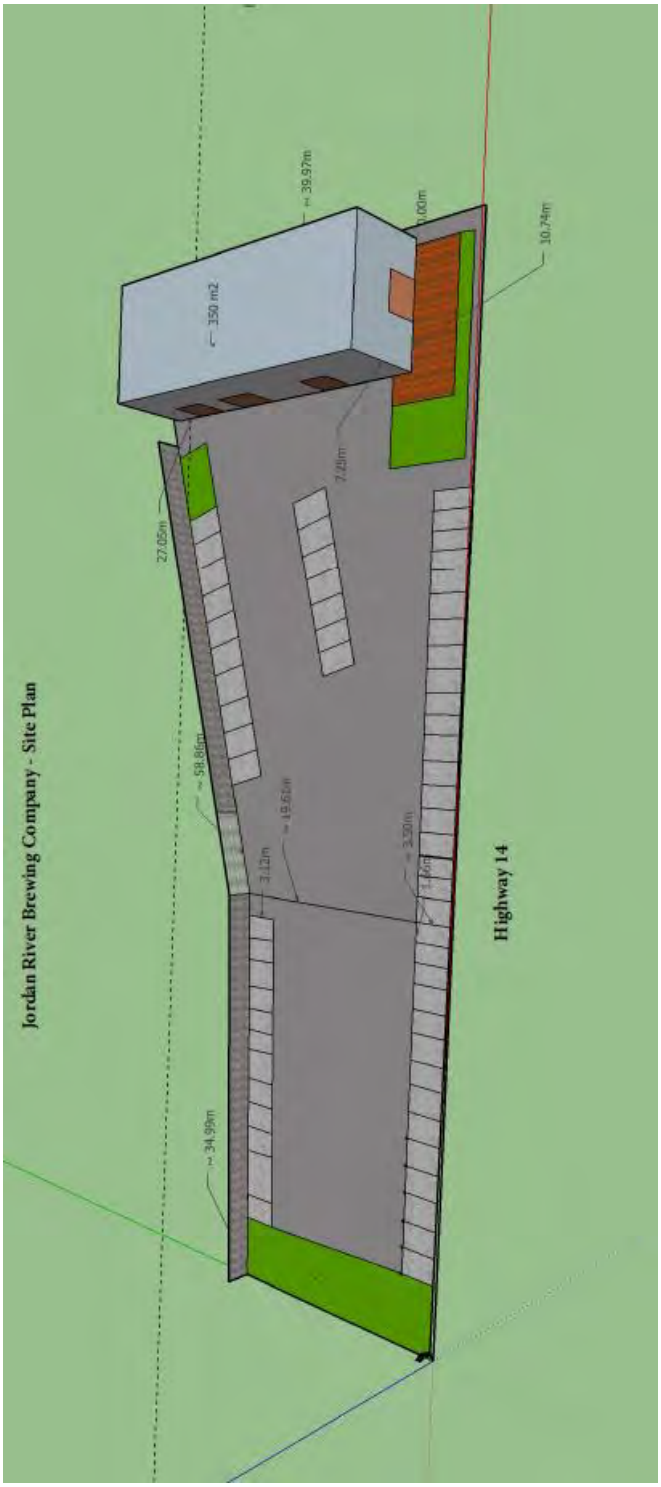
Appendix A: Subject Property Map



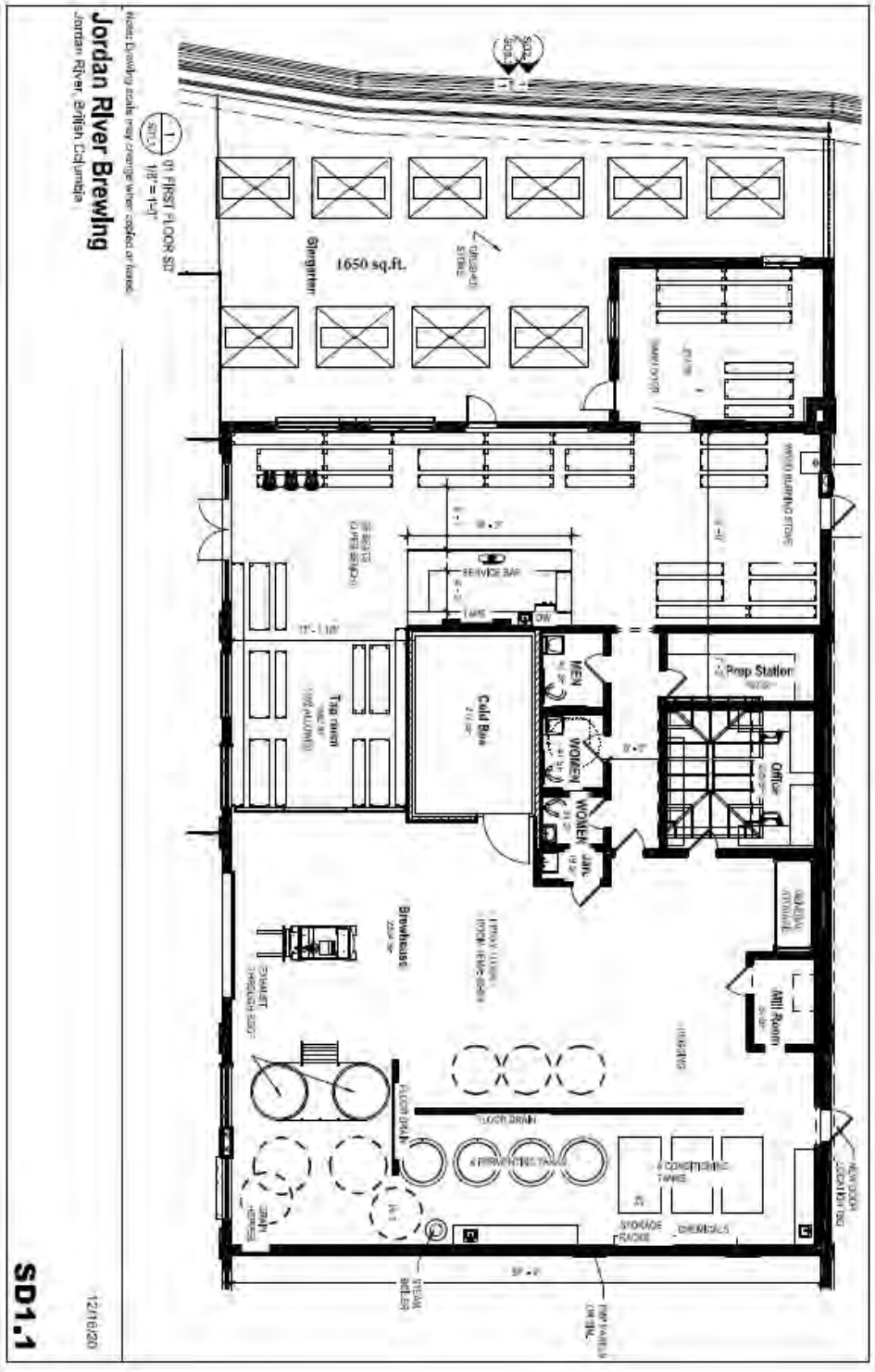
Appendix B: Zoning Map



Appendix C: Site Plan



Appendix D: Floor Plan



Appendix E: Letter of Intent for Lounge Endorsement

LETTER OF INTENT - LOUNGE ENDORSEMENT

JORDAN RIVER BREWING COMPANY

Proposed Location: 12036 West Coast Road, Jordan River, BC, V9Z 1L1

Food Service: In addition to a wide variety of non-alcoholic beverages, we plan to install a pizza oven (likely 3-4 topping options and varieties) and serve loaded nachos for hot food service. In terms of snack items, the menu would include pepperoni, beef jerky, chips, nuts and other as well other pre-packaged items.

Entertainment: Potentially a juke box for indoor music, occasional live indoor music provided by local artists. General seating plan is for communal long benches and tables, the idea being to create a family friendly atmosphere.

Neighborhood: The proposed location is on a commercially zoned site in an industrial, rural area. It is well away from any residential housing (estimated minimum 500m).

Noise / Disruption: The initial planned opening hours are 12-10pm daily. To the extent these hours are an issue for the Community, we are prepared to reduce the evening hours if required. While we are planning a patio area, there would be no outdoor music, and any indoor live music would not be loud, in keeping with the family atmosphere.

Given the rural nature of the Community, we do not anticipate any noise or neighborhood disturbance from the operation. Our intention is to become a local gathering place for the Community where all are welcome. To this end, Community support is critical, and the business will not conduct itself in a manner which would jeopardize this relationship.

Proposed Building Signage (2) - 4' X 7'

(Backlit)

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, OCTOBER 19, 2021

SUBJECT **Radio Communication and Broadcasting Antenna Systems Applications for:**
1. **Lot 205, Renfrew District – 6215 Powder Main Road; and**
2. **Block C, District Lot 251, Renfrew District as shown on Plan EPP100555 – West Coast Road.**

ISSUE SUMMARY

Applications have been received by Rogers Communications for two radio communication towers with attached antennas and lightning rods, for the purpose of expanding telecommunication services.

BACKGROUND

Rogers Communications has requested a statement of concurrence from CRD to construct two radio communications towers on the subject properties as part of an initiative to expand service between Sooke and Port Renfrew.

A 68 m radio communication tower with antennas and lightening rod is proposed on Lot 205, Renfrew District, located at 6215 Powder Main Road in Port Renfrew (LP000026) (Appendix A and B). The approximately 64 hectare (ha) property is designated as Rural Resource Land under the Official Community Plan for the Rural Resource Lands, 2009, Bylaw No. 3591. Portions of the property are within a Watercourses, Wetlands and Riparian Areas Development Permit (DP) area. The property is zoned Rural Resource Lands (RRL) under the Land Use Bylaw for the Rural Resource Lands, 2009, Bylaw. No. 3602. Access to the parcel is via an easement over an adjacent parcel. The property owners have granted permission to the applicant to pursue this development.

A 63 m radio communication tower with antennas and lighting rod is also proposed on Block C, District Lot 251, Renfrew District as shown on Plan EPP100555, located on the south side of West Coast Road, near Minute Creek (LP000027) (Appendix C and D). The approximately 151 ha subject property is designated Resource Land under Bylaw No. 3591. Portions of the property are within a Watercourses, Wetlands and Riparian Areas DP area. The parcel is zoned Resource Land (RL) under Bylaw No. 3602. The property owners have granted permission to the applicant to pursue this development.

Staff initiated a 30-day public consultation for the proposed tower applications on August 19, 2021. One comment was received regarding LP000026 from a member of the public during that period and the applicant has provided a response (Appendix E). As the land use authority for the application, the CRD Board is required to provide a statement of concurrence or non-concurrence on the applications.

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
1. That a statement of concurrence be provided to Rogers Communications for the proposed 68 m radio communication and broadcasting antenna system on Lot 205, Renfrew District (LP000026); and
2. That a statement of concurrence be provided to Rogers Communications for the proposed 63 m radio communication and broadcasting antenna system on Block C, District Lot 251, Renfrew District as shown on Plan EPP100555 (LP000027).

Alternative 2
The Juan de Fuca Land Use Committee recommends to the CRD Board:
That a statement of non-concurrence be provided to Rogers Communications for the proposed 68 m radio communication and broadcasting antenna system on Lot 205, Renfrew District (LP000026); and for the proposed 63 m radio communication and broadcasting antenna system on Block C, District Lot 251, Renfrew District as shown on Plan EPP100555 (LP000027).

Alternative 3
That the application be referred back to staff for more information.

IMPLICATIONS

Legislative
Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters that the Minister considers relevant for ensuring the orderly development and efficient operation of radio communication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in Innovation, Science and Economic Development Canada's (ISED) *Spectrum Management and Telecommunications Client Procedures Circular* when installing or modifying an antenna system.

Part of the process includes contacting the land use authority and following the required consultation process. The CRD is the land use authority for the Juan de Fuca Electoral Area where the subject property is located.

The CRD Board approved Bylaw No. 3885, the Juan de Fuca Development Fees and Procedures Bylaw No. 3, 2018, and the Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy (the "Policy") in 2019, which establishes a public consultation process and procedures.

Public Consultation
In accordance with the Policy, a notice was published in the local newspaper and a notice was delivered to property owners and occupants within 500 m of the subject property to advise of the application and the opportunity to provide written comments and questions. The notice was published on August 19, 2021, and submissions were to be received by 9:00 pm by September 20, 2021. A request for comment was also circulated to relevant CRD departments. One submission regarding LP000026 was received during the notification period. The submission was forwarded to the applicant who then provided a response to the concerns and questions raised (Appendix E).

The submission raised concern for safety code enforcement policy, public disclosure and frequency of inspections. Concerns that pertain to debating the validity of Health Canada's Safety Code 6, which regulates radiofrequency emitting infrastructure, are beyond the scope of local government consultation. The proponent has no influence over the safety code and is required to comply.

In advance of the October 19, 2021, Land Use Committee meeting, notices were sent to property owners and occupants within 500 m of the subject property advising of the second opportunity to be heard and provide additional comment at the meeting.

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

Land Use
As part of the federal review process, proposals for radiocommunication and broadcasting antenna systems require local government concurrence for siting. Public communication towers and antennas for the reception of communication signals are exempted from height limitations set out in the zoning bylaw for the Rural Resource Lands, as stated in Bylaw No. 3602, Section 2.8. Further, Section 2.12 exempts public communication towers and antennas from any setback requirements established by zoning.

The subject properties were selected by the proponent based on consideration for meeting service coverage objectives along Highway 14, the ability to connect to the existing telecommunications network, proximity to end users while being distanced from residences, having an agreeable property owner, and the feasibility of construction.

Development of the sites will involve improving or creating driveway/road accesses, clearing land for erecting the towers, and installing cement pads and fenced compounds. Prior to site alteration, issuance of a development permit may be required to address the watercourses, wetlands and riparian development permit guidelines in the OCP if the proposed work is within 30 m of a watercourse. CRD Building Inspection

has indicated that a building permit is not required for the tower.

Evaluation criteria to be considered by the CRD when reviewing an application for a radio communication and broadcasting antenna system is outlined in the Policy and included in Appendix F.

Rationale for the proposed location: Rogers Communications states that the service coverage objectives to provide strong and reliable service to Highway 14 corridor and the surrounding community require sites with appropriate elevation, a clear line of site to other towers in the network, as well as proximity to customers while still being distanced from residential buildings. The location also requires a site with good conditions such as electricity, access, minimal environmental impacts. The subject properties offer many of these requirements compared to other sites considered. The applicant has also received permission from the subject property owners to submit the applications to pursue approval for the towers. A member of the public questioned whether rezoning of the property is required. As is noted in the applicant's response, the federal government is the approving authority for telecommunication towers and has outlined a local government public consultation process to evaluate the suitability of particular sites. The CRD's Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy was approved by the CRD Board and meets the requirements for public consultation established by ISED. Therefore, rezoning of the site is not required.

Proximity to residential uses, institutions, and public lands: The proposed tower site for LP000026 is adjacent to Crown land to the east and south, an undeveloped RRL zoned parcel to the west, and RL, Community Residential 1 (CR-1) and Tourist Commercial 1 (TC-1) zoned land to the north. The closest structure to the proposed tower is located approximately 350 m away, on the same property. This is greater than the CRD Policy guideline of 204 m, which is three times the height of the antenna system. The proposed tower site for LP000027 is adjacent to the Juan de Fuca Provincial Park and vacant Crown land. There are no buildings or structures located in proximity to the proposed tower. A member of the public questioned the financial responsibility for potential damage to Powder Main Road from heavy equipment associated with the proposed tower. The applicant's response states that road agreements with property owners and road authorities would be pursued subsequent to the public consultation process for siting and Rogers will be responsible for any damage directly caused by their activities.

Visibility and measures to integrate the tower in to local surroundings: The proposed location of the tower site for LP000026 is on a height of land overlooking Port Renfrew. The area consists of forest in various stages of growth. The proposed location of the tower for LP000027 is adjacent to West Coast Road in an area previously cleared for construction staging and gravel extraction. The tower and fenced compound would be visible to those travelling Highway 14.

Security measures: The applicant proposes to install perimeter fencing at the base of the towers to restrict public access to the tower infrastructure.

Alternatives/mitigation measures: The proposed locations for the towers meet the applicant's required siting conditions, including proximity to Highway 14, ease of access, electricity, cleared land and willing property owners. Other locations in the vicinity did not meet the applicant's technical requirements for providing coverage or did not have an agreeable property owner.

Hazardous areas: There are no known hazardous conditions in proximity to the proposed tower locations. A member of the public asked about fire protection plans and emergency access considerations. The applicant's response indicates that towers and equipment are constructed out of non-combustible materials and fires from radiocommunications infrastructure are extremely rare. Rogers will adhere to best practices for fire prevention. Access needs to the site are infrequent after the initial construction period, but Rogers has access to vehicles appropriate to access the site in all conditions.

Environmentally sensitive areas: A member of the public requested information about riparian and sensitive ecosystems and about proposed land clearance and fill coverage. Portions of the properties are designated as watercourses, wetlands and riparian development permit areas in the Rural Resource Lands Official Community Plan Bylaw No. 3591. However, the proposed tower is located outside of the riparian development permit areas and there is no requirement for a professional report or permit.

Aeronautical safety requirements: The applicant will be required to confirm with Transport Canada regarding any requirement for installing lights on the proposed tower.

Impact on community: The proposed project is part of a larger initiative supported by the Province to provide reliable telecommunications service along the Highway 14 corridor, and to the communities between Sooke and Port Renfrew. Other service providers may co-locate on the towers in future. A member of the public questioned the impacts of noise and pollution from the use of generators during power outages. The applicant responded with information about Rogers' use of generators during power outages and the associated noise levels.

Designs that address the guidelines: The proximity of the proposed towers to adjacent residences is greater than three times the tower height, as recommended by the CRD policy.

Based on a review of the application, the proposed tower locations and designs satisfy the evaluation criteria outlined in the CRD's policy. The applicant has presented rationale for the proposed locations, demonstrated consideration of alternatives and mitigation measures, and provided information that address comments and questions received about LP000026 from a member of the public. Therefore, staff recommend that statements of concurrence be provided for the proposed 68 m telecommunications tower (LP000026) and 63 m tower (LP000027).

CONCLUSION

Applications have been received from Rogers Communications to construct a 68 m telecommunications tower at 6215 Powder Main Road, and a 63 m tower on the south side of West Coast Road near Minute Creek for the purpose of expanding telecommunications coverage in the Port Renfrew area, and as part of a larger initiative to improve service along Highway 14. The proposals address the evaluation criteria in the CRD's Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy. Through the public consultation process, owners and occupants of land in proximity to the subject properties were provided opportunity to comment or ask questions. One submission was received and the applicant has provided additional information in response. Staff recommend that statements of concurrence be provided.

RECOMMENDATION

The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

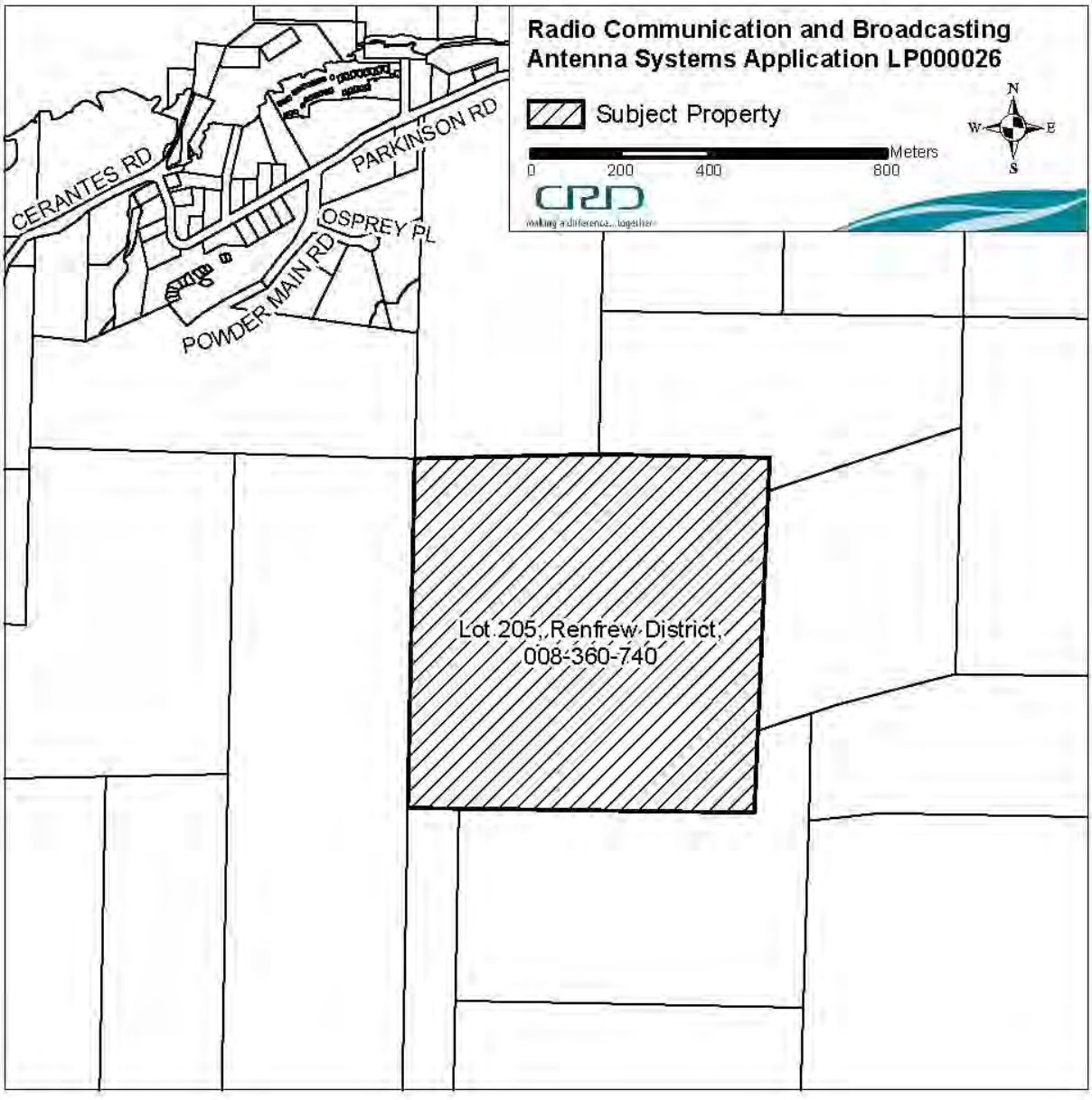
1. That a statement of concurrence be provided to Rogers Communications for the proposed 68 m radio communication and broadcasting antenna system on Lot 205, Renfrew District (LP000026); and
2. That a statement of concurrence be provided to Rogers Communications for the proposed 63 m radio communication and broadcasting antenna system on Block C, District Lot 251, Renfrew District as shown on Plan EPP100555 (LP000027).

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

ATTACHMENTS

Appendix A: Subject Property Map LP000026
Appendix B: Development Proposal LP000026
Appendix C: Subject Property Map LP000027
Appendix D: Development Proposal LP000027
Appendix E: Public Submission and Applicant Response
Appendix F: Evaluation Criteria

Appendix A: Subject Property Map LP000026



Appendix B: Development Proposal LP000026

ROGERS™

SITE NAME: PORT RENFREW

SITE ID: W6095

LOCATION: 6215 POWDER MAIN ROAD,
PORT RENFREW, BC

SITE TYPE: 65m SELF SUPPORT TOWER - WIC

DRAWING LIST:

S101	TITLE PAGE
S301	SITE PLAN
S302	COMPOUND LAYOUT
S401	SOUTHWEST ELEVATIONS

APPROXIMATE COORDINATES
LATITUDE 48.547069° N
LONGITUDE 124.436933° W

	2021.04.27	REVISED TOWER
	2021.03.30	ISSUED FOR CLIENT REVIEW
No.	Date	Description

Revisions:

GS-Sayers ENGINEERING LTD.
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Vancouver, BC V6J 1N5
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www.gssmanagement.com

ROGERS

Project: PORT RENFREW
6215 POWER MAIN ROAD, PORT RENFREW, BC

Site ID: W6095

Sheet Title: TITLE PAGE

Date: MAR 2021
Scale: NA
Drawn: RS
Checked: GF
Project: 221041

Drawing: S101
04

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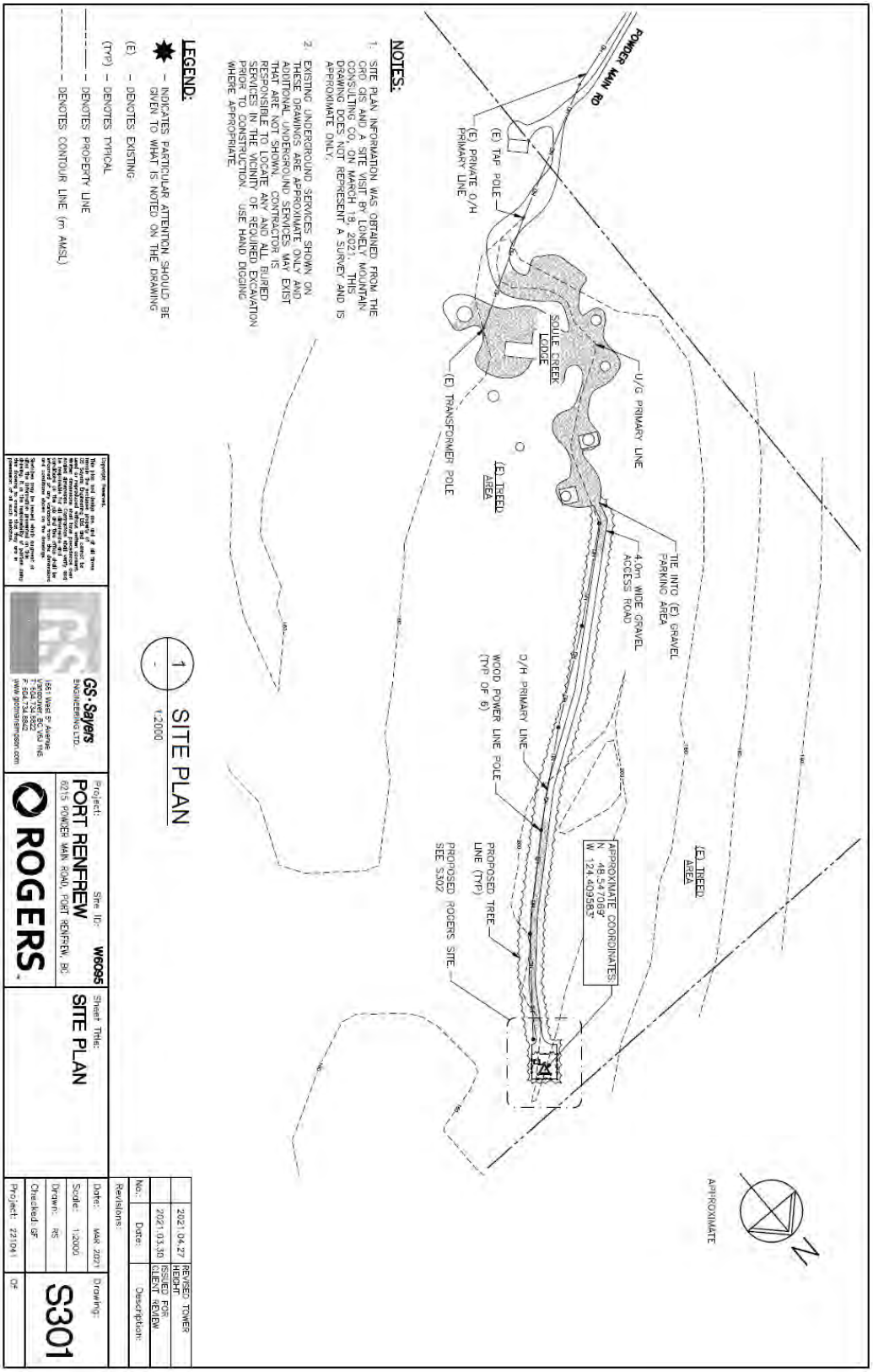
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1. SITE PLAN INFORMATION WAS OBTAINED FROM THE CRD GIS AND A SITE VISIT BY LONELY MOUNTAIN CONSULTING CO. ON MARCH 18, 2021. THIS DRAWING DOES NOT REPRESENT A SURVEY AND IS APPROXIMATE ONLY.
2. EXISTING UNDERGROUND SERVICES SHOWN ON THESE DRAWINGS ARE APPROXIMATE ONLY AND ADDITIONAL UNDERGROUND SERVICES MAY EXIST THAT ARE NOT SHOWN. CONTRACTOR IS RESPONSIBLE TO LOCATE ANY AND ALL BURIED SERVICES IN THE VICINITY OF REQUIRED EXCAVATION PRIOR TO CONSTRUCTION. USE HAND DIGGING WHERE APPROPRIATE
LEGEND:
– INDICATES PARTICULAR ATTENTION SHOULD BE GIVEN TO WHAT IS NOTED ON THE DRAWING
(E) – DENOTES EXISTING
(TYP) – DENOTES TYPICAL
– DENOTES PROPERTY LINE
– DENOTES CONTOUR LINE (m AMSL)
POWER MAIN RD
(E) TAP POLE
(E) PRIVATE O/H PRIMARY LINE
SOULE CREEK LODGE
U/G PRIMARY LINE
(E) TREED AREA
(E) TRANSFORMER POLE
TIE INTO (E) GRAVEL PARKING AREA
4.0m WIDE GRAVEL ACCESS ROAD
(E) TREED AREA
APPROXIMATE COORDINATES
N 49.547089°
W 124.409583°
O/H PRIMARY LINE
WOOD POWER LINE POLE (TYP OF 6)
PROPOSED TREE LINE (TYP)
PROPOSED ROGERS SITE SEE S302
APPROXIMATE
N
1 SITE PLAN
1:2000
GS·Sayers ENGINEERING LTD.
1661 West 5th Avenue
Vancouver, BC V6J 1N5
T: 604.734.8822
F: 604.734.8842
www.gsmotorsteelpipe.com
ROGERS
Site ID: W6095
PORT RENFREW
6215 PIONEER MAIN ROAD, PORT RENFREW, BC
SITE PLAN
2021.04.27 REVISED TOWER HEIGHT
2021.03.30 ISSUED FOR CLIENT REVIEW
No.: Date: Description:
Revisions:
Date: MAR 2021
Scale: 1:2000
Drawn: RS
Checked: GF
Project: 221041
Drawing: S301
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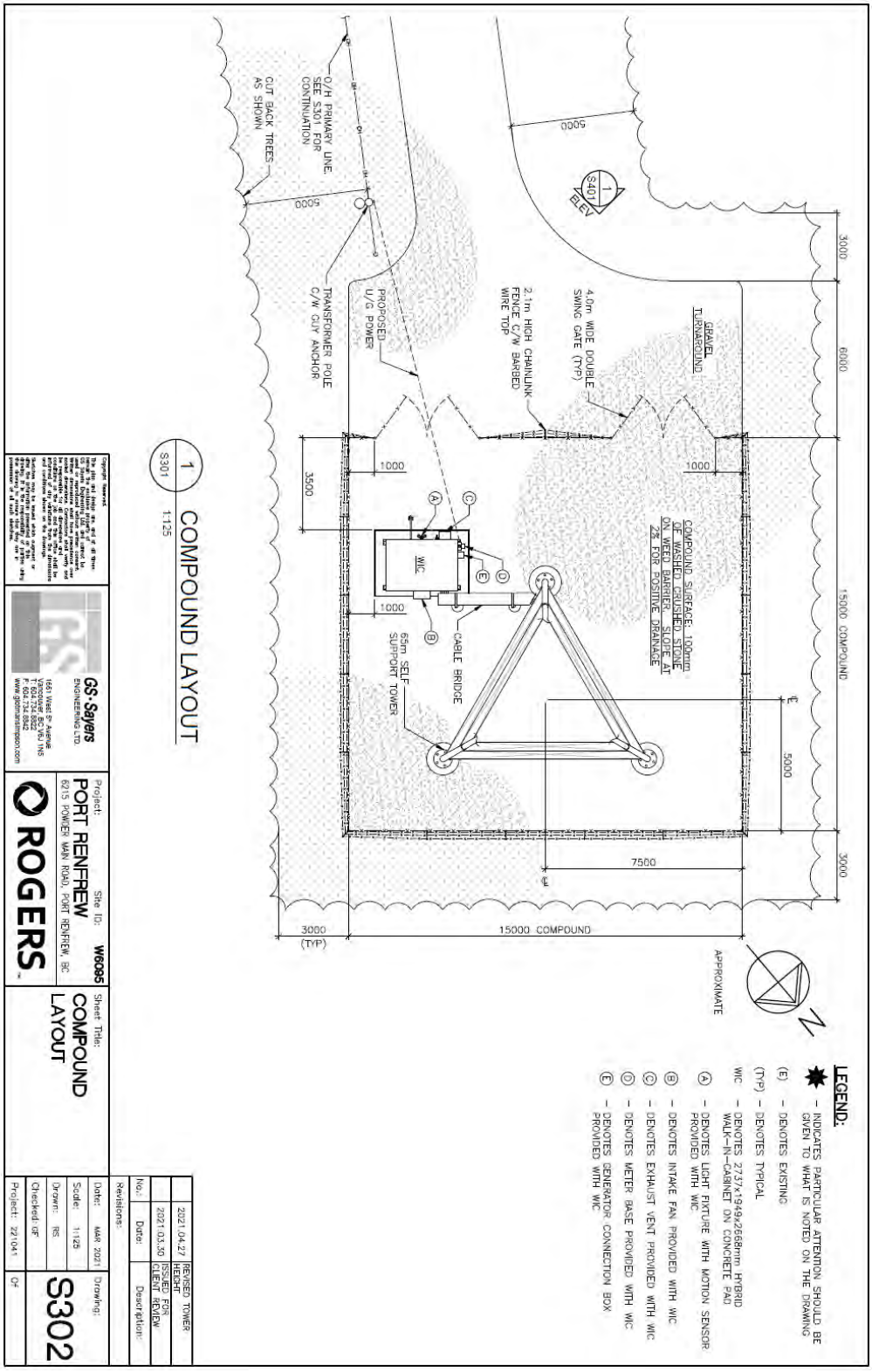
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(TYP) – DENOTES TYPICAL
WIC – DENOTES 2737x1949x2668mm HYBRID WALK-IN-CABINET ON CONCRETE PAD
(A) – DENOTES LIGHT FIXTURE WITH MOTION SENSOR PROVIDED WITH WIC
(B) – DENOTES INTAKE FAN PROVIDED WITH WIC
(C) – DENOTES EXHAUST VENT PROVIDED WITH WIC
(D) – DENOTES METER BASE PROVIDED WITH WIC
(E) – DENOTES GENERATOR CONNECTION BOX PROVIDED WITH WIC
APPROXIMATE
15000 COMPOUND
3000
6000
5000
7500
1000
3500
WIC
CABLE BRIDGE
65m SELF SUPPORT TOWER
COMPOUND SURFACE: 100mm OF WASHED CRUSHED STONE ON WEED BARRIER. SLOPE AT 2% FOR POSITIVE DRAINAGE
GRAVEL TURNAROUND
4.0m WIDE DOUBLE SWING GATE (TYP)
2.1m HIGH CHAINLINK FENCE C/W BARBED WIRE TOP
PROPOSED U/G POWER
TRANSFORMER POLE C/W GUY ANCHOR
O/H PRIMARY LINE. SEE S301 FOR CONTINUATION
CUT BACK TREES AS SHOWN
1 S401 ELEV
1 S301 COMPOUND LAYOUT
1:125
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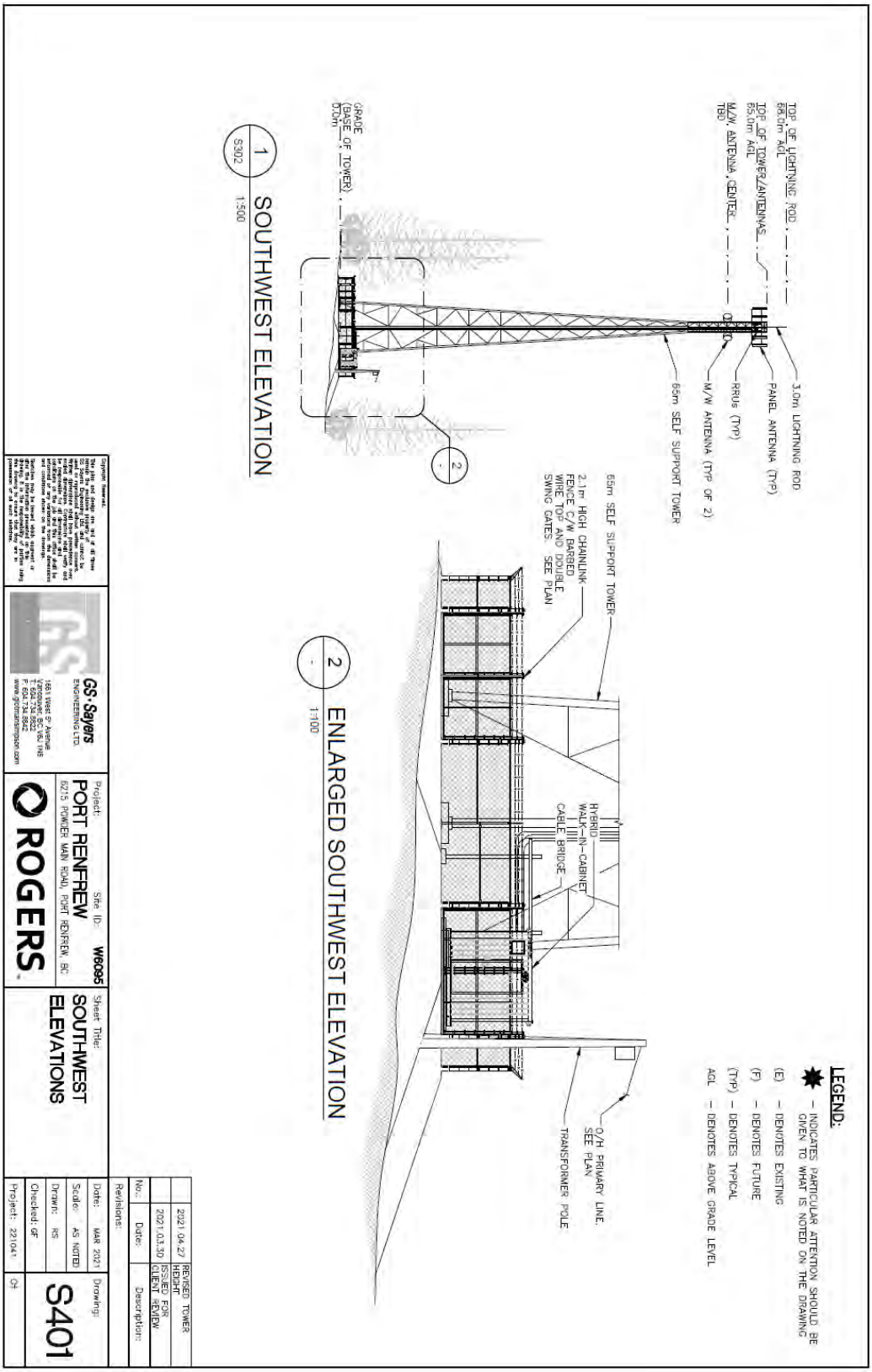
ROGERS
Site ID: W6085
Project: PORT RENFREW
6215 POWER MAIN ROAD, PORT RENFREW, BC
Sheet Title: COMPOUND LAYOUT
Revisions:
No. Date: Description:
2021.04.27 REVISED TOWER HEIGHT
2021.03.30 ISSUED FOR CLIENT REVIEW
Date: MAR 2021
Scale: 1:125
Drawn: RS
Checked: GF
Project: 22104
Drawing: S302
Sheet: 02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(F) – DENOTES FUTURE
(TYP) – DENOTES TYPICAL
AGL – DENOTES ABOVE GRADE LEVEL
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TOP OF TOWER/ANTENNAS 65.0m AGL
M/W ANTENNA CENTER TBD
GRADE (BASE OF TOWER) 0.0m
3.0m LIGHTNING ROD
PANEL ANTENNA (TYP)
RRUs (TYP)
M/W ANTENNA (TYP OF 2)
65m SELF SUPPORT TOWER
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65m SELF SUPPORT TOWER
2.1m HIGH CHAINLINK FENCE C/W BARBED WIRE TOP AND DOUBLE SWING GATES SEE PLAN
HYBRID WALK-IN CABINET
CABLE BRIDGE
O/H PRIMARY LINE SEE PLAN
TRANSFORMER POLE
2 ENLARGED SOUTHWEST ELEVATION 1:100
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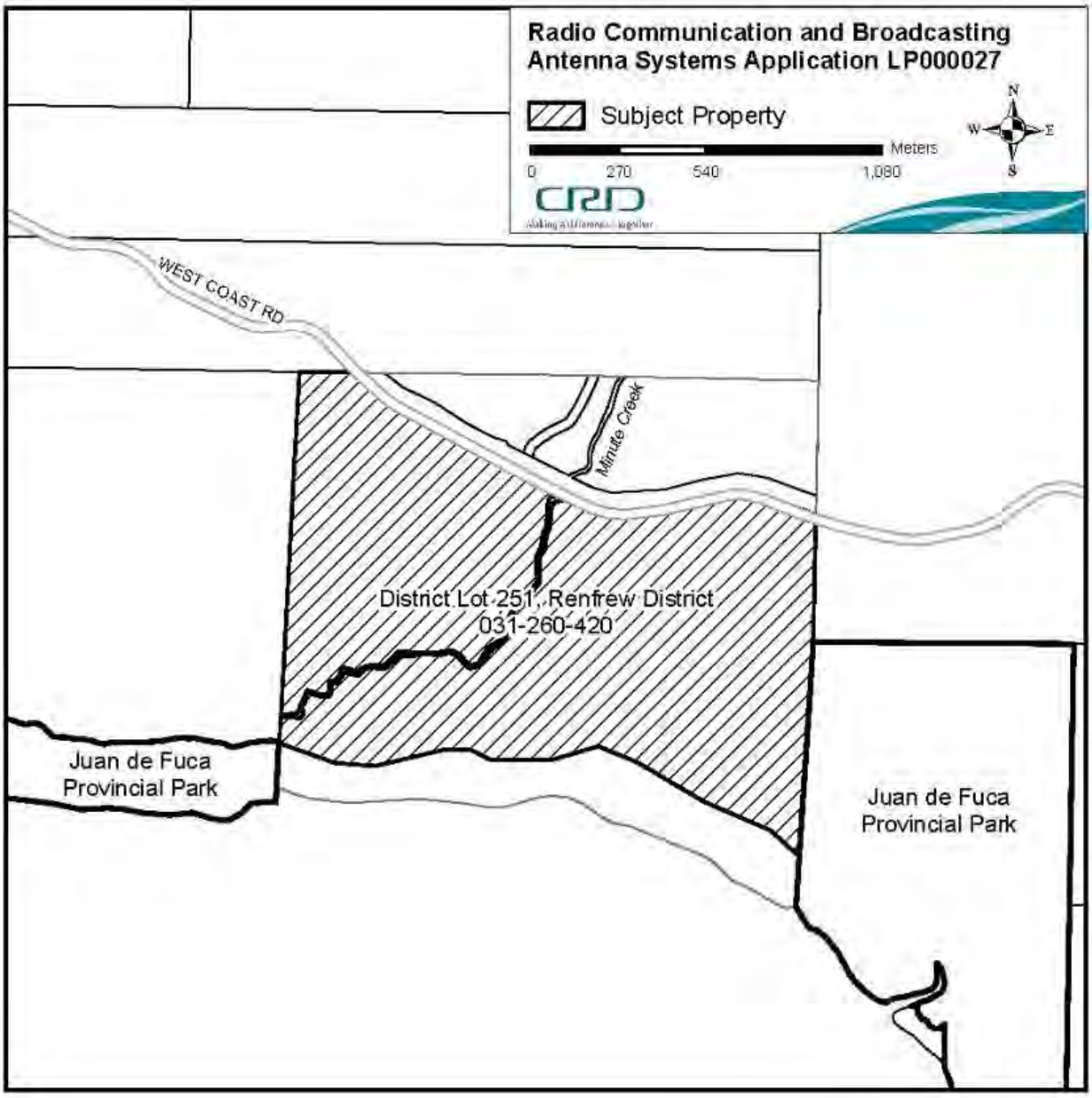
1661 West 5th Avenue Vancouver, BC V6J 1N5
T: 604.734.3552
F: 604.734.8942
www.gssmansergear.com
ROGERS
Project: PORT RENFREW
Site ID: W6095
6215 PIONEER MAIN ROAD, PORT RENFREW, BC
Sheet Title: SOUTHWEST ELEVATIONS
2021.04.27 REVISED TOWER HEIGHT
2021.03.30 ISSUED FOR CLIENT REVIEW
Revisions:
No: Date: Description:
Date: MAR 2021
Scale: AS NOTED
Drawn: RS
Checked: GF
Project: 22104
Drawing: S401
GH

Appendix C: Subject Property Map LP000027



Appendix D: Development Proposal LP000027

ROGERS™

SITE NAME: MINUTE CREEK

SITE ID: W6094

LOCATION: WEST COAST RD
MINUTE CREEK, BC

SITE TYPE: 60m SELF-SUPPORT TOWER - WIC

DRAWING LIST:

S101	TITLE PAGE
S301	SITE PLAN
S302	COMPOUND LAYOUT
S401	NORTHEAST ELEVATIONS

GS-Sayers ENGINEERING LTD.
1651 West 6th Avenue
Vancouver, BC V6J 1N6
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Site ID: W6094
Project: MINUTE CREEK
WEST COAST RD, MINUTE CREEK, BC
ROGERS
Sheet Title: TITLE PAGE

Date:	MAR 2021
Scale:	NA
Drawn:	RS
Checked:	GF
Project:	221039

Drawing: S101

No.:	Date:	Description:
Revisions:		
	2021.03.08	ISSUED FOR CLIENT REVIEW

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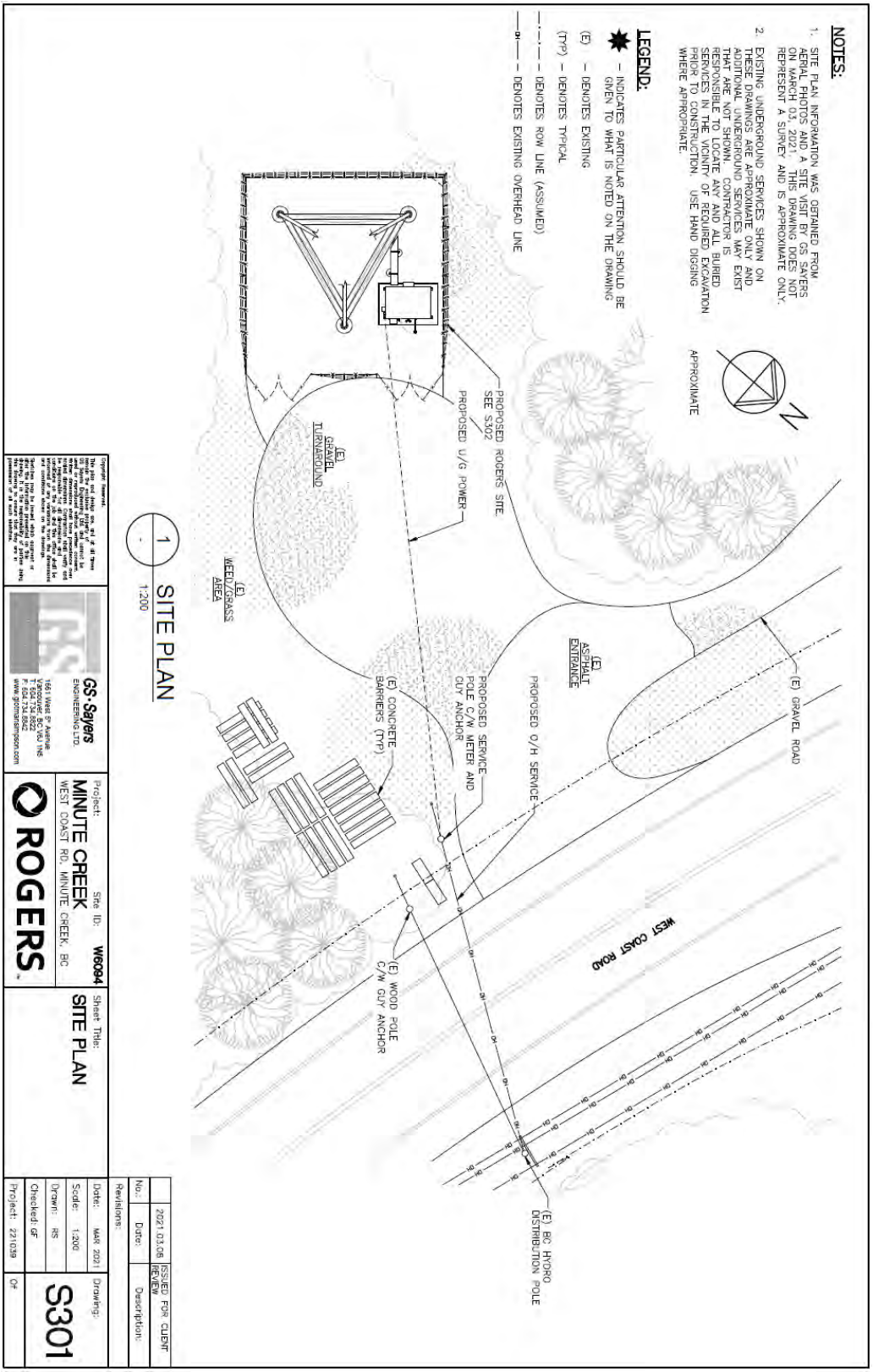
NOTES:
1. SITE PLAN INFORMATION WAS OBTAINED FROM AERIAL PHOTOS AND A SITE VISIT BY GS SAYERS ON MARCH 03, 2021. THIS DRAWING DOES NOT REPRESENT A SURVEY AND IS APPROXIMATE ONLY.
2. EXISTING UNDERGROUND SERVICES SHOWN ON THESE DRAWINGS ARE APPROXIMATE ONLY AND ADDITIONAL UNDERGROUND SERVICES MAY EXIST THAT ARE NOT SHOWN. CONTRACTOR IS RESPONSIBLE TO LOCATE ANY AND ALL BURIED SERVICES IN THE VICINITY OF EXCAVATION PRIOR TO CONSTRUCTION. USE HAND DIGGING WHERE APPROPRIATE.
LEGEND:
– INDICATES PARTICULAR ATTENTION SHOULD BE GIVEN TO WHAT IS NOTED ON THE DRAWING
(E) – DENOTES EXISTING
(TYP) – DENOTES TYPICAL
– DENOTES ROW LINE (ASSUMED)
– DENOTES EXISTING OVERHEAD LINE
APPROXIMATE
(E) GRAVEL ROAD
(E) ASPHALT ENTRANCE
PROPOSED O/H SERVICE
PROPOSED SERVICE POLE C/W METER AND GUY ANCHOR
PROPOSED ROGERS SITE SEE S302
PROPOSED U/G POWER
(E) GRAVEL TURNAROUND
(E) WEED/GRASS AREA
(E) CONCRETE BARRIERS (TYP)
(E) WOOD POLE C/W GUY ANCHOR
WEST COAST ROAD
(E) BC HYDRO DISTRIBUTION POLE
1 SITE PLAN
1:200
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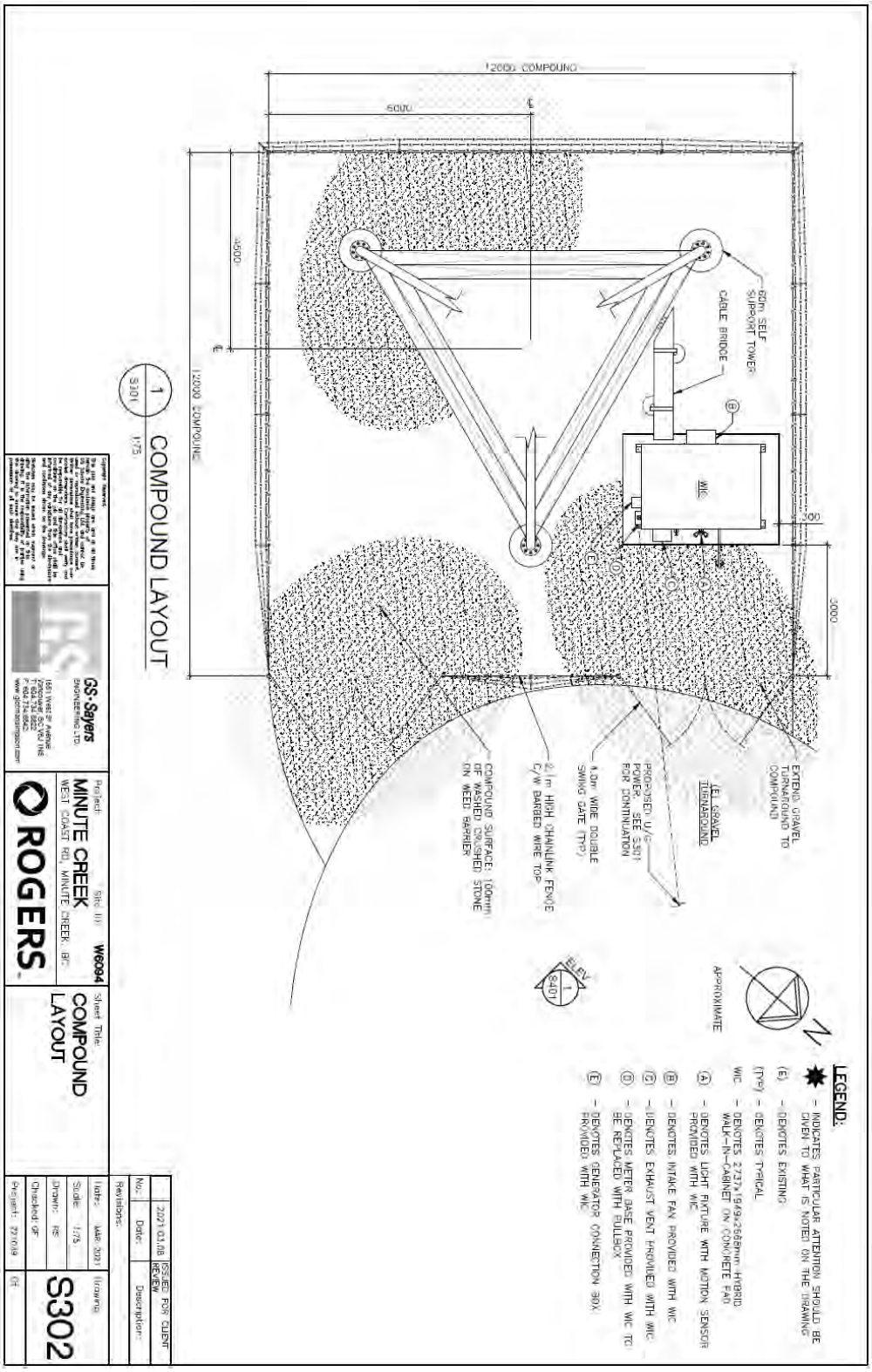
ROGERS
Project: MINUTE CREEK
Site ID: W6094
WEST COAST RD, MINUTE CREEK, BC
Sheet Title: SITE PLAN
2021.03.08 ISSUED FOR CLIENT REVIEW
No. Date: Description:
Revisions:
Date: MAR 2021
Scale: 1:200
Drawn: RS
Checked: GF
Project: 221039
Drawing: S301
Of



1 S301 1:75 COMPOUND LAYOUT

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Project: MINUTE CREEK
WEST COAST RD, MINUTE CREEK, BC
Site ID: W6084

ROGERS

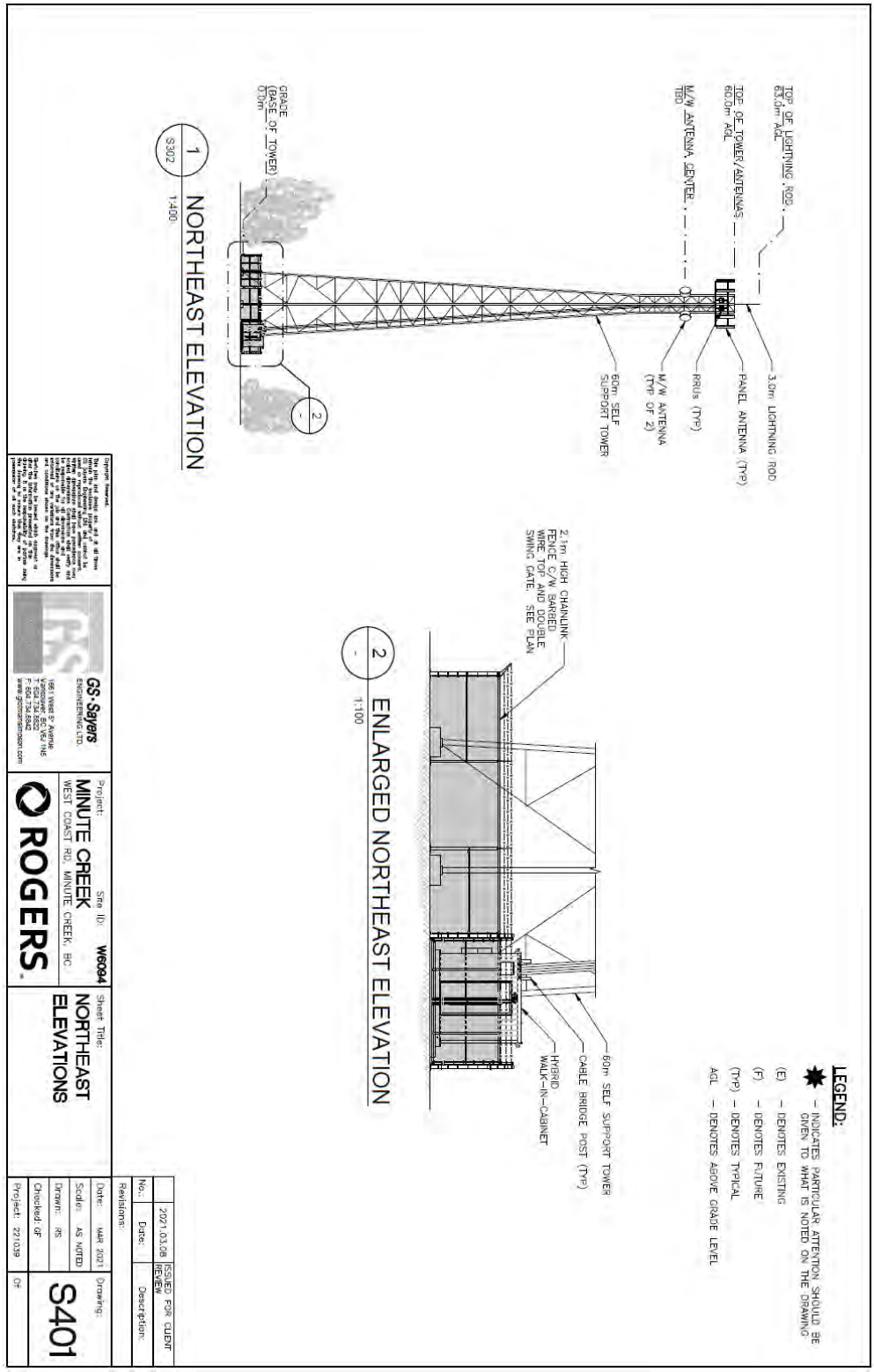
Sheet Title: COMPOUND LAYOUT

No.	Date:	Description:
	2021.03.18	ISSUED FOR CLIENT REVIEW

Revisions:

Date: MAR. 2021 (drawing)
Scale: 1:75
Drawn: RS
Checked: GF
Project: 221.019
CT

S302


LEGEND:
– INDICATES PARTICULAR ATTENTION SHOULD BE GIVEN TO WHAT IS NOTED ON THE DRAWING
(E) – DENOTES EXISTING
(F) – DENOTES FUTURE
(TYP) – DENOTES TYPICAL
AGL – DENOTES ABOVE GRADE LEVEL
TOP OF LIGHTNING ROD 63.0m AGL
TOP OF TOWER/ANTENNAS 60.0m AGL
M/W ANTENNA CENTER TBD
GRADE (BASE OF TOWER) 0.0m
3.0m LIGHTNING ROD
PANEL ANTENNA (TYP)
RRUs (TYP)
M/W ANTENNA (TYP OF 2)
60m SELF SUPPORT TOWER
1 S302 NORTHEAST ELEVATION
1:100
2.1m HIGH CHAINLINK FENCE C/W BARBED WIRE TOP AND DOUBLE SWING GATE. SEE PLAN
60m SELF SUPPORT TOWER
CABLE BRIDGE POST (TYP)
HYBRID WALK-IN-CABINET
2 - ENLARGED NORTHEAST ELEVATION
1:100
GS-Sayers ENGINEERING LTD.
1661 West 6th Avenue Vancouver, BC V6J 1N5
T: 604.734.8822
F: 604.734.8822
www.gsconstruction.com
Project: MINUTE CREEK
WEST COAST RD, MINUTE CREEK, BC
Site ID: WC094
ROGERS
Sheet Title: NORTHEAST ELEVATIONS
No. Date: Description:
Revisions:
2021.03.08 ISSUED FOR CLIENT REVIEW
Date: MAR 2021
Scale: AS NOTED
Drawn: RS
Checked: GF
Project: 221039
Drawing: S401
Of

Appendix E: Public Submission and Applicant Response

Submission #1a: Lynne Conlin

From: Lynne
Sent: Sunday, September 19, 2021 2:46 PM
To: jdf info <jdfinfo@crd.bc.ca>
Subject: Proposed Tower on 6215 Powder Main Rd. Port Renfrew

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Please provide details on the following.

1. Riparian & Sensitive Ecosystems report.
2. Fire Protection Plan without water service to the area.
3. Emergency Access plan in the winter as road has frequently been impassable.
4. Safety Code Enforcement policy, public disclosure and frequency of inspections.
5. Land Clearance & fill coverage that will be required.
6. Financial responsibility to potential damage to Powder Main Rd from heavy equipment.
7. Plan for power outages which are frequent in Port Renfrew including potential noise & pollution from generators.
8. Does the proposed site require rezoning?

Lynne Conlin

Applicant's Response #1a

1. Riparian & Sensitive Ecosystems report.

   Rogers is currently undertaking the required public consultation process as outlined in the CRD's *Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy*. We believe that we fall outside the required 30 m riparian setback. If it is deemed by the CRD that Rogers is within any riparian area, we will subsequently work through this via the Development Permit process.

2. Fire Protection Plan without water service to the area.

   Rogers' tower and equipment is largely constructed out of non combustible materials such as steel. Fires from radiocommunications infrastructure are extremely rare. If you were to inquire with your local fire department you may be able to secure a list of the most common sources of fires. To the best of our knowledge, utility structures are not a common source of fire. With that said, Rogers will adhere to best practices regarding fire prevention.

3. Emergency Access plan in the winter as road has frequently been impassable.

   After the initial construction period, Rogers' access needs are very infrequent. At most, the site will be visited approximately once/quarter or even less. Rogers will endeavour to avoid visiting the facility during periods of snow or poor weather. If emergency access is needed during a period of snow, Rogers has access to snow mobiles and other methods.

4. Safety Code Enforcement policy, public disclosure and frequency of inspections.

   Rogers will comply with Health Canada's Safety Code 6. This is a strict legal requirement. ISED monitors compliance from time to time across wireless networks in Canada. Rogers attests that its installation will comply with the applicable safety code as may be amended from time to time.

5. Land Clearance & fill coverage that will be required.

   Rogers' compound will be approximately 15 m x 15 m and this will include a fenced compound around the tower foundation and electronics equipment. Rogers will also extend access from Powder Main Road, through the Soule Creek Lodge property, toward its compound. The access road will only be approximately 4.0 meters wide and it will be a gravel road, similar to forestry roads in the area.

6. Financial responsibility to potential damage to Powder Main Rd from heavy equipment.

   Rogers' agreements with property owners and road owners typically include wording to ensure that any direct damage caused by Rogers will be repaired by Rogers. Rogers will not be responsible for any damage caused by other users. Rogers is currently consulting on the tower location and any road use agreements will be pursued subsequently.

7. Plan for power outages which are frequent in Port Renfrew including potential noise & pollution from generators.

   All of Rogers' facilities have both back up battery power and back-up generators. The battery supply can keep the facilities running for a number of hours. It is only in the event of an extended power outage that the generator would be used. Ensuring that cell service is active during an emergency event is critical as many people rely on cell phones to place calls to emergency service responders.

   The generators are relatively quiet and we anticipate that there will be little or no noticeable noise from the generator. The proposed tower site is located quite a distance away from any residences and adjacent land uses in a densely forested area.

   I investigated generator noise in detail for another project recently and garnered the following data that may be of interest.

   *It was reconfirmed that the generator will **only run when there is a power outage (i.e. in rare emergency scenarios).** The generator operates at an estimated 68dBa at a 7m distance.*

   For reference, we understand that a common dishwasher operates at around 60dBa at a 10 ft distance. Depending on what is around to absorb sound and what the air pressure is at the location, we think that the sound will be significantly reduced at a 100ft distance. Also, we feel it is important to keep in mind that the generator and HVAC are typically always running as stated above.

   For reference:
   20dBa – leaves rustling (considered faint)
   30dBa – whisper (considered soft)
   40dBa – quiet library (considered soft)
   50dBa – moderate rainfall (considered moderate)
   60dBa – normal conversation or a dishwasher at 10 ft. (considered moderate)
   70dBa – vacuum (considered moderate – loud)
   80dBa – alarm clock (considered loud)

90dBa – lawn mowers, blenders, hair dryers, power tools (considered very loud)
100dBa – snowmobiles (considered very loud)
110dBa – concerts, horns, sporting events (considered uncomfortable and potentially dangerous)
120dBa – jet plane taking off (considered uncomfortable and dangerous)

8. Does the proposed site require rezoning?

   Communication sites including cell towers are under federal jurisdiction. As a result, zoning does not apply to telecommunications facilities as zoning is a creature of the Local Government Act. Notwithstanding the foregoing, per federal guidelines, land use authorities like the CRD can create their own tower siting policies and protocols to specify consultation requirements and siting preferences. The CRD does have its own policy and it requires a newspaper notice, notification to all property owners/occupants within a 500 m radius of the proposed tower and a land use decision by the land use committee and CRD Board. The CRD policy is called the *Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy*.

Brian Gregg | SitePath Consulting Ltd.

Appendix F: Evaluation Criteria

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

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

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

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

    iii) landscaping or screening is incorporated;

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

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

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 22, 2021

SUBJECT **E&N Rail Trail – Humpback Connector**

ISSUE SUMMARY

This report provides an information update regarding the status of development of the E&N Rail Trail.

BACKGROUND

In October 2006, the Capital Regional District (CRD) Board initiated a project to develop a 17 kilometre long new regional trail largely within the E&N railway corridor and located beside the existing railway tracks. In 2007, due to the anticipated cost to develop the trail ($36 million), a decision was made to undertake the project in a phased approach (Appendix A). Construction was initiated in 2009.

This trail provides both recreation and active transportation opportunities. To date, three of the five phases have been completed, creating approximately 13 km of new regional trail. The trail currently runs continuously between Jacklin Road in the City of Langford to Esquimalt Road in the City of Victoria; and links the City of Langford, Town of View Royal, Esquimalt Nation, Songhees Nation, Township of Esquimalt and City of Victoria (Appendix A).

Contributions of approximately $21 million have been received from grant programs to assist in the development of the three completed trail phases. Additional funding to date has been provided through CRD Regional Parks' core budget and a CRD Board authorized loan.

Two remaining phases extend the trail by approximately 3.2 km in Langford between Jacklin Road and Humpback Road at the west end of the trail; and 0.7 km at the east end of the trail between Esquimalt Road and the Harbour Road overpass/Galloping Goose/Johnson Street Bridge end of the trail in conjunction with the City of Victoria (Appendix A).

A detailed status and explanation of the phases is provided in Appendix B.

IMPLICATIONS

Environmental & Climate Implications

This regional trail adds to the regional opportunities for active recreation and active transportation, both of which assist in reducing greenhouse gas emissions.

Intergovernmental Implications

The E&N Rail Trail – Humpback Connector route connects six communities: City of Langford, Town of View Royal, Esquimalt Nation, Songhees Nation, Township of Esquimalt and City of Victoria.

Social Implications

This regional trail furthers the goal of promoting active and healthy communities. The trail is largely along a former railway corridor and most of the trail route is relatively flat and suited to use by people of all ages and abilities.

Financial Implications

Capital grant funding is needed to complete Phase 5 of this regional trail and is currently identified as a total of $4 million in years 2024 and 2025 of the Regional Parks' five-year capital plan.

Service Delivery Implications

From a sustainable service delivery perspective, the remaining two sections of the trail will be developed using the same standards as the previous sections of trail (e.g., paved, minimum width 3m/preferred width 4m, standard regional trail signage) and, when complete, they will be incorporated into the asset management program as per other sections/other regional trails.

Alignment with Board & Corporate Priorities

In terms of alignment with Board priorities, this trail furthers the priority of Community Wellbeing – Transportation & Housing, as it provides additional regional multi-modal transportation opportunities to increase walking and cycling. It can also help reduce greenhouse gas emissions, which is a desired outcome under the Climate Action & Environmental Stewardship priority. The Esquimalt and Songhees Nations were involved in the planning of the trail sections in and around their communities, which aligns with the Board's priority relating to First Nations Reconciliation.

With respect to corporate priorities, the development of the E&N Rail Trail – Humpback Connector project aligns with the priorities of Fiscal Responsibility (approximately $19 million of grant funding has been received to assist in the development of this regional trail); Efficiency & Collaboration (collaboration with each of the four municipalities and two First Nations has occurred during planning and construction); and Customer Service (this project expands the regional trail system to respond to increasing interest in active transportation and active recreation by regional residents).

Alignment with Existing Plans & Strategies

The Regional Parks Strategic Plan 2012-2021 includes continuing construction of the E&N Rail Trail as a strategic action under Strategic Priority #2 (strategically plan for and open existing land banked regional parks and trails as resources are approved).

CONCLUSION

The E&N Rail Trail – Humpback Connector is well in progress, with approximately 13 of the 17 km route now complete. This newest regional trail connects the City of Victoria, Township of Esquimalt, Songhees Nation, Esquimalt Nation, Town of View Royal and City of Langford, expanding opportunities for active transportation and active recreation. Two remaining sections (Phase 4 and Phase 5) will extend the trail route in both directions, in the City of Victoria and the City of Langford. The CRD is moving forward, working with the City of Victoria, to begin

construction of Phase 4 in 2022, and Phase 5 will be scheduled once the route has been finalized and funding has been determined.

RECOMMENDATION

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

That this report be received for information.

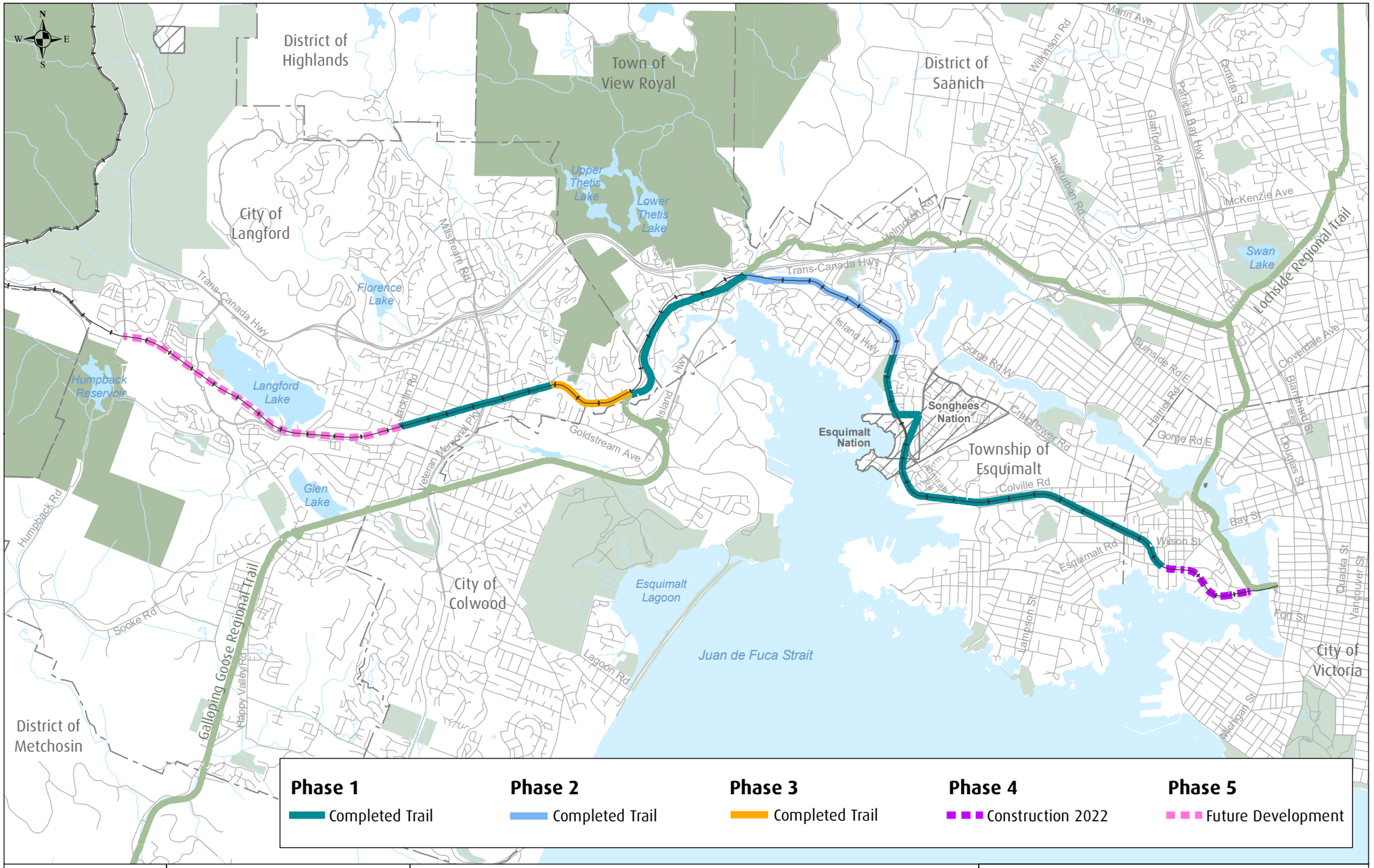
Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Development Phasing Plan – Map
Appendix B: Detailed Status of E&N Rail Trail Development

APPENDIX A

August 2021 | 2021-09-22-SR-RPC-ENRailTrailUpdate-AppendixA.mxd | dataservices@crd.bc.ca



Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Completed Trail	Completed Trail	Completed Trail	Construction 2022	Future Development

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Kilometres

0 0.5 1 2

Projection: UTM ZONE 10N NAD 83

- Galloping Goose / Lochside Regional Trails
- E & N Rail Corridor
- Municipal / Electoral Area Boundary
- Regional Park
- Other Park
- First Nation Reserve
- Lake / Ocean

Important This map is for general information purposes only. The Capital Regional District (**CRD**) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

Appendix A

E & N Rail Trail - Humpback Connector Development Phasing Plan

Regional Parks Committee Staff Report
September 22, 2021

DETAILED STATUS OF E&N RAIL TRAIL DEVELOPMENT

September 2021

Phase 1 – Completed December 2018

The initial phase was split into seven different project areas and was built between 2009 and 2018. Just over 9 km of trail was created, spread over each of the communities, as follows:

- City of Langford: approximately 2 km of new trail was developed plus approximately 0.5 km of the overlapping E&N/Galloping Goose segment was paved.

- Town of View Royal: approximately 0.75 km of new trail was developed, approximately 2 km of the overlapping E&N/Galloping Goose segment was paved, and three bridges were developed (trail bridge over Helmcken Road and trail and rail bridges at Island Highway/4 Mile).

- Esquimalt Nation: approximately 0.75 km of new trail was built along Hallowell Road and Admirals Road.

- Songhees Nation: approximately 0.25 km of new trail was built between the Songhees and Esquimalt Nation boundary and Maplebank Road.

- Township of Esquimalt: approximately 3 km of new trail was developed from Maplebank Road to the Esquimalt/Victoria boundary by Hereward Road.

- City of Victoria: approximately 0.2 km of new trail was built from Esquimalt/Victoria boundary to Esquimalt Road.

The cost of developing this phase of the trail was covered through a mix of grants and CRD funding.

Phase 2 – Completed June 2015

This phase was initiated in 2013, with construction over 2014-2015. This phase added 2 km of new trail in the Town of View Royal, between Island Highway/Burnside Road West and Island Highway/4 Mile Bridge. It linked existing Phase 1 trail sections on either end.

The cost of developing this phase of the trail was covered through a mix of grants and CRD funding.

Phase 3 – Completed in July 2021

Phase 3 began in 2018. In considering environmental aspects, privacy for neighbours, technical aspects and costs, several design options were developed and reviewed before a final route plan was confirmed. Construction began in 2019 and was completed in July 2021.

This 1 km section connects existing Phase 1 sections of trail and creates a continuous 13 km route. All six communities are now connected (Langford, View Royal, Esquimalt Nation, Songhees

Nation, Esquimalt, and Victoria). This trail section is unique along the E&N Rail Trail in that it includes two underpasses, one by the east end to avoid Millstream Creek and one toward the west end to provide trail access to/from Westwind Drive.

Costs for Phase 3 were covered through a CRD loan and a $1 million Active Transportation grant from the Province.

Phase 4 – In Progress

CRD and City of Victoria staff are working together on the planning of this phase. In this phase, the CRD, through its E&N Rail Trail agreement with the Island Corridor Foundation, has authority/jurisdiction to develop the trail between Esquimalt Road and Catherine Street. East of Catherine Street, the City of Victoria and local developers have jurisdiction over the railway corridor and will be developing the route beyond Catherine Street.

In the immediate term, the City of Victoria is developing a two-way all ages and abilities bike lane along Kimta Road and improving an existing multi-use path by the Harbour Road overpass in Victoria. This will provide a continuous pedestrian (on sidewalks/trail) and cycling (on AAA cycle path) route for the E&N Rail Trail in the short term. In the longer term, the final trail route will be implemented through private development, as required by the City of Victoria through the development approvals.

All costs for the CRD's portion of Phase 4 is being covered through a CRD loan. The CRD has provided a letter of support to the City of Victoria for a grant application to assist with the City's section.

Phase 5 – Not Yet Scheduled or Funded

The last segment of trail, Phase 5, between Jacklin Road and Humpback Road in the City of Langford is not yet scheduled or funded. It will create approximately 3.5 km of new trail and complete the E&N Rail Trail – Humpback Connector.

CRD staff need to work with Langford staff to review the 2009 proposed route and determine if modifications are required due to development that has occurred along the route since 2009.

This last phase of the E&N Rail Trail – Humpback Connector is tentatively scheduled for 2024/2025 but is dependent on securing grant funding. Timing for the project will be finalized once the route has been determined and funding has been determined. A staff report outlining funding and timing proposals will be submitted for Board consideration in the future.

Humpback Road Link

Through the Regional Trails Management Plan (2016), the CRD Board supported extending the E&N Rail Trail - Humpback Connector trail to link with Sooke Hills Wilderness Regional Park and the Sooke Hills Wilderness Trail, which provides part of the route for the Trans Canada Trail in the CRD. The City of Langford, through a local trail planning initiative, also identified the value in this proposed link and has developed a path along Humpback Road between Irwin Road and the E&N railway line.

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 22, 2021

SUBJECT **Ecological Values and Biodiversity in Regional Parks**

ISSUE SUMMARY

This report provides an information update on ecological values and biodiversity in Regional Parks in response to a Notice of Motion.

BACKGROUND

At the June 23, 2021 Regional Parks Committee meeting, the following Notice of Motion was introduced and carried:

> *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.*

At its meeting of July 14, 2021, the Capital Regional District (CRD) Board approved the Notice of Motion with an amendment that "mitigation of fire risks" also be considered in the staff report.

The Regional Park system is comprised of regionally significant landscapes, which are classified by management focus. Depending on its predominant characteristics and purpose, a regional park falls into one of four distinct management focus classifications: Recreation Area, Natural Area, Conservation Area, and Wilderness Area. These park classifications are supported by management planning documents that provide strategies to protect the natural environment and define appropriate levels of activity.

In 2009-2010, as a precursor to the development of a conservation strategy, staff worked with consultants to review ecological and organizational literature, analyze ecological information, identify key factors (known as stressors) impacting native species and ecosystems, and outline strategic approaches to address those factors.

In 2010, the draft *Conservation Strategy for Capital Regional District – Regional Parks: Providing strategic direction for parkland stewardship* was prepared. A companion framework document that summarizes the larger document is attached (Appendix A).

The draft conservation strategy outlines a practical, science-based approach to reduce negative impacts to ecological values within regional parks. The draft conservation strategy was meant to initiate the development of a program that would include developing more detailed action plans to address specific ecosystems, species, issues and/or parks.

The draft strategy was presented to the Regional Parks Committee in March and September 2010. Both times, the conservation strategy was referred back to staff for further work. In September 2010, staff addressed the five main points raised by the Regional Parks Committee in March 2010, which included the concerns: 1) that the conservation strategy could be used to exclude some recreational uses; 2) that additional funding would be required to implement the strategy and may not be available; 3) that more information was needed about strategic choices and about balancing recreation needs versus conservation needs; 4) that First Nations needed to be consulted; and 5) that some land acquisitions are not immediately available for public use.

In November 2010, as part of the General Manager's Report, it was determined that the conservation strategy would be revised but put on hold until the Regional Parks Strategic Plan was adopted. Although the Regional Parks Strategic Plan was adopted in March 2012, the conservation strategy was deferred with no specific deadline. The current Regional Parks Strategic Plan is set for an update and conservation and recreation strategies will be developed and included in the strategic plan.

The challenges of the conservation program that Regional Parks is currently facing are: 1) staffing and resources; 2) lack of conservation strategies pertaining to condition and monitoring of regional parks; and 3) the rapid increase in the size of the system in terms of area and visitation.

Regional Parks has one staff member dedicated to conservation. The Environmental Conservation Specialist (ECS) role and responsibilities include preparing and delivering conservation plans and projects, providing technical advice for planning and operations, terrestrial and aquatic ecosystem management, restoration and invasive species management, program administration, land acquisition and collaborating with community and partners. In addition, the ECS is often asked to address urgent requests from the public or CRD staff.

Regional Parks primarily protects ecological values through the application of various bylaws, policies, plans and other tools, including park management planning, policy and guideline development, best management practices, annual operating plans, park use permit conditions, park stewardship agreements, ecological restoration, habitat mapping, species surveys, interpretive and educational activities, and compliance and enforcement. Significant effort is also spent on invasive species removal, especially through volunteer and partner efforts. Regional Parks is also piloting an Impact Assessment process to evaluate management actions that may impact park values and to aid in identifying appropriate mitigation measures, if required.

Low intensity wildfires were once the dominant disturbance regime in the region and fire suppression over the past century has contributed to the loss of biodiversity and ecological values. Fire risk mitigation within the regional park system takes on two forms: prevention and suppression activities. Prevention activities reduce the risk of wildfire in regional parks and include strategies such as: prohibiting smoking in all regional parks; permitting campfires only in designated facilities (i.e., no open fires) and prohibiting all campfires when a provincial fire ban is in effect; limiting high-risk activities in accordance with the BC Wildfire Act requirements; and patrolling worksites to monitor for potential flare-ups. Regional Park rangers undertake wildfire patrols as conditions warrant as per the MOU between BC Wildfire Service and the CRD. In terms of suppression activities, Regional Parks trains staff in mop-up responsibilities to augment municipal fire departments and the BC Wildfire Service, who respectively have primary responsibility for initial attack and related fire suppression activities inside and outside of municipal fire protection areas.

Local climate models predict increases in temperatures, dry conditions, storms and sea levels that will impact ecological values. Ecosystems will likely shift toward more drought tolerant systems. Despite these changes, regional parks will continue to serve as critical natural assets for carbon storage and sequestration.

A systematic regional parks monitoring program does not currently exist. However, monitoring of specific species, such as the endangered contorted-pod evening primrose and invasive species such as carpet burweed, does occur. Development of a comprehensive monitoring program would benefit the environmental health of regional parks.

IMPLICATIONS

Environmental & Climate Implications

Improving the understanding of ecological values and biodiversity in regional parks will benefit overall ecological integrity and environmental health and contribute to climate change resiliency. The availability of data to identify sensitive or rare species and ecosystems and critical wildlife habitat is variable and often limited. When resources permit, studies are conducted but there are still gaps in the understanding of ecological values within the regional parks system.

Social Implications

The capital region is a unique part of Canada. The climate, influenced by wet and warm coastal air and the rain shadow from the mountain ranges, along with its complex geography spanning from sea level to mountaintops, means that a diverse range of ecosystems and species occur, many of which do not occur elsewhere in Canada. This combination of climate, geography and uniqueness also makes the CRD one of the fastest growing communities in Canada and a popular travel destination. Regional parks are part of a protected areas system that helps regulate our climate, purify the water, provide habitat for rare and endangered species and provide opportunities to engage in a wide range of recreational activities. Regional parks and trails continue to see significant growth in visitation, which puts pressures on the regional park system and can make protecting and monitoring regional park values and biodiversity challenging.

Financial Implications

Additional staff and resources would be required to allow for an ecological monitoring program. A proposal for service level adjustments in this area has been brought forward to this Parks Committee agenda as part of the 2022 Service Planning report.

Service Delivery Implications

In spring 2021, staff were asked to complete a comprehensive budget review exercise to identify staffing and resource needs that are required to meet core service levels. For the conservation program, this included identifying resources required to support the protection of ecological values and biodiversity in regional parks. Key gaps that were identified during the budget review process for the delivery of the conservation program included the need for a conservation strategy, improving understanding of the ecological values in regional parks through baseline inventories and a “state of the parks” assessment, and monitoring and action planning in all three major program areas (terrestrial ecosystem management, aquatic ecosystem management, and

restoration and invasive species management). The lack of an ecological monitoring program was also identified as a key gap in the delivery of core conservation program services.

Alignment with Board & Corporate Priorities

Strategic Board Priorities identified in the 2019-2022 Corporate Plan that apply to the Regional Parks conservation program include ensuring appropriate funding for parks and trails by updating the Regional Parks Strategic Plan with consideration of ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and park user groups.

Alignment with Existing Plans & Strategies

The 2012-2021 Regional Parks Strategic Plan includes a number of strategic goals that pertain to the conservation program, including protecting and conserving biological diversity; maintaining and restoring healthy, viable ecosystems in regional parks; and undertaking management activities that improve the understanding of park ecosystems and the ability to sustain them.

CONCLUSION

Increased size of regional parks and visitation over the years has outpaced Regional Parks' ability to comprehensively assess and monitor ecological values and conditions. Regional Parks utilizes its existing resources to protect known ecological values through the application of bylaws, strategies and other tools. Additional staffing and resources would enable Regional Parks to better manage ecological values and biodiversity, mitigate fire risks, address the impacts of new infrastructure, and respond to the CRD's declared climate emergency.

RECOMMENDATION

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

That this report be received for information.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Draft Conservation Strategy Framework for Capital Regional District Regional Parks – March 2010

Conservation Strategy for Capital Regional District - Regional Parks

DRAFT

Providing strategic direction for parkland stewardship

March 17, 2010

F R A M E W O R K

MILL HILL REGIONAL PARK

Making a difference...together

CONSERVATION VISION

CRD Regional Parks are comprised of vibrant, functional ecosystems, with healthy populations of native species and a secure future for rare plants, animals, fungi, and other organisms. All of us—policy makers, parks staff, volunteers, visitors, and neighbours, and the general public—are aware of and respect the ecological values of CRD Regional Parks. Together, we steward regional parks and take care that our activities help the ecosystems, ecological communities, and species flourish for the long term.

Introduction

British Columbia's Capital Regional District (CRD), covering the southern tip of Vancouver Island and the southern Gulf Islands, encompasses a unique area in Canada, with a complex geography and climate and a diverse range of ecosystems dominated by Coastal Douglas-fir and Coastal Western Hemlock forests. Home to Coast Salish and Nuu-chah-nulth First Nations peoples for thousands of years, in recent times it has been increasingly settled and developed. The intersection of intense development and unique ecosystems has made the area one of Canada's focal points for conservation concerns. Protected areas, including lands set aside for conservation purposes by parks agencies and land trusts, are quickly becoming the only remaining areas of natural habitat within the developed landscape of the CRD. This fact underscores the critical importance of ongoing appropriate stewardship of acquired lands, to protect and restore native biodiversity over the long term.

The CRD Regional Parks system currently includes 28 parks and four regional trails ranging in size from 1.8 to over 4,000 hectares and totaling more than 11,500 hectares of land. Parklands help to protect a broad diversity of native ecosystems, ecological communities, and species, including dozens of species and ecological communities at risk of disappearing from the wild. Parklands also provide a range of critical ecosystem services, such as carbon storage, climate regulation, flood control, and many others. The *CRD Regional Parks Master Plan (2000)* states that the two primary purposes for CRD Regional Parks are:

1. **To establish and protect a network of regional parks in perpetuity that represent and help maintain the diverse range of natural environments in the Capital Regional District.**

2. **To provide opportunities for outdoor experiences and activities that foster appreciation and enjoyment of, and respect for, the region's natural environments.**

The Master Plan also affirms that protecting the natural environment is CRD Regional Parks' core value and primary responsibility, and that protecting the natural environment provides the means by which people can partake in the outdoor experiences that put them in close touch with nature. The Master Plan outlines a commitment to incorporate environmental conservation, defined as the careful protection, use, and planned management of living organisms and their vital processes, to prevent their depletion, exploitation, destruction or waste, into all aspects of park management and operation.

The *CRD Strategic Plan* similarly upholds the importance of protecting the natural environment by identifying environmental protection as one of the five priorities for 2009-2011. The Strategic Plan further identifies "effective stewardship of regional park lands and protected areas" as a desired outcome of this strategic priority. However, given intense pressures on the parks system from factors originating both within and without park boundaries, managing parks to protect and maintain the diverse range of ecosystems, ecological communities, and species is an enormous challenge. This Conservation Strategy provides guidance for meeting that challenge.

MOUNT WELLS REGIONAL PARK PHOTO RICK EPPLER

Context

The ecological values and conditions within the CRD Regional Parks system include:

- Representation of two biogeoclimatic zones, the Coastal Douglas-fir and the Coastal Western Hemlock, of the three that occur in the CRD, and three of 9 different subzone variants that occur within the CRD. All 3 of the variants, the Coastal Douglas-fir Moist Maritime and the Eastern and Western Very Dry Maritime Coastal Western Hemlock variants, are globally significant because of their limited distributions and unique ecosystems. Those variants not represented within regional parks are located west of the Sooke River, an area that to date does not include any regional parks.

- All nine different ecosystems of conservation significance mapped by the federal-provincial *East Vancouver Island and Gulf Islands Sensitive Ecosystems Inventory*.

- Forest cover dominating 85% of the land base within regional parks, interspersed with other ecosystems.

- Documented disruptions to natural disturbance regimes in all regional parks, most commonly logging history, and numerous developments such as roads, buildings, parking lots, and utility corridors.

- Many invasive exotic plants invading non-forested areas, and some species invading forested areas.

- One-third of regional parks having excellent or good connectivity with other natural areas, the remainder being more or less isolated "islands" of habitat within the greater landscape.

- Reported occurrences of 59 different nationally and/or provincially-listed plant species, 31 animal species, and 12 ecological communities at risk, distributed among 26 of the regional parks and trails. How many of these occurrences are extant is not currently known.

- Potential habitat for 9 different regionally significant wildlife species or species groups that require large areas of relatively undisturbed habitat and/or specific important habitat elements. Five native salmonid species are distributed among 10 different regional parks and trails.

Purpose of the Conservation Strategy

The Conservation Strategy outlines a practical, science-based approach to reduce key stressors, or factors than can negatively affect ecological values within CRD Regional Parks. It is system-wide in scope, and follows the analysis of ecological values, ecosystem stressors, and organizational context presented in *Towards a Conservation Strategy for Capital Regional District – Regional Parks: Situational Analysis*.

The Strategy develops the following series of logically-linked desired outcomes:

goal → **target condition or state** → **policies and practices of specific participants** → **information and understanding needed**

1. A **goal** statement for each stressor.

2. A list of target changes in **condition or state** associated with each stressor. These are changes that are aimed at the longer term and require significant changes in policies and practices, which must be achieved through shorter term changes in human behaviour.

3. For each change in ecological condition, a list of associated changes in human behaviour, described as **policies and practices required.** Often considered the "medium-term" outcomes, identifying these required changes in behaviour helps in the process of identifying appropriate short-term outcomes and outputs that will achieve the longer term change in condition.

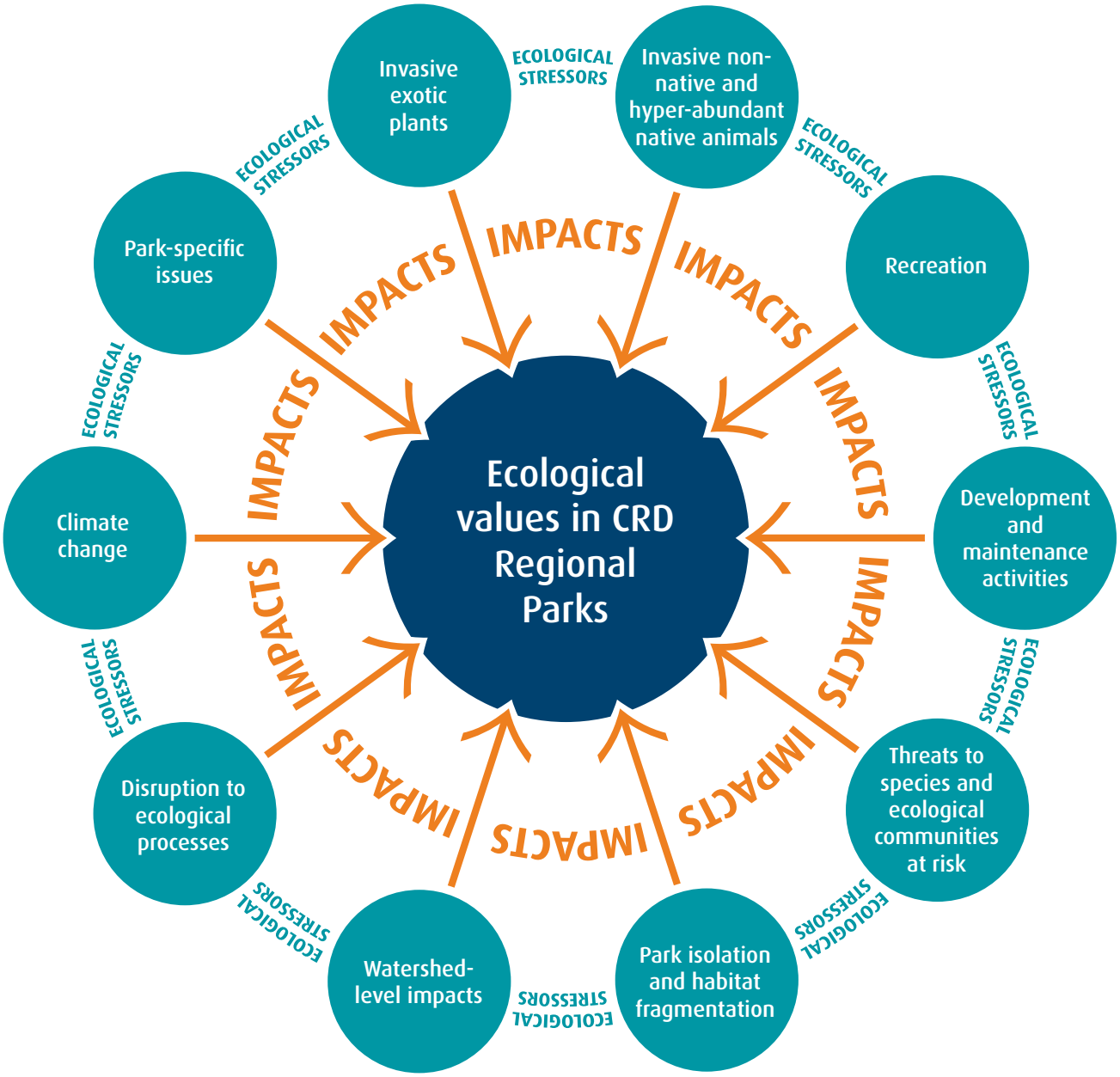
4. **Potential participants,** or groups of people who would likely have a role to play in achieving each of these changes in policies and practices.

5. The **information and understanding** the potential participants would need to have the motivation as well as the technical tools and capacity to participate.

ROUGH-SKINNED NEWT

Strategic Approaches

Ecological Stressors, goals and targets



The ecological stressors, their associated goals, and the target states and conditions outlined in the Strategy are:

1. Invasive exotic plants

Goal: The presence and impacts of invasive exotic plants are minimized.

- New invasions are prevented to the extent possible.
- Early invasions are eradicated ("early detection and rapid response").
- Select species of invasive exotic plants (including legally designated noxious weeds, species posing human health hazards, and other priority species) are eliminated from park lands.
- Select species of established invasive exotic plants are managed at priority sites.
- Regional Parks policies appropriately address the threat to ecosystems and species from invasive exotic plants.

JAPANESE KNOTWEED - INVASIVE EXOTIC PLANT

2. Invasive non-native and hyper-abundant native animals

Goal: The presence and impacts of invasive non-native and hyperabundant native animals are minimized.

- New invasions of non-native animals are prevented to the extent possible.
- Early invasions of non-native animals are eradicated where possible.
- Select species of established invasive non-native animals and hyperabundant native animals are managed at priority sites.
- Impacts of invasive non-native animals and hyperabundant native animals are mitigated.
- Regional Parks policies appropriately address the threat to ecosystems and species from invasive non-native and hyperabundant native animals.

3. Recreation

Goal: Recreational activities within CRD Regional Parks are compatible with protection of ecosystems and species.

- Recreational impacts are prevented to the extent possible.
- Impacted ecosystems are restored.
- Regional Parks policies appropriately address current and potential impacts to ecosystems and species from recreation.

4. Development and maintenance activities

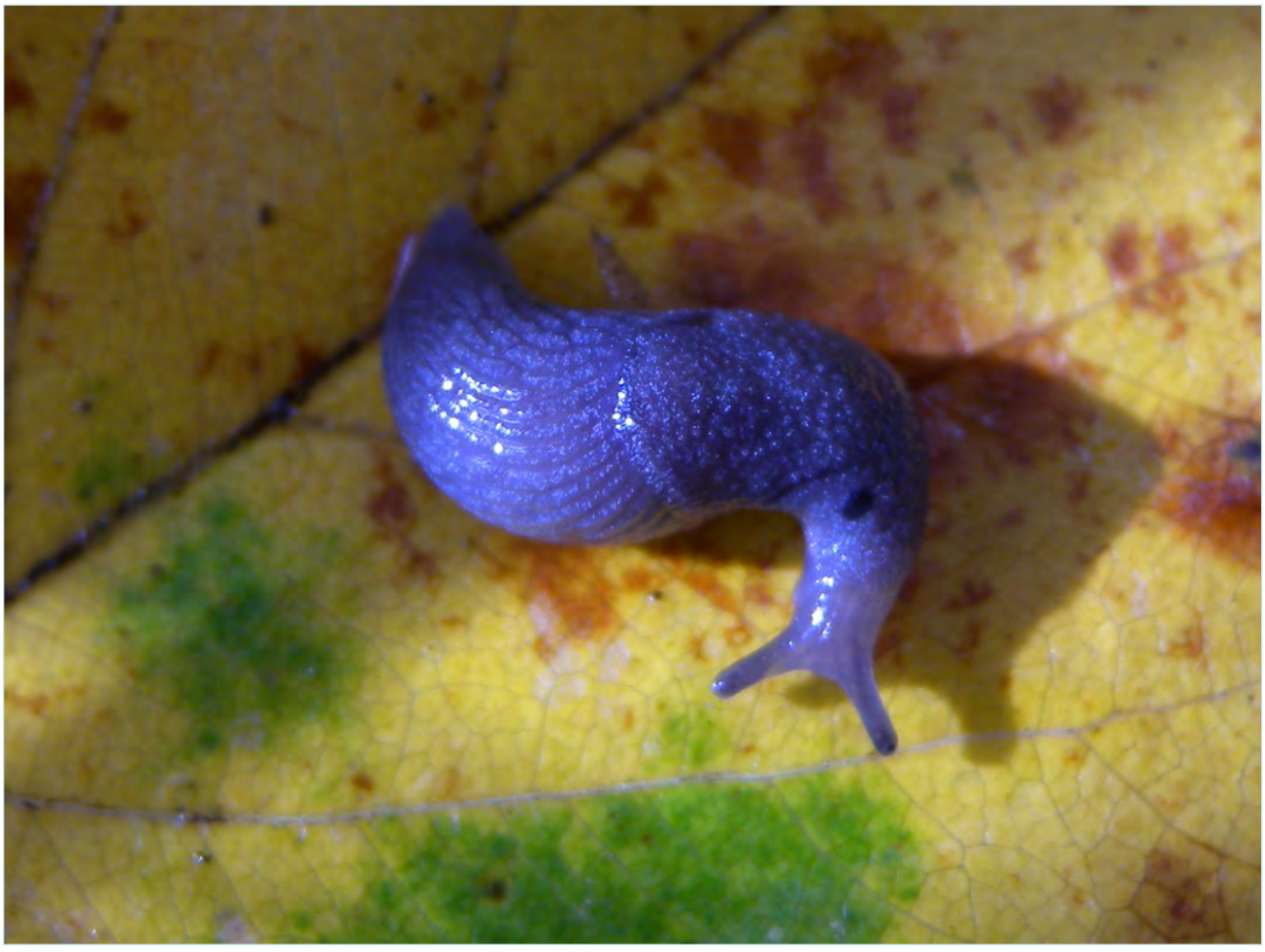
Goal: Development and maintenance activities within CRD Regional Parks are compatible with protection of ecosystems and species.

- Ecological impacts of development and maintenance activities are prevented or mitigated.
- Impacted ecosystems are restored.
- Regional Parks policies appropriately address current and potential impacts to ecosystems and species from development and maintenance activities.

5. Threats to species and ecological communities at risk

Goal: Species and ecological communities at risk thrive within CRD Regional Parks at current or improved population levels and/or distributions.

- Threats to species and ecological communities at risk are mitigated.
- Essential attributes of critical habitat for species at risk are protected and restored.
- Additional recovery actions are implemented.
- Regional Parks policies appropriately address protection and recovery of species and ecological communities at risk.



NATIONALLY ENDANGERED BLUE-GREY TAILDROPPER PHOTO KRISTIINA OVASKA

6. Park isolation and habitat fragmentation

Goal: The impacts of park isolation and habitat fragmentation are minimized.

- Within-park habitat fragmentation is minimized.
- Within-park habitat connectivity is restored where possible.
- Connectivity between parks and other natural areas is protected and enhanced.
- Habitat buffers surrounding parks are protected and enhanced.
- Activities of park neighbours do not compromise ecological values within parks.
- Regional Parks policies appropriately address impacts to ecosystems and species from park isolation and habitat fragmentation.

7. Watershed-level impacts

Goal: Healthy aquatic ecosystems exist in CRD Regional Parks, with excellent water quality and water flows within natural ranges.

- Degradation of water quality from upland conditions and activities is reduced or eliminated.
- Disruptions to water flow from upland conditions and activities is reduced or eliminated.
- An interconnected network of aquatic and riparian ecosystems is protected and restored.
- Regional Parks policies appropriately address watershed-level impacts to aquatic and riparian ecosystems and species.

8. Disruptions to ecological processes

Goal: Natural ecological processes are protected and restored.

- Disruptions to ecological processes are prevented or minimized.
- Ecological processes that have been disrupted are restored or the impacts are mitigated.
- Regional Parks policies appropriately address protection and restoration of ecological processes.

9. Climate change

Goal: Ecosystems and species in CRD Regional Parks retain their natural potential to mitigate and are resilient to climate change.

- Carbon storage capacity of ecosystems is protected.
- Degraded carbon storage capacity of ecosystems is restored.
- Ecosystem and species diversity support ecosystem resilience to climate change.
- Protection of key ecological functions of species and species groups support ecosystem resilience to climate change.
- Land management interventions consider ecosystem resilience to climate change.
- Amelioration of all ecosystem stressors considers predicted changes from, and supports ecosystem resilience to, climate change.
- Regional Parks policies appropriately address climate change mitigation and adaptation.

DEAD AND DYING WESTERN REDCEDARS. PHOTO RICHARD HEBDA, FROM MITIGATING AND ADAPTING TO CLIMATE CHANGE THROUGH THE CONSERVATION OF NATURE IN BRITISH COLUMBIA, PUBLISHED BY LAND TRUST ALLIANCE OF BC, 2008.

10. Park-specific issues

Goal: Impacts on ecological values from park-specific stressors are minimized.

- Impacts on ecological values from unique proposed developments or activities are prevented to the extent possible.
- Impacts from former and current developments and activities are mitigated and/or sites are restored.
- Regional Parks policies appropriately address current and potential impacts to ecosystems and species from park-specific issues.

Next Steps

The next steps in developing a comprehensive conservation program will entail developing action plans outlining the outputs, consisting of activities, services, events, and products that would provide the information and understanding required by the potential participants, as defined in this Strategy, and thereby support the participants to make each of the designated changes in policies and practices.

The actions plans need to define objectives that are SMART – specific, measureable, achievable, realistic, and time-bound.

The conservation program outlined in this Strategy is an ambitious undertaking involving a wide range of participants and partners, and will require significant commitments of internal and external resources. A suggested initial sequence for Strategy implementation is:

1. Invasive exotic plants and threats to species and ecological communities at risk, based upon the immediacy of the conservation issues and the potential consequences of delaying action.
2. Recreation and development and maintenance activities, based upon the feasibility and likely effectiveness of implementation.

This implementation sequence should not be equated with overall priority. Most of the other stressors are more complex, yet likely the most important, to address, given their impacts on fundamental ecological attributes that structure and maintain ecosystems at the broadest scales. CRD Regional Parks will build as much capacity as possible to address the stressors in the coming years.

Resource challenges notwithstanding, this Conservation Strategy provides an important and innovative program for protecting and maintaining the regionally, provincially, nationally, and globally significant ecological values represented in CRD Regional Parks. The CRD has a tremendous responsibility to steward the natural resources under its jurisdiction and a critical role to play in protecting and restoring the ecological values so they can persist into the future. This comprehensive and integrated conservation program that systematically addresses all of the key risks to ecological values offers the best hope for success.

MATHESON LAKE REGIONAL PARK

Making a difference...together

Capital Regional District–Regional Parks
490 Atkins Avenue, Victoria BC V9B 2Z8
T: 250.478.3344 | www. crd.bc.ca/parks

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 27, 2021

SUBJECT **CRD Regional Parks – Mosquito Population Management and Control Program**

ISSUE SUMMARY

To provide an update on the delivery of the annual Mosquito Population Management and Control Program at Island View Beach Regional Park (IVBRP).

BACKGROUND

Since 1989, the District of Central Saanich, the Tsawout First Nation and the Capital Regional District (CRD) have partnered in an annual Mosquito Population Management and Control Program (MPMCP). This work is done under a provincially-approved Integrated Pest Management Plan PMP #825-0004-21/26. The program typically operates from February 1 to October 31 and the work focuses on the monitoring and treatment with VectoBac larvicide of more than 165 mosquito breeding sites on lands across Central Saanich, including sites in and around IVBRP. The MPMCP is implemented under a contract with Duka Environmental Services Limited – paid for by Central Saanich, the Tsawout First Nation and the CRD (Appendix A).

Treatment on District of Central Saanich property includes Island View Beach Municipal Park, located directly south of IVBRP. The District of Central Saanich treatment sites also include private properties (accessed with permission). The district also owns and operates a floodgate valve within the Lamont Road right-of-way that prevents tidal waters from flowing back into IVBRP and allows water accumulations from rain, snow and seepage to drain out (Appendix B).

The Tsawout First Nation treatment area includes salt marsh habitats located to the immediate north of IVBRP. The Tsawout First Nation also operates and maintains a flapper gate built circa 1936 that controls the inflow and infiltration of sea water into the Tsawout salt water marsh. There are 6 to 10 freshwater sites and a substantive (15+ ha) tidally influenced salt marsh divided into four treatment areas that comprise the Tsawout treatment sites.

The CRD treatment locations are within IVBRP. They include large old-field properties (45+ ha) defined by a network of ditches (approximately 4 km) originally dug along farm property line boundaries. There are nine identified saline and salt water-influenced sites, totalling 8 to10 ha in area and two to three freshwater swampy areas (0.5 ha) located along the base of the bluff that defines the western boundary of the park.

Most treatment sites within the Island View Beach (IVB) broader area are influenced by the proper functioning of the Tsawout flapper gate, the Central Saanich floodgate valve, associated ditches, as well as tidal heights, snow melt and precipitation. Due to the geology, topography and hydrology of the area, tidal heights in excess of 3.3 m (measured at Fulford Harbour) are sufficient to cause water infiltration into the area with resultant saturation of soils and surface water accumulations. From June 11 to July 1, 2021 inclusively, high tides at Fulford Harbour met or exceeded 3.3 metres. Mechanisms to control salt water accumulations into the marshes and ditches in the IVB area are in place in the form of berms, the Central Saanich floodgate valve and the Tsawout flapper gate.

Water accumulations and larval development at IVBRP and the Central Saanich Municipal Park

at IVB this season have been lower than in typical years and reflect the impacts of this summer's dryer conditions. VectoBac applications for the CRD and Central Saanich old field sites have been less (<50%) than that applied in a typical season. By contrast, the flooding and larval development in the Tsawout salt marsh this season were of a magnitude not seen for many years (see Appendix C).

In 2021, the flood conditions in the Tsawout salt marsh are attributable to water infiltrating the flapper gate during high tides when a log jammed open the gate for a period of time until Tsawout Public Works discovered and removed the impediment. According to Duka Environmental Services Limited, similar observations in larval development and treatment needs for the salt water marsh were last noted in 2011 when the flapper gate function was hampered by a log. Following its repair in the winter of 2011, flooding and larval development during the 2012 season were noticeably reduced and of a magnitude and scope that have been consistent from season to season, up to 2021. While issues with the flapper gate negatively impact the Tsawout marsh, the ditches at IVBRP were not negatively impacted by the increased flooding in the Tsawout salt water marsh. The District of Central Saanich has recently written a letter to the CRD Board to request that the CRD contribute $15,000 toward a feasibility study for the replacement of the Tsawout flapper gate (Appendix E).

The CRD and Central Saanich contracts Aqua-Tex Scientific Consulting Limited, a specialized company engaged in leading-edge integrated ecological site planning for water management, to conduct annual ditch surveys at IVBRP. Aqua-Tex produces an annual report for the CRD that prescribes the work required to maintain good water flow in the ditches and to reduce mosquito breeding habitat (Appendix D). The 2021 survey was conducted on July 5, 2021. The results of the survey found vegetation in the channels to be lush and vigorous but generally did not appear to be causing any major impediments to flow. However, given the plant growth, maintenance has been proposed to remove vegetation in select areas to ensure that drainage does not become impeded in the future. The ditch excavation work prescribed in the report was conducted by Michell Excavating Limited in July 2021. Vegetation removal work prescribed to provide access trails to Duka Environmental Services staff for ease of applying larvicide is completed by CRD staff when conditions permit.

ALTERNATIVES

Alternative 1

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

1. That the Board authorize up to $15,000 of funding toward a feasibility study for the replacement of the Tsawout flapper gate; and
2. That staff undertake a drainage study for the ditches in Island View Beach Regional Park, share the results with the District of Central Saanich and Tsawout First Nation, and report back.

Alternative 2

That this report be referred back to staff with direction.

IMPLICATIONS

Intergovernmental Implications

The CRD continues to work with Central Saanich and the Tsawout First Nation under the MPMCP. The Pest Management Plan is led by the District of Central Saanich and partners, the Tsawout

First Nation and Capital Regional District. The CRD provides funding to Central Saanich to support its portion of the plan and to hire contractors to do the work. Central Saanich has retained professional, experienced, environmental consulting firms to coordinate and supply specialized services through adherence to the Pest Management Plan.

The partnership developed to contribute and cooperate toward the implementation of the MPMCP has led to a reduction in adult mosquito populations through the IVBRP region. Continuing to work together on implementing this program is an important part of achieving the program's objectives.

Social Implications

The IVB area provides significant cultural, residential, recreational and agricultural opportunities. Adult mosquito annoyance can have a significant impact on residents, visitors and workers in the area, negatively impacting lifestyles and the ability of people to conduct recreation and business. This year, the CRD and the mosquito contractor have seen an increase in the number of complaints associated with a mosquito infestation at communities adjacent to IVB.

Financial Implications

In 2021, the CRD paid $13,825 to the District of Central Saanich as its contribution toward the implementation of the MPMCP. A further $1,926 was paid to Aqua-Tex Scientific Consulting for the IVB Ditch Maintenance Report and for supervision of the ditch maintenance recommended in the report. Costs for Michell Excavating Limited to conduct ditch maintenance varies but is typically around $3,000. The costs to implement the MPMCP are based on the amount of VectoBac that Duka Environmental Services Limited needs to use to treat mosquito breeding sites.

Alignment with Existing Plans & Strategies

The 1989 Island View Beach Regional Park Management Plan has the following objectives:

- To improve the drainage system within the park.
- To consider the needs of the mosquito abatement program when defining any actions regarding drainage.
- To ensure that any changes to the drainage system are done in a manner that minimizes the impact on the natural resources and character of the park.
- To cooperate with the District of Central Saanich to help alleviate mosquito breeding sites in the park.

In addition to these objectives, the following related policies are described in the 1989 management plan:

- The CRD Parks Department will cooperate with the District of Central Saanich in preparing a drainage plan for the park. The purpose of this plan is to identify ways of improving the drainage system for purposes of alleviating flooding of private lands and controlling mosquito breeding sites.
- No new drainage ditches will be constructed east of the existing north/south ditch.
- The Regional Parks Department will keep all ditches in the park clear of debris. This will be included in the annual maintenance program.
- The main east/west ditch and floodgate are not within the park and therefore are the responsibility of the District of Central Saanich.
- The District of Central Saanich will be permitted to enter park property for the purpose of maintaining the main east-west ditch and floodgate.

- The use of pesticides will be prohibited in the park.
- The use of physical and biological control methods will be permitted.
- The Regional District may cost share with the District of Central Saanich the cost of the mosquito abatement program. These costs will be addressed in the drainage plan and when requests from the municipality are presented to the Regional Parks Committee.

These policy directions guide management actions related to the mosquito abatement program.

CONCLUSION

The Capital Regional District partners with the District of Central Saanich and the Tsawout First Nation to implement the Integrated Pest Management Plan and the Mosquito Population Management and Control Program. Since 2011, the program has successfully reduced the number of adult mosquitos present in the Island View Beach area; however, in 2021, a failure with the Tsawout flapper gate combined with three weeks of very high tides resulted in a flooding of the Tsawout salt marsh, resulting in a noticeable increase in the number of mosquitos in the area. The CRD will continue to work with the District of Central Saanich and Tsawout First Nation to improve drainage conditions in the Island View Beach area.

RECOMMENDATION

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

1. That the Board authorize up to $15,000 of funding toward a feasibility study for the replacement of the Tsawout flapper gate; and
2. That staff undertake a drainage study for the ditches in Island View Beach Regional Park, share the results with the District of Central Saanich and Tsawout First Nation, and report back.

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: Integrated Pest Management Plan, District of Central Saanich, Tsawout First Nation and Capital Regional District – January 19, 2021
Appendix B: CRD Island View Beach Regional Park – Mosquito Development Site Map
Appendix C: VectoBac 200G Larvicide Application Table from Duka
Appendix D: Aqua-Tex Ditch Maintenance Report – July 8, 2021
Appendix E: Letter from District of Central Saanich Council to the CRD Board – September 21, 2021

APPENDIX A

DISTRICT OF CENTRAL SAANICH, TSAWOUT FIRST NATION AND CAPITAL REGIONAL DISTRICT

Integrated Pest Management Plan
PMP # 825-0004-21/26

Mosquito Population Management and Control Program
2021 – 2026

Adult mosquito, *Aedes sp.*

Plan Prepared by
Duka Environmental Services Ltd.
Langley, BC

Prepared for
The District of Central Saanich and Tsawout First Nation
Saanichton, BC
and
Capital Regional District,
Victoria, BC

19 January 2021
Duka Ltd. File # PMP - 0421

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APPENDIX

1 – VectoBac and VectoLex (Larvicide) Product Information Package.

1.0 PEST MANAGEMENT PLAN SUMMARY

The District of Central Saanich as significant recreational and environmental value, providing residents and visitors with many outdoor summer activities and employment. Walking, running, cycling, bird watching, outdoor sports, golfing and gardening are just a few of these. Adult mosquito annoyance can often conflict with these activities and potentially impact public health. Besides the negative impacts on the lifestyle and well-being of residents, there can also be considerable economic impact from mosquito annoyance on local businesses. An integrated pest management (IPM) approach to mosquito population management and control can reduce overall annoyance levels and co-exist with these valuable resources.

The annual Mosquito Population Management and Control Program provided by the District of Central Saanich, Capital Regional District (Parks) and the Tsawout First Nation, collectively referred to in this document as 'Central Saanich', would continue to employ a comprehensive, Integrated Pest Management (IPM) approach to control. This approach focuses on the timely detection and treatment of larval mosquito populations using biological control products and methodologies. Where possible, and appropriate, physical or cultural controls (preventative) are recommended, and implemented, that reduce larval habitat and enhance, or conserve natural mosquito predators. Where required, larval mosquito populations would be controlled using the bio-rational larvicide product VectoBac® 200G (*Bacillus thuringiensis* var. *israelensis,* PCP #18158) and VectoLex (*Bacillus sphaericus,* PCP # 28008, 28009). All treatments would be completed in accordance with the methodologies and procedures prescribed in the BC Ministry of Environment-accepted Pest Management Plan for Mosquito Population Management and Control, prepared by *Duka Environmental services Ltd.,* on behalf of the District of Central Saanich, the Capital Regional District and the Tsawout First Nation for the years 2021-2026.

Mosquito control services are provided to residential and rural property owners, businesses, municipal and regional parks, sports fields, campgrounds, golf courses and other outdoor recreational and tourist facilities located within the District of Central Saanich, CRD Parks and Tsawout Band lands. The goal of the annual mosquito control program is to reduce the potential for widespread adult mosquito annoyance for the benefit of residents, workers and visitors to Central Saanich.

The mosquito control program proposed for the years 2021-2026 is largely unchanged from that of past seasons and focuses on larval control and reduction of populations. This PMP meets all the requirements of the *Integrated Pest Management Act* and will replace the previously approved, and soon to expire (2021), PMP # 825-0003-16/21.

This Pest Management Plan (PMP) reviews mosquito biology, the types of larval mosquito habitats affecting the program area and the local mosquito species complex. An integrated PMP approach to mosquito population management and control can reduce overall adult mosquito annoyance

levels through education, prevention and biological controls. This PMP outlines the procedures and methodologies which will reduce local mosquito populations for the purpose of preventing mosquito annoyance for area residents and visitors.

1.1 Geographic Boundaries of this Pest Management Plan

The District of Central Saanich (Central Saanich) is located approximately 20 kilometres north of Victoria, between the District of Saanich and the District of North Saanich, on Vancouver Island. It encompasses a total area of some 41.42 km^2 and a population in excess of 15,750. The District contains two main community centres, Saanichton, a near-continuous developed area along the East Saanich Road, and the second community centre on the east coast of the Saanich Pennisula, at Brentwood Bay.

The Tsawout First Nation is a distinct community adjacent to the municipal boundaries of Central Saanich, with its main village located in Saanichton on the East Saanich Indian Reserve #2. The population is approximately 1600 people, with 1/3 being registered band members and others being residents who are leasing lands from the landowners. East Saanich IR #2 is approximately 241 hectares in total area (www.Tsawout.com). The Capital Regional District (CRD) manages the large Island View Beach Regional park (some +57 hectares) located directly to the south of, and contiguous with, the East Saanich Indian Reserve # 2.

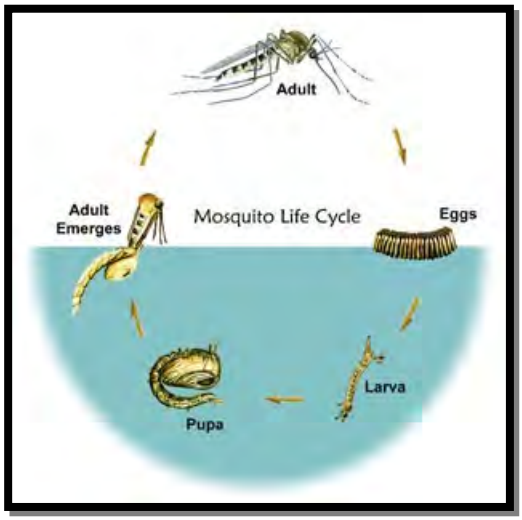
The Tsartlip First Nation's main community is located on the South Saanich Indian Reserve # 1 in Brentwood Bay. It has a total area of 333.8 hectares and an on-site population of approximately 650 members. The Tsartlip FN do not participate in the annual Mosquito Population Management and Control Program.

The Central Saanich area, including the CRD and Tsawout, contain a unique mixture of farmlands, forested areas, creeks, swamps, ponds, coastal beaches and salt marshes. Over 80% of the District is zoned as Agricultural, Park, Rural or First Nation lands. These economic, recreational and natural resources enhance the outdoor enjoyment of residents, businesses, workers and visitors to the area. Recreational summer activities include organized sports, camping, hiking, fishing, boating, bird watching, sight seeing, photography, cycling and golfing. Widespread annoyance from adult mosquitos detracts from outdoor enjoyment and worker safety.

1.2 Mosquito Biology

Mosquitos are found world-wide in standing water of all possible descriptions. Mosquitos belong to the order Diptera, along with other pests such as the common house fly and the black fly. There are over sixty species common to Canada and over thirty are found in British Columbia.

Mosquitos undergo four distinct development stages; egg, larvae, pupae and adult. Larvae and pupae are aquatic. Eggs are laid on the water surface or on soil and vegetation adjacent to water. The eggs of some species of mosquitos, such as *Aedes*, can survive for upwards of 20 years and will hatch after a period of winter freezing, and upon being wetted.



Mosquito larvae undergo four larval instars (or moults), each time emerging larger, but virtually unchanged from the previous instar. This is the feeding stage of the aquatic mosquito. The mosquito pupa, like a butterfly chrysalis, is a non-feeding stage and is where the once aquatic, larval mosquito undergoes metamorphosis to emerge as the winged, terrestrial adult mosquito. Adult mosquitos feed on plant juices and it is only the female which requires a necessary blood meal to complete the development of her eggs.

Mosquito development occurs in a wide range of larval habitats ranging from salt marshes, snowmelt and precipitation-influenced flood and seepage water pools and channels along rivers and lakes to freshwater, ponds, marshes, ditches and similar water-holding depressions. Bird baths, plugged rain gutters, livestock watering troughs, stored equipment, irrigation and surface water run-off collection ponds, ditches and any man-made container capable of holding water for a period of 7 to 21 days can provide suitable larval mosquito habitat.

Mosquitos are best known as vectors of 'tropical' diseases such as malaria and yellow fever. Although these exotic afflictions are extremely rare in British Columbia, mosquitos can still pose a serious health concern. Extreme allergic reactions or secondary infections from mosquito bites can occasionally require hospitalization. Diseases such as canine heartworm, Western Equine Encephalitis (WEE) and West Nile virus (WNv) are transmitted from some mosquito species to family pets, humans, and livestock.

The BC Centre for Disease Control (Vancouver) and local health authorities are responsible to coordinate the surveillance, identification and reporting of these diseases and their mosquito vectors. As part of this planning the BCCDC has developed the *Arbovirus Surveillance and Response Guidelines for British Columbia,* and the BCCDC has a provincial database containing

all mosquito, bird and human health surveillance data relating to WNv and vector mosquito species. Due to the low and stable incidence of WNv it was decided by the BCCDC in the fall of 2014 that it was no longer necessary to conduct active surveillance of mosquitos or other indicators. The provincial decision to eliminate this surveillance was reached at the BC Communicable Disease Policy Advisory Committee meeting in February 2015. Human clinical testing will continue. Human clinical testing continues as part of routine blood donor collection programs. Specific details on the response guidelines, surveillance, permitting, and other related information is available online through www.BCCDC.org

1.3 Need for Mosquito Control

The purpose of the annual mosquito control program is to provide residents, workers and visitors to the Central Saanich area with relief from extreme and/or persistent adult mosquito annoyance. The control program is not intended to, nor is it possible to eradicate local mosquito populations.

In addition to negative impacts on the lifestyle and general health of residents, a large population of adult mosquitos can have a negative economic impact on local businesses. Worker safety, comfort and efficiency can be compromised by adult mosquito annoyance. Milk, beef, and egg production in farming communities can be reduced when animals are unable to feed or rest because of extreme mosquito annoyance or through a reaction to mosquito saliva-borne toxins or disease. Farm, orchard and crop harvesting can be affected by nuisance impacts on pickers and field workers. Reduced use and enjoyment of hotel and restaurant outdoor patios, sports fields, golf courses, campgrounds and cycling or hiking trails by residents and area visitors directly affects business operations and revenues.

Although not a common occurrence in most areas of British Columbia, mosquitos are capable of transmitting (vectoring) diseases. A well organized and effective larval mosquito control program is important to limit the potential for both, widespread adult mosquito annoyance, and potential for disease transmission. Despite the best of efforts though, some adult mosquito annoyance may still occur during some months and residents are encouraged to avoid areas of mosquito harbourage (typically treed, forested or landscaped areas) during certain times of day, and to use repellents and approved adult mosquito control devices and products as per label directions.

The goal of the annual mosquito control program is to provide residents and visitors to the Central Saanich area with relief of adult mosquito annoyance through proactive larval mosquito control using an Integrated Pest Management (IPM) approach to surveillance and control. However, since mosquitos capable of vectoring diseases to man are often the source of localized annoyance (human biting), the control of mosquito populations known to cause nuisance also provides the benefit of controlling mosquito species having the potential to vector disease, including WNv. An effective, pro-active mosquito control program which focuses on the identification, prevention, or timely control of larval mosquito populations, also contributes to the protection of public health.

The Central Saanich, Tsawout and CRD Mosquito Population Management and Control Program Pest Management Plan, PMP # 825-0003-21/26, described in detail below, is presented in a format which adheres to the requirements of *Integrated Pest Management Act and Regulation,* including amendments, and the *Mosquito Management Sector Review Paper*. Copies of these documents may be accessed through the BC Ministry of Environment home page at www.env.gov.bc.ca/epd/epdpa/ipmp/pestact/index.html. The annual, Central Saanich Mosquito Population Management and Control Program is a collaboration between the District of Central Saanich, the Capital Regional District (CRD) and the Tsawout First Nation.

The Pest Management Plan is 'owned' by the District of Central Saanich and partners, the Tsawout First Nations and Capital Regional District. It would remain in place for the purposes of larval mosquito population management and control for the five year period, 2021-2026. The objective of the annual mosquito population management and control program is to reduce adult mosquito populations and the potential of widespread mosquito annoyance for residents, workers and visitors to the Central Saanich area. This is achieved using an Integrated Pest Management (IPM) approach to reducing, and suppressing, local mosquito populations through a focus on larval mosquito prevention and control initiatives. The program methodologies described within this PMP are a hybrid of approaches developed through collaboration with mosquito nuisance and vector control professionals worldwide. It has been carefully and specifically designed for the unique conditions of the program area and is a model of environmental compatibility.

A professional, experienced, environmental consulting firm is retained by program participants to coordinate and supply these specialized services through adherence to the Pest Management Plan. The consultants for the District of Central Saanich, the CRD and the Tsawout First Nations annual mosquito control program would have Registered Professional Biologists (R.P.Bios.,) as program managers and senior biologists. All program personnel would be appropriately certified as pesticide applicators by the BC Ministry of Environment, Integrated Pest Management Program.

Public relations and ongoing program education was accomplished through regular contacts with residents, businesses and local First Nations representatives. Information on mosquitos, their control, and prevention, is available to the general public in a variety of forms including notice boards, informational brochures, websites, newspaper articles and interviews. Resident requests for service were followed up with telephone contact and site inspection. Physical reduction, elimination or alteration of larval mosquito development habitats is an important aspect of the control program. Wherever possible, and practical, property owners were advised of measures they could undertake to reduce mosquito development.

1.4 Term of the Pest Management Plan (PMP)

A five year period, extending from 15 April 2021 to 14 April 2026.

The designated contact for this Plan is Mr. Norm Doerksen, Superintendent, Public Works, District of Central Saanich, 1903 Mt. Newton Cross Road, Saanichton, BC V8M 2A9. Telephone # 250-544-4224.

2.0 MOSQUITO CONTROL PROGRAM BACKGROUND

The geographical area covered under the PMP is defined as the boundaries of the District of Central Saanich and includes all lands owned by the Capital Regional District and the Tsawout First Nations (East Saanich Indian Reserve #2). Larval mosquito habitats within this area include freshwater marshes, ponds and ditches located in low-lying forested areas, farm fields, undeveloped areas and along roadsides and saltwater tidally-influenced abitats located on public, private and First Nations lands. Additional larval development habitats include roadside catch basins and temporary sites such as water-filled tire ruts, depressions, un-used or abandoned pools or boats, live-stock watering troughs, and containers.

The annual mosquito control program provided by the District of Central Saanich, the CRD and Tsawout First Nations focuses surveillance and control efforts on areas where larval populations occur and where past, often extreme, adult mosquito annoyance was documented. Mosquito control services are provided to residential and rural property owners, businesses, municipal and regional parks, sports fields, campgrounds, golf courses and other outdoor recreational and tourist facilities located within the area defined as Central Saanich.

In operation for over twenty five years the annual program has continued to evolve to increase its environmental compatibility, it effectiveness, and its affordability for area residents. The Central Saanich mosquito population management and control program has always been one of innovation and adaption. Detailed site mapping, larvicide product research and the establishment of predictive indices for larval mosquito development, particularly for species developing in the salt marsh and old field habitats of the Island View Beach and East Saanich Indian Reserve areas has improved program success, efficiency and sustainability.

The largest sources of mosquito development within Central Saanich is the near-continuous salt marsh and old field seepage and floodwater habitats which extend from Cordova Point and the East Saanich Indian Reserve #2 southwards through the CRD Island View Beach Regional Park and recreational area. Totalling some +57 hectares, these tidally-influenced permanent ponds, ditches and temporarily flooded depressions, ponds and channels are recurring sources of larval mosquito development. In addition, some 130 individual site locations comprised of natural and manmade ponds, marshes and ditches along public roadsides, at golf courses, on private properties and in farm and undeveloped lands exist throughout the program area. Ranging in size from less than

$10m^2$ to upwards of 1-2 hectares in area, these largely freshwater habitats provide another 30-40 hectares of potential larval mosquito development habitat.

The commencement of larval surveillance and control operations for salt marsh and old field habitats beginning in late January, and early February, is unique to the program area. Initially completed in 2010, and annually ever since, this " early" start is responsible for the significant reduction in adult mosquito nuisance in the eastern portion of the District, at the CRD Island View Beach Regional Park and the Tsawout First Nation residential and recreational camping areas. Freshwater habitats are routinely sampled, and treated where required, beginning in early April, and thereafter on regular basis through to late August and or early September. The Figure presents the locations of both fresh and saltwater influenced habitats.

A variety of monitoring and control methods, including physical site reduction or modification and the use of biological control products support the principles of an Integrated Pest Management (IPM) approach to mosquito control. They are the most effective means of reducing adult mosquito populations and the potential for annoyance or disease transmission. This IPM protocol consists of five components:

1) Public Education which explains mosquitos, the program, and how the public can contribute to successful operations;
2) Surveillance and identification of mosquito species and their distribution;
3) Timely implementation of mosquito controls and preventative measures;
4) Review of results achieved and adaptive management during a season; and,
5) Program evaluation and assessment to ensure sustainable, effective controls have been achieved.

The annual mosquito control program focuses mosquito population surveillance and control efforts in areas where larval populations are known to occur and where past, occasionally notable, adult mosquito annoyance was documented. Mosquito control services are provided to residential and rural property owners, businesses, municipal and regional parks, sports fields, campgrounds, golf courses and other outdoor recreational and tourist facilities.

2.1 Primary Land Use

The primary land uses of the areas contained within the control program are agricultural and undeveloped farm or forest areas. Light industrial and commercial properties (lumber yards, landscaping, shopping malls, campgrounds), recreational (golf courses, passive parks, playing fields, etc.), residential and rural land uses comprise the rest. In addition to agricultural, service and retail services, organized outdoor sports activities (Baseball, soccer, etc.) and recreational activities include walking, hiking, photography, golfing, camping, fishing, boating, sight seeing and bike riding.

2.2.1 Mosquito Species Identified within the area

Mosquito development occurs in a wide range of larval habitats ranging from tidally-influenced flood and seepage water pools and channels to permanent freshwater, ponds, marshes, ditches and similar water-holding depressions. Bird baths, plugged rain gutters, livestock watering troughs, stored equipment, irrigation and surface water run-off collection ponds, ditches, marshes and any man-made container capable of holding water for a period of seven to twenty days can provide suitable larval mosquito habitat.

Mosquito pest species collected from the Central Saanich area include:

Aedes dorsalis	*Anopheles punctipennis*	*Culiseta impatiens*
Aedes excrucians		*Culiseta incidens*
Aedes implicatus	*Coquillettidae perturbans*	*Culiseta inornata*
Aedes increpitus		
Aedes mercurator	*Culex pipiens*	
Aedes sticticus	*Culex tarsalis*	
Aedes vexans		

The majority of mosquito species collected from salt marsh and old field habitats are predominantly a complex of *Aedes dorsalis, Aedes vexans* and to a lesser extent *Ae. increpitus* and *Ae, sticticus*. These mosquitos are aggressive biting pests which prefer habitats such as fluctuating salt marshes (*A. dorsalis*), and seepage, floodwater and precipitation runoff accumulations in low-lying fields and deciduous forest areas (*Aedes sticticus* and *Aedes vexans*).

Developing in response to tidal influences fluctuating water levels in various ponds, depressions and overgrown ditches in the old salt marsh area *Aedes dorsalis* mosquitos are the most common species throughout the season, but from February through June they are the most numerous. Decreasing tidal height fluctuations and increasing ambient temperatures, evaporation and decreased precipitation typical to July and August causes many of these habitats dry, drain and disappear.

Culex and *Culiseta* mosquitos typically develop later in the season, from June through August, and require a different set of cues to initiate the onset of larval development including day length and temperatures. They prefer permanent and slow-draining, or frequently-refilled sites including

natural and man-made irrigation and display ponds, ditches and containers such as stored tires, boats and buckets or livestock watering troughs. *Anopheles* mosquitos prefer permanent sites or slow draining and flowing ditches or stream margins. Species such as *Culex tarsalis* are able to withstand brackish waters and a high degree of pollution. They can inhabit areas with high organic content, including septic field seepage, sewage lagoons and livestock hoof prints around barns, feed lots and along creeks. *Culex pipiens*, the "house mosquito", can use a large variety of freshwater habitats including manmade containers and in some areas they are the predominant (+99%) mosquito developing in roadside and sports field catch basins.

Culex, Culiseta and *Anopheles* are at their most numerous during late summer when drier conditions and warmer conditions typically exist. Although their populations and individual development sites are not usually as large as the synchronous hatching *Aedes* mosquitos, *Culex* and *Culiseta* mosquitos are capable of producing several generations in a typical season. They are very common in the old field habitats of Island View Beach Regional Park and in freshwater sites scattered throughout the Central Saanich area. They can be a source of reportable annoyance since their preferred habitats are common to residential, commercial, recreational and agricultural properties.

All of the species collected above are able to develop as multiple hatches during the season. With the exception of *Cu. territans*, all are capable of causing reportable and often extreme annoyance, particularly *Aedes,* and locally collected *Ae. dorsalis*, *Ae. vexans* and *Ae. sticticus* are all potential West Nile virus (WNv) vectors. *Culex* and *Culiseta* mosquitos are not only a source of annoyance but they too are also recognized as vectors of several diseases, including WNv. *Culex tarsalis, Culex pipiens* and *Culiseta incidens* are identified by the BC Centres for Disease Control (BCCDC) and the Centers for Disease Control (Atlanta, USA) as three of the primary vector vectors of WNv in North America. Control of locally occurring *Aedes*, *Culex* and *Culiseta* mosquitos not only prevents widespread nuisance for the benefit of residents, businesses and visitors, but also contributes to the protection of public health.

An uncommon mosquito, collected for the first time in Central Saanich during summer 2020, was *Coquillettidae perturbans,* the "cattail mosquito". It's larval siphon and pupal trumpets are serrated allowing them to puncture young cattail stems where they access air from in these hollow plants as a source of oxygen. Because of this attachment, they are not "free swimming" and generally not collected in routine larval sampling. They can be an aggressive biting pest of man and animals.

2.2.2 Mosquito Control Program Operations

In response to resident, workers and visitor reports of recurring adult mosquito annoyance, the District of Central Saanich, the CRD and the Tsawout First Nations have worked together to since 1989 to provide an effective nuisance mosquito control program for residents, workers and

visitors to the area since this time. During this time the program has evolved to become an example of environmentally-sound, and sustainable mosquito control using an IPM approach. This methodology incorporates public education, development site identification, surveillance, extensive mapping, correlation with tidal heights, and recommendations for the alteration or modification of suitable habitats. Where required, larval mosquito control is completed using the safest, most effective biological control agents available.

Ongoing mosquito development site surveys, monitoring and identification of larval and adult mosquito specimens updates the local mosquito species complex. Identified mosquito habitats are monitored throughout the season, typically from early February through to mid-September, depending on conditions, to assess the abundance and species of mosquitos developing in them. New Jersey or CDC (Atlanta) light traps and standardized mosquito biting and landing counts are used to sample and monitor adult mosquito populations. Routine suite surveillance and input from residents, business owners, facility operators and First Nations assists field technicians in locating and identifying new, altered or eliminated habitats.

Within Central Saanich there are currently over 130 properties or site locations where larval mosquito development habitats have been identified for routine surveillance and control as required. Ranging in size from less than $10m^2$ to over 2 hectares in treatment area, these sites vary in description from a single, permanent ditch or irrigation pond to salt marsh and old field habitats which may contain a hundred or more individual temporarily-filled depressions, ponds or ditches. Stagnant and non-flowing ponds and ditches, most of them manmade or influenced, provide ideal freshwater larval mosquito development habitat and often have the greatest diversity of species. Flooding and seepage water accumulations from spring and summer tides provide extensive habitat for repeated *Aedes dorsalis* and *Culex tarsalis* larval development in area salt marshes and old field habitats.

Other habitats such as bird baths, buckets, stored boats, livestock watering troughs, tires are not treated as part of routine control program operations. When discovered, physical control of these habitats can be easily accomplished by removal of the container or for bird baths or watering troughs, regular drainage and refilling. This prevents larval mosquito development and subsequent adult mosquito annoyance. Public education activities encourage property owners to survey their properties and identify these types of habitat.

Adult and larval mosquito population monitoring is conducted as part of ongoing operational mosquito management and control programs. This allows for an assessment of larval control effectiveness in reducing nuisance mosquito populations, updates the local species record and larval mosquito development site database.

2.2.3 Control Products (Larvicides) Proposed for Use

The Central Saanich Nuisance Mosquito Control Program has been developed with a focus on larval control initiatives and on the basis of using only biological control products. The bacterial mosquito larvicides VectoBac 200G (PCP # 18158) and VectoLex CG (PCP # 28008) are the control products of choice under this PMP. Both VectoBac 200G and VectoLex CG contain spores and crystals produced by *Bacillus,* a naturally-occurring soil bacteria and as such they are classed as a bio-rational control. See Appendix 1 for manufacturer's information package including labels and Material Safety Data Sheets, or from www.valentbiosciences.com.

Larval mosquito populations would be controlled from the ground and by hand or back pack spreader-broadcast using VectoBac 200G and VectoLex CG or WSP. Section 3.4.3 Larval Control an the Appendix of this PMP, discusses the products VectoBac and VectoLex further. Other, equivalent products may be used. These would be identified to the BCMOE with the annual Notification of Intention (NIT) to treat.

3.0 CONTROL PROGRAM METHODOLOGIES

The objective of the annual nuisance mosquito control program is to reduce the potential for widespread adult mosquito annoyance for residents, workers and visitors to the Central Saanich area. A program of this scope is not intended, nor could it, eliminate the local mosquito population. All public education initiatives and outreach activities remind residents and visitors that mosquitos are a part of the natural environment and that some mosquito annoyance may be reasonably expected at certain times of the seasons, in some locations and during some years. The total eradication of a widespread, fecund insect pest such as mosquitos is not practical, or feasible.

The potential impacts of control products, and activities, combined with a need to coexist with a delicate aquatic habitat, necessitates that an integrated approach to mosquito control be undertaken. This approach requires an assessment of the problem, an in-depth understanding of factors influencing the situation, followed by the use of appropriate control.

Control of or prevention of larval mosquito development is preferred over control of the often widely dispersed and mobile adult mosquito. Mosquito larvae are concentrated in one place, must remain there for 7-21 days, and are very susceptible to the bio-rational control (larvicide) products, VectoBac and VectoLex. Drainage, filling of depressions, restoration of flow in ditches or other physical alterations to appropriate larval mosquito development sites is the preferred and permanent control method. Physical control can be integrated into local public works and construction activities such as roadside grading, ditch maintenance and cleaning. For home and

business owners it can include the removal of water-holding containers such as buckets and unused pools, or the regular draining and refilling of livestock watering troughs and bird baths.

Only the most environmentally compatible, least toxic and persistent control products would be deployed for use within this annual program. Specifically, the bio-rational larvicides, VectoBac 200G and VectoLex both made with the *Bacillus* sp. bacterium are the larval control products of choice. Section 3.4.3 discusses these products in detail and sample labels are provided in Appendix 1 or available on-line through www.valentbiosciences.com.

Routine adult mosquito control applications (adulticiding) for the purposes of nuisance mosquito control **are not** a component of the Central Saanich Mosquito Population Management and Control Program or this Pest Management Plan.

The operational components of the PMP and the successful, annual, Central Saanich Mosquito Population Management and Control Program may include the following activities, as detailed in Sections 3.1 through to Section 4.5.

3.1 Public Information and Education

The general public must be advised of control program efforts in their area and provided with the opportunity to have input to their mosquito control program. Public input is invaluable to any community function and it is a key component of all successful, pro-active mosquito control programs. This is essential since, in the final analysis, it is the general public which must be satisfied with control efforts.

The *Integrated Pest Management Act and Regulation* requires public notification of Pest Management Plan preparation through newspaper notices which must be published twice in a two week period starting at least 45 days before submission of a notice confirming that a pest Management Plan has been prepared according to the legislation. The general public, first nations and other stakeholders are invited through these advertisements to provide to consult with the PMP holder or his or her designate, on PMP contents and the proposed mosquito population management and control program. In addition, those individuals or groups which had requested information or who had supplied input when the local mosquito control program was last advertised and approved are contacted directly each time the PMP is renewed.

The Central Saanich Nuisance Mosquito Control Program has employed various, proven effective approaches during the past + 25 years of annual operation to ensure that the general public areinformed of ongoing, annual control program operations. Interactive public education initiatives include literature, poster boards and brochure distribution, presentations for business associations, committees, display booths and ‘open houses’ at schools and fairs. Broadcast media

coverage via newspaper, radio and television interviews and articles or advertisements are very efficient in reaching a large audience and can be an effective component of public education activities.

Considerable value can be obtained through exposure of the control program and interactions with the public. For example, public contact can result in the locating of new mosquito development sites thus augmenting efficacy. Residents are encouraged to contact control program consultants through District of Central Saanich and/or Tsawout First Nation offices to report potential sources of larval mosquitos (a waterbody) or adult mosquito annoyance. Suggestions for physical removal or source reduction on private property allow the owner to participate on a smaller scale. Once accomplished, physical source reduction, especially the removal of artificial containers, grading of depressions or filling of tire ruts eliminates the need for further attention.

The annual nuisance mosquito control program is well known and supported by area residents and businesses. It's highly visible nature using field biologists working along roadsides, in parks, golf courses, along dykes and salt marshes has ensured that property owners, facility managers and residents remain familiar with their annual program. In annual operation for over thirty seasons, it has been providing mosquito surveillance, monitoring and larval control services for the benefits of residents, businesses and visitors to the area. Throughout this time, newspaper articles and advertisements, brochures, posters and interactions with field personnel have provided the public with regular and frequent information on mosquitos and program access.

Movement of adult mosquitos, either by active flight or passively by wind, from outside of treated areas into built up and developed areas is always a possibility given the nature of local geography. Public education further encourages residents and businesses to undertake actions for excluding adult mosquitos and modification of personal behaviours which will reduce the potential for annoyance. Through eliminating development sites on their property and learning to reduce adult mosquito annoyance through preventative actions residents can actively participate in their program. In addition to providing residents with information on how they can reduce larval development and annoyance around their properties, education initiatives help residents understand that the control program can only suppress mosquito populations, not eradicate them, and that some adult mosquito annoyance may be anticipated at certain locations, times of day and during some years.

Examples of some various public education and information initiatives which have been successfully employed in our other programs and which are available and have been deployed within Central Saanich throughout the years include:

- Newspaper Display Advertisements – placement in local newspapers from April – September. Provides information relevant to each month and program access details.

- *Newsmedia interviews* – provides opportunities to update the public on program operations and status, mosquito biology and additional public outreach

- *Presentations at Council meetings - (Power Point™).*
- *Open houses, farmers markets*
- *Radio, television and newspaper interviews and /or articles*
- *Informational Brochures* – these review mosquito biology and control, mosquito "myths", program operations and contact information for program biologists.
- Cardboard *Door Knob Hangers* - these "*Sorry we missed you*" door knob messages are left when residents aren't home during property inspections. They summarize field biologist site observations and have return contact information for resident use.

- Web-based program information and service contact details.
- Facebook account – another method of public access/information
- *Laminated posters* – durable. Can provide basic information on protection from annoyance. Installation along walking trails, picnic and camping areas is possible.
- *Mosquito Monthly* poster board - a 'flip chart' type of display board for placement in public access and reception areas of City Hall, at libraries, Recreation Centres, including pools and ice rinks etc.

At program start-up each season, residents and facility operators with previously identified larval development habitat on their property are contacted and control program operations, site status, access and notification procedures reviewed. As part of these initial contacts field personnel answer inquiries, supply relevant literature and complete on-site property inspections. Ongoing interactions and conversations with property owners, residents and general public provides opportunities to discuss program operations, goals and allow for the distribution of public education and outreach materials and information. Office and field personnel response to service requests, by telephone, email, and in person provide additional opportunities for public education and information sharing of program operations.

The cooperation and support of local businesses, the Capital Regional District, Tsawout First Nations, farmers, business, facility operators and other property owners is indicative of true community spirit and support for a successful program which benefits workers, residents and visitors to the Central Saanich area. Prevention of adult mosquito annoyance through pro-active, larval mosquito control provides significant benefit to outdoor worker and recreational uses.

3.2 Mosquito Control Program Data Collection and Reporting

The environmental consultant (contractor) managing the annual mosquito control program for the Central Saanich program is responsible to follow the data collection and reporting requirements of the PMP and the *Integrated Pest Management Act and Regulations*.

The District of Central Saanich, Capital Regional District and the Tsawout First Nations would be regularly informed of control program activities of this contractor/consultant through personal contact, telephone, facsimile or e-mail with program managers and field personnel. In addition, written progress reports summarizing weather conditions, surveying and monitoring results, treatment areas and interactions with the public are typically prepared by program consultants and submitted on a regular basis during the operational phases of the control program.

At the conclusion of each annual Nuisance Mosquito Control Program season a summary report detailing all activities and pesticide treatments completed under the PMP and it's BC Ministry of Environment (BCMOE) issued confirmations is produced. All pesticide use reporting required under the *Integrated Pest Management Act*, the approved PMP and as requested during the season by government regulatory agencies including the BCMOE, is completed as necessary.

At a minimum, the consultant would maintain the following information for their use in managing the program and to complete the reporting and information requirements of the annual control program, the PMP, the Pesticide Use Confirmation, the *Integrated Pest Management Act and Regulations,* and the BC Ministry of Environment:

- a mosquito development site database with information including property ownership, address, contact telephone number, public access information (paths, trails, roadways), development site maps and or photographs, records of past and current monitoring and treatment activities, pesticide use daily operation records and other relevant information related to the control program.

- a record of properties identified as 'AVOID' areas, where the owner or residents have indicated through telephone, written, verbal (in person conversation) or electronic (e-mail, facsimile) communication with the District, CRD, Tsawout or the program consultants, their wish to be excluded from the mosquito control program.

- a list and/or maps identifying 'AVOID' areas of environmental sensitivity, including provincial or regional parks, habitat conservation areas and other identified or designated speciality management areas. When the status of a waterbody or other area of potential environmental concern (eg. bird nesting sites) is unknown, a local representative of Fisheries and Oceans Canada or the Environmental Stewardship Division of the BCMOE would be consulted.

The development site database and avoid area lists are updated during each field season when control program personnel meet with residents, owners and operators of the farms, businesses and recreational facilities. Property ownership, access, development site status, avoid areas and control program operations are reviewed at this time. Regular contact is maintained with these individuals throughout the season to provide updates on control program operations and opportunities for input and comment on the control program. Ongoing activities related to surveying, monitoring and mosquito control operations are recorded in the historical data section of the database as they occur.

3.3 Surveying and Monitoring of Mosquito Populations

As part of the annual program start-up, and throughout the season, program field biologists conduct regular, comprehensive surveys of Central Saanich and surrounding areas by ground and air, as appropriate. The goal of these surveys is to confirm the extent and locations of existing, known mosquito development sites and to identify any new, or previously undetected, larval habitats. Surveying and monitoring of larval development sites (always waterbodies) determines the presence of larval mosquitos, the need for control and allows for regular update of the database. Where observed, larvae are collected and enumerated using a standard 350 ml white larval mosquito dipper. Larval specimens are identified to the species level whenever possible.

Mosquito development varies from year to year and throughout the season depending on environmental conditions and habitat availability. Environmental cues interact to affect both the timing and magnitude of mosquito development, and adult mosquito survival. Provincial and regional snowpack accumulations, river levels, tidal heights, precipitation and temperatures are reviewed as necessary to ensure timely surveying to detect mosquito development.

Monitoring and correlation of fluctuating tidal heights, local temperatures and precipitation totals over several seasons allows for the determination of 'thresholds' which aid in the prediction of larval development and distribution within the salt marsh. Similarly, temperatures, humidity and precipitation all influence the extent of flooding and seepage water accumulations in adjacent low-lying fields, forested areas, ditches and ponds. Failure to timely survey and monitor larval habitats could allow unchecked development of larvae which will result in adult mosquito annoyance. When investigating resident reports of adult mosquito annoyance or potential larval development sites, a thorough survey of each area is performed to locate the source of annoyance, and any previously unidentified larval habitat.

- ***Larval mosquito monitoring***

Surveying and monitoring of larval development sites (always waterbodies) determines the presence of larval mosquitos and the need for control. Larval habitats would be monitored throughout the season using a standard 350ml white larval mosquito dipper to assess the relative

~200 larvae/350ml dip sample

abundance and species of larval mosquitos found in these habitats. Routine sampling of development habitats is completed on a 6-10 day basis, depending on conditions and observations, throughout the operational season, typically mid-April to mid-September.

Larval mosquito populations as small as one larvae per 350ml dip sample in an area as small as a backyard swimming pool (5m x 10m) can produce thousands of adult mosquitos over the course of a season. Located adjacent to established outdoor recreational facilities including golf courses, sports parks, water slides, picnic areas, campgrounds and nearby residential and commercial areas, salt marsh and old field permanent sites (ponds, ditches) are a major source of potential mosquito annoyance and a primary focus of the annual mosquito population management and control program.

Pre-treatment surveys determine the extent of larval development which ensures that control measures are directed only to those areas containing larvae. In addition to providing pre-application information essential to timely control applications, surveying and monitoring following treatment, 'post-treatment monitoring' allows for an evaluation of the degree of control achieved from a particular application. Environmental compatibility and cost effectiveness of a control program is dependent on proper pesticide use through the application of control measures directed only to those areas requiring them. Post-treatment monitoring to confirm to larval mortalities is typically completed within 2-96 hours of larvicide (VectoBac 200G and Vectolex CG and WSP) application.

- ***Adult mosquito monitoring***

To objectively measure the success and effectiveness of larviciding efforts in reducing adult mosquito populations, two internationally accepted sampling methods are employed. The first, a standard biting/landing count, measures the number of mosquitos which land, to bite, on the exposed forearm (from wrist to elbow) in a one minute period. Adult biting counts of three or more per minute, measured between the wrist and exposed forearm, is intolerable for most people. Beyond three bites per minute, outdoor enjoyment and worker performance and safety are affected, and negative economic impacts on recreation and tourism can be expected.

Although it is the accepted world-wide standard, it must be noted that bite counts are not without bias. Clothing and body physiology make some people more or less attractive than others. Also, daily timing for collection is crucial as mosquitos are most active at dusk and dawn, when temperatures are lower and humidity generally higher. For these reasons, collection timing,

locations and clothing worn by the observer are standardized as much as possible. When reviewed in conjunction with anecdotal reports from residents, this data is a useful measure of mosquito annoyance levels and facilitates the collection of mosquito species that actively seek a human blood meal.

The second method used for adult mosquito population assessments uses either Standard New Jersey or Center of Disease Control (CDC, Atlanta) Adult Mosquito Light Traps. Both types of traps use a normal incandescent light source as an infra-red attractant and are programmed to start collections at sunset and terminate at sunrise. Samples are typically retrieved the following morning and forwarded to the laboratory for enumeration and identification. These traps can be augmented (baited) with CO_2, in canisters, or as dry ice, to increase capture rates as it is another key attractant for female mosquitos. Information gathered from light trap captures can be used to give an indication of the mosquito population size, species complex and the type of development habitat.

CDC Light Trap

New Jersey or CDC Light traps would be deployed to monitor adult mosquito populations in areas with a history of adult mosquito annoyance problems. Benefits associated with these traps include the collection of a much greater number of specimens than with un-baited traps, or from biting counts, and they provide an objective, reproducible sampling method. These collections complement bite count sampling for annoyance by allowing field personnel to more effectively collect and identify mosquito species present in a particular area. Correlation of this data over several years with larval monitoring and adult mosquito biting count data allows for continued, increased forecasting of mosquito populations.

Larval and adult mosquitos would be identified in our laboratory according to the taxonomic keys of Darsie and Ward (1981) and Wood, Dang and Ellis (1979), and others as appropriate.

3.3.1 Mosquito Development in Central Saanich

The largest and most prolific sources of mosquito development in Central Saanich are tidally-influenced flood and seepage water accumulations in salt marshes and old field habitats located on Tsawout and CRD lands in northeastern Central Saanich. Several days of sustained tides exceeding 3.3 metres (as measured at Fulford Harbour), fill sections of the old the ditch system, low-lying areas of the salt marsh and adjacent undeveloped farm fields. Resultant lateral and

vertical seepage produces water accumulations in ponds and isolated channels scattered throughout the marsh. Egg eclosion (hatching) occurs within hours of inundation and over the next several days larval development occurs throughout the East Saanich (Island View Beach) salt marsh and old field habitats, and is at its greatest during peak tides in excess of 4.0 m. *Aedes dorsalis,* a very pestiferous mosquito species develops in response to these fluctuating water levels.

Located adjacent to established outdoor recreational facilities including golf courses, sports parks, picnic areas, campgrounds and nearby residential and commercial areas, salt marsh and old field sites are a major source of mosquito annoyance and a primary focus of the annual nuisance mosquito control program Regular monitoring of salt marsh habitats during the season ensures that larval mosquito development does not proceed unchecked. With larval populations averaging between 50-100 larvae/350ml dip sample, multiple hatches in a seasons, and a total treatment area often amounting to over 50% of annual efforts for the Central Saanich area, the control of larval development in salt marshes and old field habitats is essential to prevent widespread adult mosquito annoyance. In addition to developing throughout the summer, salt marsh and old field habitats have been found to support larval mosquito development throughout fall and winter. Larvae have been found in the months of October, November, December and January. Starting in 2010, larval surveillance and treatment has been completed for salt marsh and old field development sites beginning in late January or early February and continuing through to late August or September, depending on weather conditions.

Impounded irrigation, display and water run-off/collection ponds also provide ideal habitat for larval development. Largely permanent, these sites fluctuate in size throughout the season in response to seepage and surface water runoff accumulations from precipitation and human activities including field irrigation, equipment and vehicle washing, dust control and site clean-up. These permanent and temporary development sites can support larval mosquito populations for as long as they contain water. Typically located near residential and commercial or recreational areas, control of larval development in these sites are of great importance to preventing localized annoyance and under certain conditions, they have the potential to impact residents located several hundred metres to a few kilometres away.

The remaining larval mosquito development habitats of Central Saanich are roadside ditches and depressions. As a result of ongoing and long-term ditch maintenance programs (grading, vegetation removing, culvert cleaning) larval development in these types of sites is highly variable from season to season and site to site. Sampling and treatment of freshwater development sites (ponds, marshes, ditches) typically begins in early to mid-April and extends through to late August or September depensing on conditions.

Although their populations and individual development site sizes are not usually as large as the synchronous hatching *Aedes* sp. mosquitos in salt marsh flood and seepage water habitats,

Culex and *Culiseta* mosquitos make use of a large variety of habitats, including containers such as stored tires and equipment, livestock watering troughs, buckets and bird baths. Such habitats are common throughout urban and rural areas and since they are typically located close to residences, businesses and outdoor recreational areas *Culex* and *Culiseta* mosquitos can be a source of reportable, localized mosquito annoyance. When discovered by field personnel during site inspections the presence of water-holding containers would be brought to the attention of property owners for removal, drainage or regular water changes which would eliminate their potential as sources of mosquito development and annoyance.

3.4 Mosquito Control Options

Mosquito development varies from year to year and throughout the season depending on environmental conditions and habitat availability. Environmental cues interact to affect both the timing and magnitude of mosquito development, and adult mosquito survival. These factors include mountain snowpack accumulations, tidal fluctuations, temperatures, humidity, and precipitation.

Each mosquito development site will have its own unique requirements and treatment options. The PMP for this mosquito control program uses a combination of techniques, and an IPM approach, to achieve the management and control of mosquito populations. The best choice for control reduces both mosquito populations, and the potential for adverse effects on people, domestic animals, livestock and natural ecosystems. Sometimes, particularly with man-made habitats such as ditches, irrigation or display ponds and containers, larval mosquito populations can be reduced, or effectively limited using physical or natural controls. These control options would be considered as a potential solution prior to any larvicide applications.

Many of the possible physical control options suggested below may be implemented by local public works personnel and landowners. Private property owners with mosquito development habitat are best motivated to become involved in their control program through public education initiatives (see Section 3.1 above) and through consultations with program personnel. Once educated about mosquitos and their habitats, property owners can undertake steps to reduce or eliminate larval mosquito habitat and adult mosquito annoyance on their property. A reduction in larval populations contributes to the overall decrease in adult mosquito annoyance.

The preservation or enhancement of balanced wetland habitats has the best opportunity for a meaningful long-term contribution to overall mosquito control program success through reduction of mosquito populations and enhancement of natural controls including insect, fish and birds. Elimination of stagnant water and enhancements in natural or created ecosystems will be of benefit to overall control program efficacy through increasing habitat for natural mosquito predators. The use of a biological control products such as *Bacillus thuringiensis* var.

israelensis (VectoBac 200G) and *Bacillus sphaericus* (VectoLex) maximizes the effectiveness and environmental compatibility of the program.

IPM-focused mosquito control programs do not have deleterious effects on humans, domestic pets and livestock, wildlife, fish and their food and are routinely conducted throughout British Columbia. There are three larval mosquito control options available to the program. These are physical, biological and bio-rational product oriented.

3.4.1 Physical Control

A major emphasis for the control program is decreasing or eliminating larval mosquito development habitats. Although initially very expensive, physical mosquito control through source reduction (filling, ditching, draining, dyking) is a preferred method of control. Once done, it is permanent and usually requires no further attention.

Removal or alteration of mosquito producing habitat does not necessarily mean drainage resulting in habitat destruction for other organisms and natural predators such as birds and fish. As part of a comprehensive approach to mosquito control, property owners are encouraged to manage stagnant and non-flowing waters to minimize their use as sources for mosquito development. For example, the removal of emergent shoreline vegetation, combined with either water level management at greater than one metre in depth or a shoreline groomed to a gradient of 3:1 or steeper, effectively eliminates mosquito production in irrigation and settling ponds or other water impoundments. The installation of fountains in display ponds found on golf courses and in parks can reduce their suitability and use as larval mosquito development habitat.

Ditching of flooded depressions located in fields may be a suitable solution to larval development by permitting drainage or allowing fish access to temporarily flooded areas. Grading or filling of depressions may reduce an area's potential to retain water. The costs for such physical control measures may, however, be prohibitive or not desirable for reasons other than mosquito control.

Clearing established ditches of obstructions or vegetation, failed culverts or grading to effect flow may increase flow, drainage or access by fish or aquatic insect predators. Where possible, and appropriate, public works crews, residents and business operators are encouraged to remove, or alter standing waters which provide suitable habitat for larval mosquito development. For most property owners this involves eliminating water-holding containers, such as buckets and boats or

canoes and the draining or regular changes of water in bird baths, livestock watering troughs, wading pools and display ponds. When done by the homeowners, this permits residents an opportunity to actively participate in their control program. This can be especially important for residents, as two of the most common West Nile virus vector mosquitos, *Culex tarsalis* and *Culex pipiens,* make ready use of manmade habitats.

Installation and maintenance of window screens, mosquito magnets™ (adult mosquito traps) and the use of mosquito repellents by individuals provides additional protection from potential adult mosquito annoyance and potential disease transmission.

3.4.2 Biological Control

Biological control involves the use of predators, pathogens, and parasites to reduce mosquito populations. Insects predators, both aquatic (ie. dragon flies, beetles) and terrestrial (ie. spiders, wasps), contribute to the natural mortalities of both larval and adult mosquitos. Conserving, or enhancing natural habitats wherever possible, allows these predators to contribute to control program effectiveness.

Of all the various predator control methods tested, only larvivorous fish are used operationally in widespread programs. Regan *et al.* (1982) evaluated the effects of three-spined stickleback fish (*Gasterosteus aculeatus*) on mosquito larvae located in the Fraser Valley. They were found to be effective in reducing larval populations. Their natural fecundity combined with their ubiquitous nature makes these fish an ideal natural (biological) control agent. They are a common occurrence in many of ditch systems.

Introduction of fish (Koi, gold fish) to manmade, self-contained outdoor display or irrigation ponds may also reduce, or eliminate larval mosquito development in such habitats. Most practical in the warm, lower mainland Fraser Valley and Vancouver Island, in areas with very cold winters, this type of control requires considerable work and cost which many include the over-wintering of fish indoors or annual replacement. The relocation, or introduction of fish to any natural water course requires approval and permitting through various governmental agencies including Department of Fisheries and Oceans and the BC Ministry of Environment.

Although flying insects can form a large component of the diet for flying insectivores (*eg.* bats, swallows, Purple Martins), there is no evidence which suggests they provide a detectable level of mosquito control. Both birds and bats are also opportunistic feeders and adult mosquitos have been identified as a small component (<2%) of their diet, (Fang 2010 and Gonsalves *et.al.*, 2013).

They are not however, scientifically recognized as able to provide any real impact on mosquito populations when used solely as a mosquito population control option. Interested residents would however still encouraged to install bird nesting boxes or bat houses if they wish, since it allows individuals to contribute to a comprehensive, integrated mosquito control program, and in some cases may provide residents with a sense of reduced adult mosquito annoyance.

Pathological agents such as viruses and certain parasites have received much research attention, but none of these are commercially available or approved for use in Canada. The naturally occurring soil bacteria, *Bacillus thuringiensis* var. *israelensis* (*Bti*) and *Bacillus sphaericus* (*Bsph*) have highly specific insecticidal properties and are discussed below.

The greatest natural control of mosquitos is an absence of water. Evaporation or drainage eliminates, or reduces, the magnitude of water accumulations or pond size, and therefore larval habitat. Warm temperatures and low humidity similarly causes the desiccation (drying out) and death of adult mosquitos.

3.4.3 Bio-rational Control

The Central Saanich nuisance mosquito control program, through it's PMP, would only use VectoBac 200G and VectoLex CG or WSP for larval mosquito control. VectoBac and VectoLex are the closest form of a natural or biological control agent currently available for routine use in operational mosquito control programs. The use of these products maximizes the environmental compatibility of the annual mosquito control program when used in circumstances where other control options such as physical or natural (biological) control are not practical, they support the principles of an IPM approach to control. The Appendix contains VectoBac and VectoLex product labels and information. Brochures and Material Safety Data Sheets (MSDS) are available at www.valentbiosciences.com.

Property owners would be consulted with prior to any larvicide applications and for any recommended physical of biological/natural methods. Product brochures, labels, MSDS sheets and website addresses are provided and reviewed as required to ensure residents, business, and facility operators understand, are comfortable with, and approve, proposed treatments. In the event that a property owner wishes exclusion from the control program this request would be honoured and noted in the development site database.

VectoBac acts on the larval mosquito stomach and must be eaten to effective. VectoBac 200G is very specific, producing rapid lethal effects (within hours) in larval mosquitos. It has no residual activity, does not bio-accumulate and has no impact on beneficial organisms found in mosquito development habitats. Negative or toxic effects on mammals, birds or other wildlife have not been observed. Formulated as a corn cob granule it requires no mixing and is ready to apply by hand, backpack blower or by helicopter. The granule allows the larvicide to penetrate vegetative covers and reach the water surface where the *Bti* is "released" for consumption by mosquito larvae.

VectoBac 200G is recommended by the manufacturer for use in standing water habitats including temporary and permanent pools in pastures and forested areas, irrigation or roadside ditches, natural marshes or estuarine areas, waters contiguous to fish-bearing waters, catch basins and sewage lagoons.

Similar to VectoBac 200G, VectoLex CG also contains a naturally occurring, spore-forming soil bacterium. VectoLex CG contains spores and crystals produced by *Bacillus sphaericus.* It also is classed as a bio-rational, rather than conventional, pesticide. Like VectoBac, VectoLex acts on the larval mosquito stomach and must be eaten to be effective. VectoLex is very specific and produces lethal effects in a narrow range of mosquito species, including *Aedes vexans* and most *Culex* and *Culiseta* mosquito species. It has also been found to be an effective control for *Coquillettidae perturbans,* an aggressive adult pest of humans. Known as the "cattail mosquito" because of the unique adaption of the larval siphon and pupal "trumpets", which are serrated, for attachment to young cattails, they can access the air in these hollow plants as a source of oxygen. Because there are not "free swimming" like most other larvae they are not generally collected in larval sampling. Several sites, most notably irrigation ponds, have a significant amount of cattail (*Typha* sp.) along their margins.

The use of VectoLex CG and VectoLex WSP in these types of sites has greatly reduced anecdotal reports of adult mosquito annoyance. Like VectoBac, VectoLex larvicides do not have any effects on man or animals, fish and other insects which may use these aquatic habitats.

Operationally, the important differences between VectoLex and VectoBac are speed of action and persistence in the larval habitat. Larval mortality can take several days for VectoLex versus several hours with VectoBac 200G. This occurs because *B. sphaericus* is more stable, has a

slower settling rate in the water column and the unique ability for its spores to germinate, grow and reproduce in dead mosquito larvae. This is known as recycling and is the mechanism which allows VectoLex to provide long-term, extended control (in excess of 28 days in the Fraser Valley, Lower Mainland) of recurring larval mosquito development. VectoLex CG is recommended by the manufacturer for use in standing water habitats including temporary and permanent pools in pastures and woodlots, irrigation or roadside ditches, natural marshes or estuarine areas, waters contiguous to fish-bearing waters, catch basins and sewage lagoons.

In permanent ponds and stagnant ditches with difficult access because of thick, overgrown, or dense vegetation (i.e. blackberries and *Typha* sp. cattails), the long-acting VectoLex WSP may be used for treatments. These 10gm satchels (2cm X 2cm) can be readily thrown into these sites where the bio-degradable, glucose-based bag quickly dissolves, and the granules disperse across the water surface.

The use of *Bti* and *Bsph* maximizes the environmental compatibility of the annual mosquito control program since both products are species (target) selective and non-toxic to other aquatic organisms which co-exist in these habitats including insects, fish and amphibians. When used in circumstances where other control options such as physical or cultural control are not practical, they support the principles of an IPM approach to mosquito control.

See the Appendix for copies of the manufacturer's product labels for VectoBac 200G and VectoLex CG and WSP, or contact www.valentbiosciences.com for more information.

The Central Saanich nuisance mosquito control program would use the least toxic, most environmentally sound control products available. As new products become available and registered in Canada, their suitability for use in annual control program will be reviewed.

3.4.4 Chemical Control

Chemical control products and equipment are predominantly used for the purposes of reducing adult mosquito populations. As with most adult insect control programs, adult mosquitos are typically controlled using a broad-spectrum (adulticide) insecticide. Although there are 'natural' adult mosquito control products make from chrysanthemum flower extracts (pyrethrins) and their synthetic equivalents, all adulticides only provide temporary control.

Because of the variable dispersion patterns of mosquitos, geography, types of vegetation encountered and ambient weather conditions at the time of treatment, it is difficult to provide anymore than temporary control of localized adult mosquito annoyance. Unless regular and

routine treatment of 'problem areas' is completed, uncontrolled adult mosquitos developing in other areas will often expand into these treated areas to again cause annoyance.

Typically applied from the ground using cold aerosol sprayers or misters, and much less commonly, from the air using helicopters of fixed-wing aircraft their mode of action is on the nervous system following contact with the organism and absorption across through the exoskeleton. Because they are applied to the air, and the fact they are non-specific, such applications will not only control adult mosquitos which come in contact with the spray mist, but other non-target organisms such as moths, flies, flying beetles and other insects. Restrictions on applications include habitat type, timing of applications, mosquito population thresholds, weather conditions and areas of identified avoidance.

Adulticide applications **ARE NOT** a component of the annual mosquito control program at Central Saanich. The mosquito control program described within this PMP does not utilize any chemical control methods for the abatement (control) of larval or adult mosquitos.

3.5 Mosquito Control Operations

A total of over 80 hectares of potential larval mosquito habitat located at +130 separate development site locations identified within the District of Central Saanich, including CRD parks and the Tsawout First Nation lands. The actual total area that will become infested and require larvicide treatment in each season is dependent on hydrological and meteorological events. Fluctuating water levels in tidal salt marsh habitats and precipitation or seepage-water influenced development sites cause recurrent larval development. Ponds, channels and flooded depressions throughout area salt marshes, old field habitats and similar freshwater sites in low-lying farm fields and wooded sites typically require multiple treatments to effect control. Permanent irrigation or display ponds and ditches become routinely infested with larval development as their depths fluctuate and temperatures increase with water use later in the season.

The well-organized, pro-active, IPM approach to mosquito control for the Central Saanich reduces the potential for adult mosquito annoyance by ensuring the timely identification and control of larval populations occurring in sites which are unable to be drained, filled or effectively modified to reduce their use for larval development. Larvicide applications would be completed at identified larval mosquito development habitats where pest populations exceed identified thresholds for control, and where other options such as site drainage or alteration are impractical,

inappropriate or fiscally prohibitive. New or previously undetected, larval mosquito development sites, once identified, are monitored, treated as required with permission, and added to the site database for future surveillance and control as necessary.

As required by the *BC Integrated Pest Management Act and Regulations*, all larvicide applications would be completed, and/or supervised by, personnel certified by BC Ministry of Environment as pesticide applicators in the category of *Mosquito and Biting Fly Abatement*, or equivalent.

All larvicide treatments would be completed using application rates, equipment and methods recommended by the pesticide manufacturer.

3.5.1 Public, Worker and Environmental Safety During Mosquito Control

To ensure public and worker safety, all conditions and restrictions governing biorational larvicide (VectoBac and VectoLex) applications would be followed. Pesticide applicators will follow the conditions of the approved PMP, with regulations contained in the *Pest Control Products Act*, the *Pesticide Control Act*, the *Transportation of Dangerous Goods Ac*t and other relevant government regulations. Larvicide handling, storage and application procedures would conform with those detailed on product labels and endorsed in the '*Pesticide Applicators and Dispensers Handbook*' and associated reference materials supplied through the BC Ministry of Environment.

The Central Saanich Mosquito Population and Management and Control Program is not intended to eliminate the mosquito population and as such landowners and residents who want to be excluded from the control are recorded and their wishes respected. Landowner permission to survey, monitor and treat infested larval mosquito habitats located on private property is confirmed each season. Treatment of developing larval mosquito populations in waterbodies on public lands are permitted under this approved PMP.

Program personnel will take all practical precautions to protect application personnel, the environment and the general public during all larvicide applications. Prior to larvicide application field personnel would:

- verify property ownership, treatment site boundaries, public points of access (paths, trails, roadways), pest presence and population size, both pre and post-treatment.

- review, and as required update, the development site database information for the mosquito control program. The database contains information on property ownership, address, contact telephone number, development site maps, photographs and records of past monitoring and treatment results. The database is continually being updated and contains information on all known mosquito development habitats, including those located on public and private lands.

- confirm the boundaries and/or locations of 'AVOID' areas, including surface (drinking) water intakes or wells, and identify these with flagging tape, ribbons or suitable equivalent, if required.

- identify fish-bearing waters or areas of environmental sensitivity (ie. bird nesting sites) and the need for avoidance of these areas, particularly for ground nesting birds,

- when necessary, community watersheds status will be determined by accessing the BC Ministry of Environment Community Watershed listings and informational website:

  www.gov.bc.ca/wsd/data_searches/comm_watersheds/index.html.

- Similarly, a listing of registered groundwater Wells and Aquifers and an interactive map is available at:

  www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells-aquifers

- review larvicide product label and recommended precautions for handling and application, safety gear, weather restrictions (wind, temperatures, etc) and other listed precautions.

- inform the general public of ongoing applications through public notices, news media articles, advertisements and ongoing, routine personal contact.

3.5.2 Larval Mosquito Control, Treatment Thresholds and Application Rates

VectoBac and VectoLex are only applied when larval mosquitos are present.

Larval mosquito surveillance and control protocols would focus efforts on the timely identification and treatment of larval mosquito populations with surveillance and control efforts targeting 1st through 3rd instar larvae. Given that the most extensive larval development locally involves synchronous hatching *Aedes* mosquitos in recurring salt marsh habitats, this strategy ensures maximum control.

In addition to treating the most actively growing and feeding instars, it also, allows for retreatment (touch-up) of sites, or portions of sites, that may have not have been treated ascompletely, as desired, because of conditions on the day, changing water levels or because of subsequent hatching. Also, application rates can be lower, and therefore material costs, and overall mosquito larvicide use rates in the environment are reduced. Even though the products products, Vectobac 200G (*Bti*) and VectoLex (*Bsph*), proposed for use in the program have the safest environmental profiles of any bio-rational larvicides in common use, decreasing any volume of control product is beneficial and maximizes environmental compatibility.

Treatments targeting all mosquito populations with later 3rd or 4th instars under the guise of allowing natural predators to impact some level of control is not encouraged. It is not recommended on *Bti* or *Bsph* product labels, or by the *Municipal Mosquito Control Guidelines (Ellis, 2005)*. Controlling mosquito larvae at their source, with a focus on 1st through 3rd instar larvae still contributes to the "food web". Predators will feed on live larvae, and dead larvae become food for many other organisms, including insect detritivores, fungi and bacteria which in turn become food for other aquatic insect and vertebrate predators and grazers. While there may be predation of some mosquito species occurring in permanent ponds, such as *Culex* or *Culiseta*, the two most common genera in these types of sites, this strategy is wholly impractical for *Aedes* mosquitos.

Aedes hatch in large numbers, typically +100/dip, and inhabit temporary pools created by snowmelt, precipitation, river flood and seepage waters or salt marsh which may only last several days or weeks. These types of temporary habitats seldom have established natural predators and where they may occur they are typically inadequate to deal with larval populations of such extreme magnitude. A pond the size of a back yard swimming pool ($50m^2$), with a larval population of just 1 larvae/350ml dip sample, can produce over 24,000 larvae. A one hectare site, about the size of 2 football fields, with a larval population density of 1 larvae/dip sample can produce 4,285,714 mosquitos.

Delaying treatments to target populations with later 3rd or 4th instars is also not ideal. The potential for reduced feeding rates of later instar larvae may provide incomplete control, reduced efficacy and may result in a number of other undesirable outcomes;

1) that larvae develop into the untreatable pupal stage, and then onto nuisance causing adults;

2) that field staff may not return at an appropriate time to treat them before this occurs. Changing weather conditions and temperatures over a few days can dramatically accelerate larval development rates; and lastly

3) product manufacturers recommend that later instar larvae are treated with higher application rates, upwards of 10kg/ha (1 gm/M), thereby requiring more larvicide, increased field personnel surveillance and treatment time and reduced environmental compatibility.

VectoBac 200G larvicide is only applied when larval mosquitos are present. Typically upwards of 5 - 10 dip samples per development site, depending on site size, are completed. Larval mosquito dip samples averaging from 1-3 larvae/350ml dip sample in sites containing predominantly 2nd and 3rd instar larvae would be the minimum treatment threshold for mosquito larvae found in many temporary, and most permanent sites which typically contain a high proportion of *Culex* and *Culiseta* mosquito larvae. A treatment threshold of five, 1st instar larvae/350ml dip sample is utilized when monitoring synchronous, extensive *Aedes sp*. larval development common to early-

season snowmelt, seepage water and similar temporary habitats. The threshold for 2nd and 3rd instar *Aedes* larvae would be 1-3 or more larvae/dip sample.

VectoLex larvicides which are largely ineffective against *Aedes* mosquitos would only be utilized to control developing larvae in those permanent and temporary sites having *Culex, Culiseta* and *Coquillettidae perturbans* larvae. Larval populations averaging 1-3 larvae/350ml dip sample will be the threshold for treatment using VectoLex larvicides.

These thresholds are based on the "industry standard" used by operational mosquito control programs in the Northwest Mosquito and Vector Control Association (NWMVCA) and American Mosquito Control Association (AMCA).

Larval dip sampling, light trap collections and where appropriate, adult mosquito emergence traps, would be employed to evaluate post-application larval control results. Larval mortalities of at least 95% would be considered successful. If required, and where indicated by post application sampling, additional, or expanded treatments of nearby areas would be completed to achieve desired efficacy.

All ground-based larvicide applications to small and accessible sites are completed, where required, by hand broadcast or backpack spreader during the mosquito control season. Fluctuating water levels in many of these sites cause repeated larval development requiring repeated treatment.

All Vectobac 200G and Vectolex CG application rates would be within those recommended by the manufacturer. These rates range from 2.5 to 10.0 kilograms per hectare with applications completed under this PMP to be conducted at rates ranging from 4.0 to 8.5 kilograms per hectare. VectoBac and VectoLex application rates typically average 7.5 kg/ha which has been demonstrated over some 30 years on annual operation as effective under the conditions encountered at Central Saanich. All applications are followed with post-application monitoring to confirm the effectiveness of treatments.

Applications of VectoBac 200G and VectoLex CG to within 10 metres of fish-bearing waters, or waters contiguous to fish–bearing waters, and potable waters or wells is anticipated and waters contiguous with fish bearing water may be treated, as permitted on the Health Canada, Pesticide Regulatory Management Agency (PRMA) approved product labels.

3.5.3 Post Application Monitoring

Within 02-96 hours after (post) treatment with VectoBac 200G, larval mortalities would be confirmed through monitoring using a standard 350 ml mosquito dipper. The goal is for larval population reductions of 95%, or to levels averaging less than 1 larvae/350ml dip sample with

sampling results mostly measured at zero larvae/350ml dip sample, and averaging much less than 1 larvae/350ml dip sample. Post-application monitoring confirms treatment success and allows for the 'touch-up' treatment of any areas which may have, for reasons of geography, vegetative cover or access, received inadequate application. Because larval mortality from VectoLex can take several days to occur, and can continue to occur for several weeks, treated larval habitats would be monitored on a regular basis with re-treatment completed as required.

Adult mosquito populations would be monitored in areas adjacent to larval development sites to confirm the effectiveness of larval controls in reducing adult mosquito annoyance. In addition, adult mosquito populations would be monitored at select locations to compare adult mosquito populations between various location and community centres. Given the difference in individual tolerances to mosquito annoyance the success of larval control in limiting adult mosquito populations would be determined through resident reports, interviews and requests for service.

The goal of the annual Central Saanich Mosquito Population Management and Control Program is to decrease larval mosquito populations sufficiently to reduce, and/or prevent, adult mosquito annoyance for residents, workers and visitors. Property owners, residents and businesses are also expected to implement personal protective measures to limit their exposure to adult mosquito annoyance. These include repellent use, clothing choices (long sleeves, light coloured), avoidance of perfumed personal hygiene products (shampoos), window screens and temporal (minimize activity at dusk and dawn) or location avoidance which can lessen adult mosquito annoyance.

4.0 QUALIFICATIONS OF PROGRAM PERSONNEL

The contractor/consultant supplying mosquito control services to the District of Central Saanich, Capital Regional District (Parks) and the Tsawout First Nation will have all necessary Pesticide Vendor and/or Pest Control Service Licences. As required, all personnel working in the annual mosquito control program will be certified as pesticide vendors in the category of "*Commercial Pesticides*" and/or as pesticide applicators in the category of '*Mosquito and Biting Fly Abatement*' or equivalent, as accepted by the BC Ministry of Environment.

Consultant mosquito control program management personnel would be Registered Professional Biologists. Field personnel would include University and College graduates or senior Co-Operative Education students studying within the disciplines of biology and environmental science or equivalent practical experience with mosquito population management practices and training.

5.0 LARVICIDE HANDLING AND APPLICATION

As required by the BC Integrated Pest Management Act, all personnel handling and applying larvicides for the mosquito control program must be certified by BC Ministry of Environment as pesticide applicators in the category of *Mosquito and Biting Fly Abatement*, or equivalent.

Pesticide applicators will comply with regulations contained within the *Pest Control Products Act*, the *Integrated Pest Management Act*, the T*ransportation of Dangerous Goods Act* and other relevant government regulations. Larvicide handling, storage and application procedures would conform with those detailed on product labels and endorsed in the '*Canadian Pesticide Education Program Applicator Core Manual*', the '*Pesticide Applicators and Dispensers Handbook*' and associated reference materials supplied through the BC Ministry of Environment. This PMP does not attempt to duplicate all the information contained within this handbook and other references. The 'Acts', the Handbook, product labels, manufacturers' websites and any other resource materials detailed above, and this PMP would be reviewed before handling, transporting, storing or applying pesticides.

5.1 Larvicide Transportation

During transportation, all pesticides would be secured to prevent an accidental spillage or theft. Granular VectoBac 200G and VectoLex CG larvicide products would be secured and handled to prevent tearing of bags, spillage and exposure to adverse weather conditions such as precipitation.

Mosquito Control program personnel will carry within their vehicles a suitable spill clean-up kit, basic first aid kit and appropriate personal safety gear and supplies.

Applicators would only transport the minimum amounts of pesticide required to complete the proposed treatments. It is common for field personnel to require less than forty kilograms of Vectobac 200G or VectoLex CG for a typical workday.

5.2 Larvicide Storage

The District of Central Saanich would provide secure, dry, well ventilated pesticide storage space for mosquito control larvicide (VectoBac 200G, VectoLex CG) within their secure public works facility. No large volumes of larvicide are stored on-site over the winter. In an average year, less than 200 kg of larvicide is stored on-site to be available for program start-up in early February.

Emergency telephone numbers for police, fire, ambulance, Canutec, Dangerous Goods Emergency Spills, Poison Control, and the BC Ministry of Environment are posted on-site at the storage facility and available at Public Works offices

5.3 Larvicide Mixing, Loading and Application

Applicators will follow the directions and precautions warranted by pesticide use as described above and in relevant references. All avoidance areas, pesticide free zones and pesticide buffer zones would be established and appropriately identified prior to pesticide application. All larvicide applications would be completed from the ground by hand broadcast or backpack applicator.

No mixing is required. VectoBac and VectoLex granular larvicides are 'ready to apply'. They are supplied in thick, plastic plastic bags. All used and empty bags would be disposed of in municipal or regional landfills as directed by the manufacturer on the Pesticide Management Regulatory Agency-approved pesticide label and MSDS sheets. All handling of pesticides for application would be conducted in level, well ventilated, outside areas. Field personnel would wear suitable safety gear, including the appropriate respirator, ear protection, rubber gloves, boots and other protective equipment as indicated by pesticide labels, MSDS sheets and the manufacturer.

Property owners would be consulted with prior to any larvicide applications and for any recommended physical of biological/natural methods. Product brochures, labels, MSDS sheets and website addresses would be supplied and reviewed to ensure residents, business, and facility operators understand, are comfortable with, and approve, proposed treatments. In the event that a property owner wishes exclusion from the control program this request would be honoured and noted in the development site database.

Weather forecasts would be consulted, and current weather conditions (wind speed, temperature, precipitation) would be noted, and recorded, during all larvicide applications. Treatments would be suspended in the event that wind speeds during larvicide applications are sufficient to cause the displacement, or drift, of granular larvicides outside of the treatment area. Similarly, should precipitation be sufficient to cause larvicide (corn cob) granules to clump and clog backpack blowers, or similarly affect hand broadcast applications, treatments would be suspended until suitable conditions return.

In the event of accidental spillage, personnel would follow accepted spill containment and clean-up procedures. With VectoBac abnd VectoLex granules this typically involves recovery with brooms and dustpans or shovels. This ‘recovered’ larvicide would be used for the treatment of intended habitats.

5.4 Equipment Maintenance and Calibration

Ground-based applications of VectoBac 200G and VectoLex CG are completed by hand broadcast or motorized back-pack type (leaf blower) applicator.

Applicators would adjust their walking speed, and throttle speed if using backpack blowers, to ensure they are achieving the correct application rate/density of granules per square foot of water surface. For an application rate of 7.5 kg/ha and granules which are 5/8 mesh in size, this is 4-5 granules per square foot.

6.0 REFERENCES AND BIBLIOGRAPHY

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FIGURES

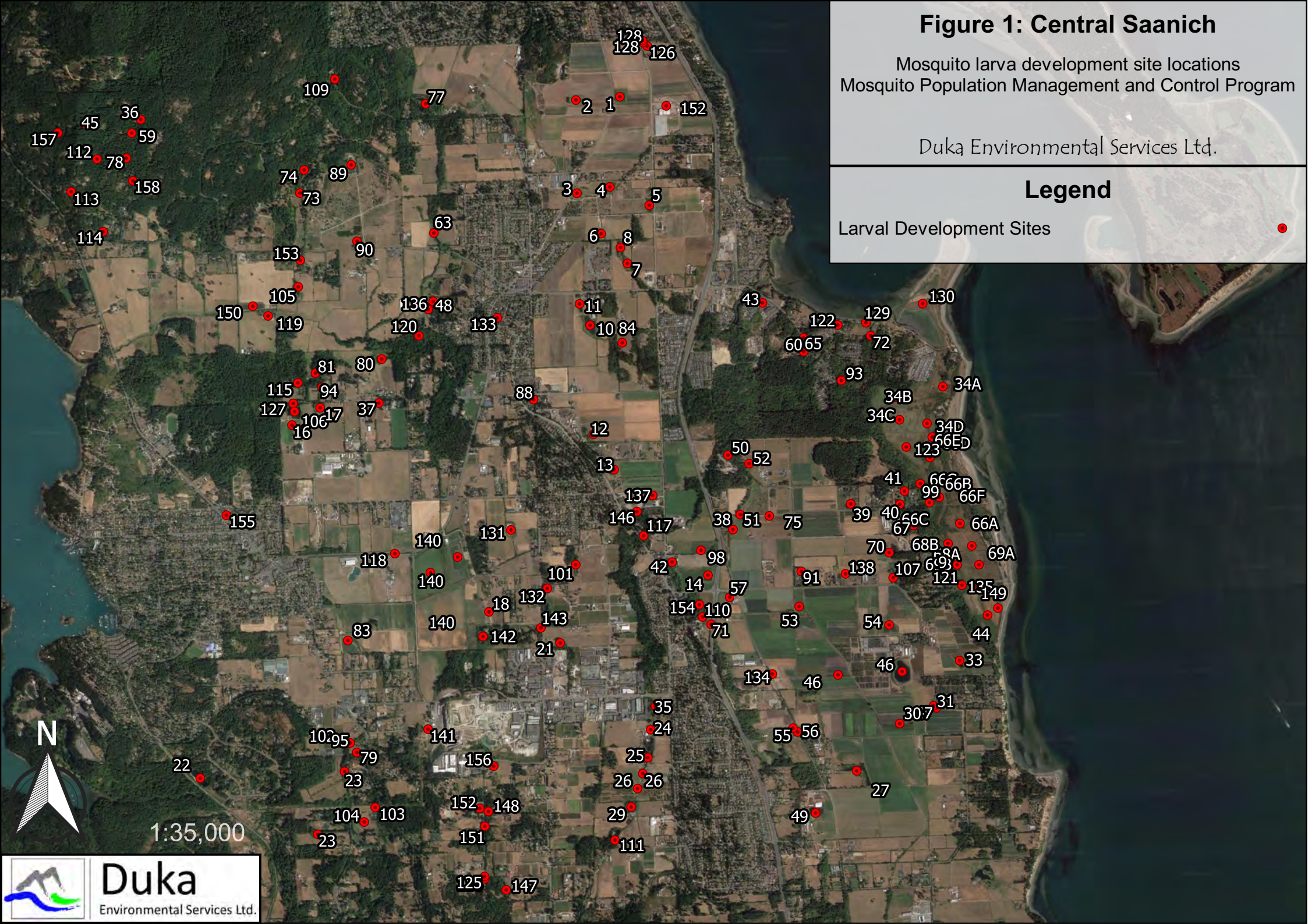
Figure 1: Central Saanich
Mosquito larva development site locations
Mosquito Population Management and Control Program
Duka Environmental Services Ltd.
Legend
Larval Development Sites
N
1:35,000
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Environmental Services Ltd.

APPENDIX

VectoBac and VectoLex (Larvicide) Product Information Package.

VectoBac® 200G

BIOLOGICAL LARVICIDE

GRANULE

GROUP	11	INSECTICIDE

RESTRICTED

GUARANTEE:
Bacillus thuringiensis subsp. *israelensis*,
Serotype H-14, strain AM 65-52, 200 International
Toxic Units (ITU) per milligram (0.2 billion ITU/KG)

REGISTRATION NO. 18158
PEST CONTROL PRODUCTS ACT List No. 60214-13

INDEX:

1.0 Precautions
2.0 First Aid
3.0 Toxicological Information
4.0 Storage
5.0 Disposal
6.0 Notice to User
7.0 Directions for Use

READ THE LABEL BEFORE USING
KEEP OUT OF REACH OF
UNAUTHORIZED PERSONNEL
POTENTIAL SENSITIZER
CAUTION EYE IRRITANT

1.0 PRECAUTIONS

KEEP OUT OF REACH OF UNAUTHORIZED PERSONNEL
MAY CAUSE SENSITIZATION
CAUTION EYE IRRITANT

DO NOT apply directly to treated, finished drinking water reservoirs or drinking water receptacles when the water is intended for human consumption.

Avoid contact with skin, eyes, and clothing. Avoid breathing dust/spray mist. Wear a long sleeved shirt, long pants, waterproof gloves, shoes and socks, eye goggles and NIOSH-approved respirator with any N-95, R-95, or P-95 filter for biological products when handling, mixing/loading or applying the product and during all clean-up/repair activities. Applicators may remove gloves, eye goggles and respirators if the design and delivery of the application apparatus reduces exposure to a negligible level (e.g. backpack sprayer with application wands that apply product directly over water surface). Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash before reuse.

2.0

FIRST AID	
If on skin or clothing	Rinse skin immediately with plenty of water. Remove contaminated clothing and wash separately before reuse. If irritation occurs and persists or is severe, seek medical attention.
If in eyes	Hold eye open and rinse slowly and gently with water. Remove contact lenses, if present, then continue rinsing eye. If irritation occurs and persists or is severe, seek medical attention.
If inhaled	Move person to fresh air, apply respiration if needed and seek medical attention.
If swallowed	Rinse mouth and throat with copious amounts of water. DO NOT induce vomiting. Promptly contact a physician or poison control centre. DO NOT give anything by mouth to an unconscious person.
General	Seek medical attention if irritation or signs of toxicity occur and persist or is severe. Take container, label or product name and Pest Control Product Registration Number with you when seeking medical attention.

3.0 TOXICOLOGICAL INFORMATION

Treat symptomatically.

4.0 STORAGE

In order to ensure microbial purity and potency, VectoBac 200G should be stored in the original container at 0 - 25°C and used within 24 months of the date of manufacture.

5.0 DISPOSAL

Triple- or pressure-rinse the empty container. Add the rinsings to the spray mixture in the tank. Follow provincial instruction for any required additional cleaning of the container prior to its disposal. Make the empty container unsuitable for further use. Dispose of the container in accordance with provincial requirements. For information on disposal of unused, unwanted product, contact the manufacturer or the provincial regulatory agency. Contact the manufacturer and the provincial regulatory agency in case of a spill, and for clean-up of spills.

6.0 NOTICE TO USER

This pest control product is to be used only in accordance with the directions on the label. It is an offence under the *Pest Control Products Act* to use this product in a way that is inconsistent with the directions on the label. The user assumes the risk to persons or property that arises from any such use of this product.

NATURE OF RESTRICTION: This product is to be used only in the manner authorized; consult local pesticide regulatory authorities about use permits which may be required.

SPECIMEN

7.0 DIRECTIONS FOR USE

MOSQUITOES	Suggested Range Rate
Habitat: Standing water	3 – 10kg/ha* (0.3 – 1.0 g/m^2)

Temporary and permanent pools in pastures and woodlots, irrigation or roadside ditches, natural marshes or estuarine areas, water contiguous to fish-bearing water, catch basins and sewage lagoons.

*Use higher rates in deep and/or polluted water, and when late 3rd and 4th instar larvae predominate.

Apply recommended rate by conventional aerial or ground equipment. Uniform coverage is necessary for best results. For aerial application, apply in uniform non-overlapping swaths when conditions do not favour drift or when wind speeds are less than 10 km/h.

A 3 to 14 day interval between applications should be employed. Monitoring will indicate the appropriate retreatment interval. VectoBac 200G Biological Larvicide does not affect non-target, aquatic, invertebrate predators and parasites which are non-filter feeders. Therefore, longer periods of suppression may result since these beneficials would be conserved to aid in mosquito population management.

AERIAL APPLICATION INSTRUCTIONS

Apply only by fixed-wing or rotary aircraft equipment that has been functionally and operationally calibrated for the atmospheric conditions of the area and the application rates and conditions of this label.

Label rates, conditions and precautions are product-specific. Apply only at the rate recommended for aerial application on this label. Where no rate for aerial application appears for the specific use, this product cannot be applied by any type of aerial equipment.

Ensure uniform application by using appropriate marking devices and/or electronic guidance equipment.

Use Precautions

Apply only when meteorological conditions at the treatment site allow for complete and even coverage.

Apply only when meteorological conditions are in compliance with local and/or provincial authorities.

Operator Precautions

DO NOT allow the pilot to mix product to be loaded onto the aircraft. However, loading of premixed product with a closed system is permitted. It is desirable that the pilot has communication capabilities at each treatment site at the time of application. The field crew and the mixer/loaders must wear the personal protective equipment described in the PRECAUTIONS section of this label. When handlers/loaders use closed systems to load product onto the aircraft, the handler requirement for eye goggles and a NIOSH-approved respirator/mask with any N-95, R-95, or P-95 filter for biological products may be waived. When reduced personal protective equipment is worn, the respirator/mask and eye goggles must be immediately available for use in an emergency such as a spill or equipment breakdown. All personnel on the job site must wash hands and face thoroughly before eating and drinking. Protective clothing must be washed before reuse. Decontaminate aircraft cockpit and vehicle cabs if contamination occurs.

Product Precautions

Read and understand the entire label before opening this product. If you have questions, call the manufacturer at 1-800-323-9597 or obtain technical advice from the distributor or from your provincial agricultural or forestry representative. Application of this specific product must meet and/or conform to the aerial uses and rates on this label.

RESISTANCE MANAGEMENT RECOMMENDATIONS

For resistance management, please note that VectoBac 200G Biological Larvicide contains a Group 11 insecticide. Any insect population may contain individuals naturally resistant to VectoBac 200G Biological Larvicide and other Group 11 insecticides. The resistant individuals may dominate the insect population if this group of insecticides are used repeatedly in the same site. Other resistance mechanisms that are not linked to site of action but are specific for individual chemicals, such as enhanced metabolism, may also exist. The following appropriate resistance management strategies should be followed to delay insecticide resistance:

- Where possible, rotate the use of VectoBac 200G Biological Larvicide or other Group 11 insecticides with different groups that control the same pests in a site.
- Insecticide use should be based on an Integrated Pest Management program that includes scouting, record keeping, and considers cultural, biological and other chemical control practices.
- Monitor treated pest populations for resistance development.
- Contact your local extension specialist or certified crop advisors for any additional pesticide resistance management and/or integrated pest management recommendations for the specific site and pest problems in your area.
- For further information or to report suspected resistance, contact Valent BioSciences Corporation at 1-800-323-9597.

VectoBac is a registered trademark of Valent BioSciences Corporation, U.S.A.

Registrant:

VALENT BIOSCIENCES CORPORATION
870 TECHNOLOGY WAY
LIBERTYVILLE, IL 60048 U.S.A.
1-800-323-9597

Canadian Agent:
Valent Canada, Inc.
6-130 Research Lane
Guelph, Ontario N1G 5G3 CANADA

04-7021/R2 ©Valent BioSciences Corporation, December 2011

Biological Larvicide

VectoLex® CG

RESTRICTED

GUARANTEE:
Bacillus sphaericus Strain 2362, 50 BsITU/mg

REGISTRATION NO. 28008
PEST CONTROL PRODUCTS ACT List No. 05722.13

INDEX:

1.0 Notice to User
2.0 Nature of Restriction
3.0 Limitations
4.0 Restricted Uses: Directions for Use
5.0 Mosquito Larval Control
6.0 Resistance Management Recommendations
7.0 Precautions
8.0 First Aid
9.0 Storage
10.0 Disposal
11.0 Notice to Buyer

READ THE LABEL BEFORE USING
KEEP OUT OF REACH OF UNAUTHORIZED PERSONNEL
POTENTIAL SENSITIZER
CAUTION EYE IRRITANT

1.0 NOTICE TO USER

This control product is to be used only in accordance with the directions on this label. It is an offence under the *Pest Control Products Act* to use a control product under unsafe conditions.

2.0 NATURE OF RESTRICTION

This product is to be used only in the manner authorized; consult provincial pesticide regulatory authorities regarding appropriate use permits that may be required.

3.0 LIMITATIONS

DO NOT apply directly to treated, finished drinking water reservoirs or drinking water receptacles.

4.0 RESTRICTED USES: DIRECTIONS FOR USE

VectoLex CG is a mosquito larvicide to be applied, without mixing or dilution, by conventional ground or aerial application equipment. Apply to mosquito breeding sites when sampling indicates that mosquito larvae are present. For best results, apply when young larval stages are present. Reapply at a minimum interval of one week as needed, if monitoring indicates that further applications are required. Do not reapply within one week of application.

Aerial Application Instructions:
Apply only by fixed-wing or rotary aircraft equipment which has been functionally and operationally calibrated for the atmospheric conditions of the area and the application rates and conditions of this label. Label rates, conditions and precautions are product specific. Apply only at the rate recommended for aerial application on this label. Where no rate for aerial application appears for the specific use, this product cannot be applied by any type of aerial equipment. Ensure uniform application by employing appropriate marking devices and/or electronic tracking equipment.

Use Precautions:
Apply only when meteorological conditions at the treatment site allow for complete and even coverage. DO NOT apply when wind speed is greater than 16 km/h at flying height at the site of application. Apply only under conditions of good practice specific to aerial application as outlined in the *Basic Knowledge Requirements for Pesticide Education in Canada: Applicator Core and Aerial Module*, available from the Federal/Provincial/Territorial Committee on Pest Management.

Operator Precautions:
Do not allow the pilot to mix product to be loaded onto the aircraft. Loading of premixed product with a closed system is permitted. It is desirable that the pilot has communication capabilities at each treatment site at the time of application.

The field crew and the mixer/loaders must wear the personal protective equipment described in the PRECAUTIONS section of this label. All personnel on the job site must wash hands and face thoroughly before eating and drinking. Protective clothing, aircraft cockpit and vehicle cabs must be decontaminated regularly.

Product Specific Precautions:
Read and understand the entire label before opening this product. If you have questions, call the manufacturer at 1-800-323-9597 or obtain technical advice from the distributor or from your provincial agricultural or forestry representative. Application of this specific product must meet and/or conform to the aerial uses and rates on this label.

Rinse and flush spray equipment thoroughly following each use.

5.0 MOSQUITO LARVAL CONTROL

VectoLex CG is a mosquito larvicide. It is not effective against mosquito adults and pupae. Apply to mosquito larval breeding sites when sampling indicates that mosquito larvae are present. For best results, apply when young larval stages are present.

For use in:	Mosquito species controlled	Application rate and interval	Application methods
Water bodies: freshwater marshes, salt marshes, flood plains, flooded fields and pastures, wetlands, ponds, storm water detention/ retention and seepage ponds, wastewater sewage effluent, sewage lagoons, oxidation ponds, log ponds,	*Culex* spp. *Culiseta* spp. Aedes vexans (Other *Aedes* spp. and *Ochlerotatus* spp. have variable degrees of susceptibility to VectoLex CG)	5.6-16.8 kg product/ha (0.56-1.68 g product/m^2) of water surface area. Use the higher rate in water polluted with sewage, water with high organic content and water with a high level of suspended solids. Do not reapply within one week of application. Reapply at a minimum interval of one week as needed, if monitoring indicates that further applications are required.	Apply by ground or aerial application equipment capable of uniform delivery of VectoLex CG over the water surface.

For use in:	Mosquito species controlled	Application rate and interval	Application methods
impounded waste water, septic ditches, drainage ditches including open storm sewers and irrigation ditches			
Waste tires	*Culex* spp. *Culiseta* spp. *Aedes triseriatus*	0.56-1.68 g product/ m^2 of water surface area. Use the higher rate in water with high organic content and water with a high level of suspended solids Do not reapply within one week of application. Reapply at a minimum interval of one week as needed, if monitoring indicates that further applications are required	Apply by hand or ground application equipment to individual tires which contain standing water. Use with other mosquito management techniques such as shredding waste tires, removing standing water and covering the stacked tires.

6.0 RESISTANCE MANAGEMENT RECOMMENDATIONS

Mosquito populations may contain individuals naturally resistant to VectoLex CG. The resistant individuals may dominate the mosquito population if VectoLex CG is used repeatedly as the sole means of control in the same geographic location/use area.

To delay/avoid the resistance of mosquito populations to VectoLex CG it is recommended that users:

- Rotate the use of VectoLex CG with other mosquito larvicides currently registered in Canada, which do not contain *Bacillus sphaericus* as the active ingredient, providing they are registered for use in control of the same pests in the same sites.
- Treat a portion of the target area with a *Bti* formulation or an alternative insecticide ensuring the continual existence of populations of mosquitoes not exposed to VectoLex CG within a given geographic location.
- Insecticide use in mosquito control should be based on an IPM program that includes scouting, record keeping, and considers cultural/habitat, biological and chemical control practices suitable for the area to be treated.
- Monitor treated pest populations for resistance development.
- For further information or to report suspected resistance contact Valent BioSciences Corporation at 1-800-323-9597 or at www.valentbiosciences.com.

7.0 PRECAUTIONS

KEEP OUT OF REACH OF UNAUTHORIZED PERSONNEL.

May cause sensitization. May irritate eyes. Avoid contact with skin, eyes or clothing. Mixer/loaders and applicators not in enclosed cabs or aircraft must wear a long-sleeved shirt, long pants, shoes plus socks, eye goggles, waterproof gloves and a dust/mist filtering respirator (MSH/NIOSH approval number prefix TC-21C) or a NIOSH approved respirator with any N-95, R-95, P-95 or HE filter for biological products when handling, mixing/loading or applying the product and during all cleanup/repair activities. Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash before reuse.

8.0 FIRST AID

IF SWALLOWED: Rinse mouth and throat with plenty of water.

IF ON SKIN/CLOTHING: Take off contaminated clothing. Wash exposed skin with plenty of soap and water.

IF INHALED: Move to fresh air.

IF IN EYES: Hold eye open and rinse slowly and gently with water. Remove contact lenses, if present, then continue rinsing eye.

GENERAL: IMMEDIATELY seek medical attention if irritation or signs of toxicity occur and persist or are severe.

Take container, label or product name and Pest Control Product Registration Number with you when seeking medical attention.

9.0 STORAGE

Store at temperatures between 0°C and 25°C. Store container upright and keep tightly closed when not in use. Material must be used within 12 months of the Date of Manufacture.

10.0 DISPOSAL

1. Completely empty the bag into the application equipment.
2. Follow provincial instruction for any required additional cleaning of the container prior to its disposal.
3. Make the empty bag unsuitable for further use.
4. Dispose of the bag in accordance with provincial requirements.

For information on disposal of unused, unwanted product, contact the manufacturer or the provincial regulatory agency. Contact the manufacturer and the provincial regulatory agency in case of a spill, and for clean-up of spills.

DO NOT contaminate irrigation or drinking water supplies or aquatic habitats by cleaning of equipment or disposal of wastes.

11.0 NOTICE TO BUYER

Seller's guarantee shall be limited to the terms set out on the label and, subject thereto, the buyer assumes the risk to persons or property arising from the use or handling of this product and accepts the product on that condition.

VectoLex is a registered trademark of Valent BioSciences Corporation

Registrant:
Valent BioSciences Corporation
870 Technology Way, Suite 100
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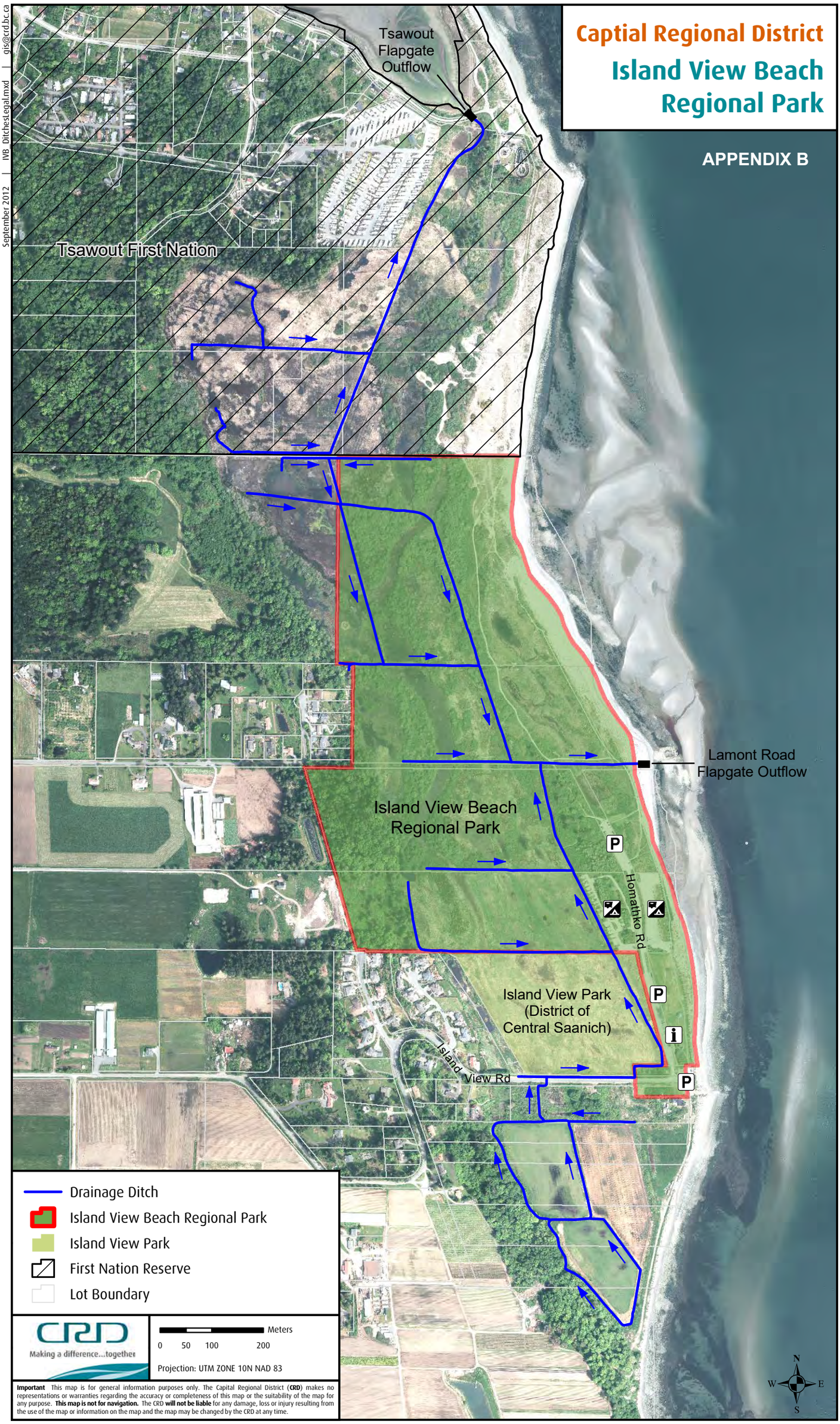
U.S.A.

Canadian Agent:
Valent BioSciences Canada, Ltée.
40 King Street West, Suite 2100
Toronto, Ontario M5H 3C2
CANADA

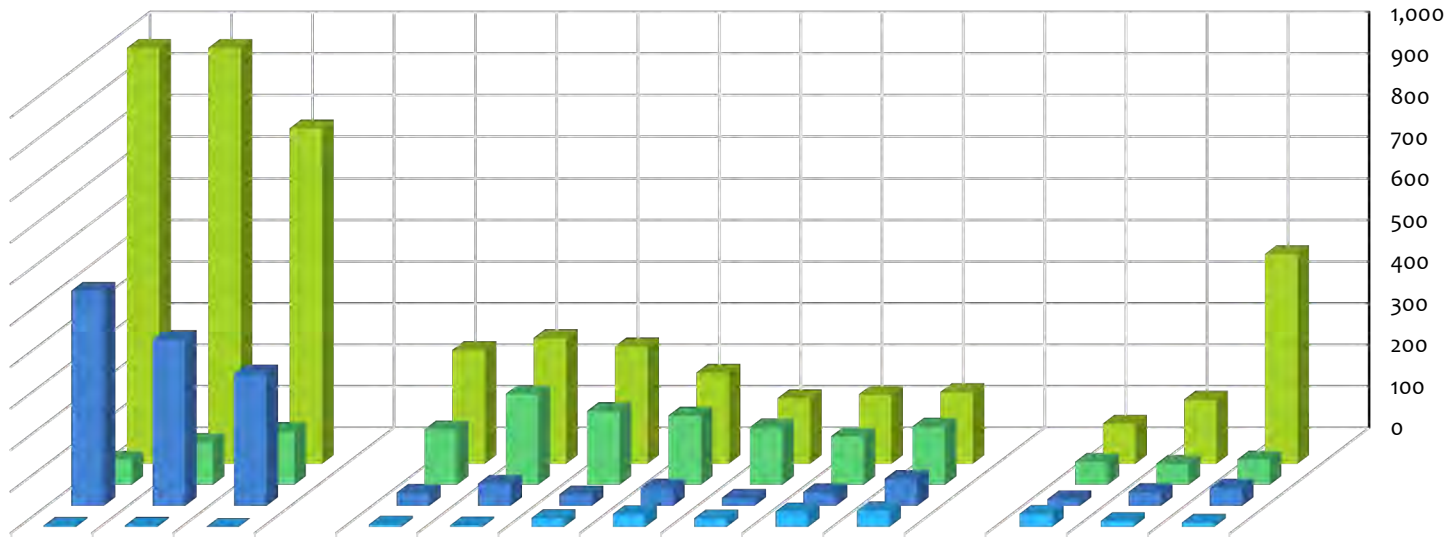
04-5043/R1 ©Valent BioSciences Corporation, May 2005



Important This map is for general information purposes only. The Capital Regional District (**CRD**) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

APPENDIX C

Central Saanich MCP - Island View Beach Area– VectoBac 200G Application Summary 2009 - 2021



	2009	2010	2011	CRD ditch clean Tsa flap gate repair	2012	2013	2014	2015	2016	2017	2018	CRD some ditch clean	2019	2020	2021
Central Saanich, sites #69 A,B	3.00	3.30	0.00		5.70	3.90	21.50	30.80	20.70	37.50	40.30		31.57	14.40	10.55
Central Saanich, sites #123	518.00	402.00	319.05		31.80	53.60	27.77	44.55	19.60	33.40	65.30		16.10	33.65	44.40
CRD, sites #66, #68	61.00	103.50	130.20		133.70	219.20	178.01	167.01	138.70	117.01	140.52		55.61	50.95	61.31
Tsawout, site #34	1063.00	1017.80	807.00		274.10	303.10	283.12	219.39	158.21	167.56	172.91		96.92	154.90	505.20
Totals	1645.00	1526.60	1256.25		445.30	579.80	510.40	461.75	337.21	355.47	419.03		200.20	253.90	621.46

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MEMO

To: Marc Solomon, CRD Regional Park Operations Supervisor – North District

From: Tracy Motyer, B.Sc., R.B. Tech., Biology Technician
Patrick Lucey, M.Sc., R.P. Bio, Sr. Aquatic Ecologist
Cori Barraclough, M.Sc., R.P. Bio., PMP, Freshwater Ecologist

Re: Island View Beach Ditch Maintenance 2021

Date: July 8, 2021

This memo outlines the findings of the most recent site visit to Island View Beach Regional Park on Monday July 5, 2021 (11:45 a.m. – 3:30 p.m.) by Aqua-Tex staff members Tracy Motyer (R.B. Tech) and Patrick Lucey (R.P Bio). The findings have been reviewed by Cori Barraclough (R.P. Bio).

At the time of assessment, the tide was 1.3 m and rising with low tide having occurred at 8:45 a.m. and high tide occurring at 5:45 p.m. at Sidney tide station (Figure 1). The rising tide did not enable viewing of the tide gate structure, but the higher water level did make observations of 'high points' in the ditch inverts more easily visible.

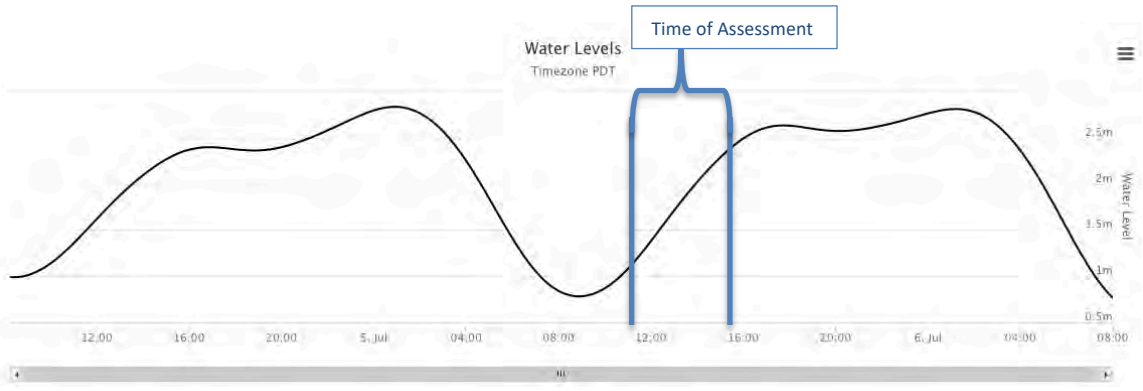

Figure 1. Tidal cycle for Saanichton Bay, July 5, 2021.

The channel conditions in 2021 were much the same as they were in 2020. Additional vegetation growth was noted in most of the channels, but it was generally minimal and not as drastic as the growth observed between 2019 and 2020. Vegetation in the channels was lush and vigorous, but generally did not appear to be causing any major impediments to flow as on close inspection the ditches all maintained relatively open areas within the thalweg of channels. However, given the

plant growth, maintenance has been proposed to remove vegetation in select areas to ensure that drainage does not become impeded in the future.

The higher tide during the 2021 assessment allowed for the easy identification of three isolated areas where the channel bottom appeared higher than upstream areas, as a result of sediment build up, and may be contributing to retention of additional surface water. These areas of sediment build up include: the junction between the middle and downstream end of Ditch 2, the middle of Ditch 5 and the downstream end of the Lamont Road right-of-way ditch.

Trails were generally accessible in good condition, with only minor hand-clipping required in some areas. This enabled good access to ditches for this assessment. The only ditch where the surrounding shrubs are growing in, to the point where access to the channel for assessment is challenging, is in Ditch 1. The most upstream end of Ditch 1 required cutting a trail through dense shrubs at select points along the channel. The middle portion of Ditch 1 was completely inaccessible due to dense shrubs and hand cutting trails was not practical. Though these shrubs restrict access for assessment, they also shade the channel and generally, areas where the channel is shaded by overhanging vegetation do not need maintenance. If access is needed here, vegetation should be trimmed back from the north bank, retaining as much shade as possible.

Selected photos, most with comparisons to last year, are provided in the following pages. As much as possible, photos remain in the same order as previous years with a few additional photos provided where maintenance is proposed. Comments on channel conditions and proposed maintenance are described below the photos.

Summary of proposed maintenance for summer 2021:

- Ditch behind the campground. Channel maintenance should be conducted as in previous years removing only vegetation growing in channel bottom using a ‘checker board’ pattern to create a clear path through the vegetation without removing all of the vegetation.
- Confluence of the Lamont Road right-of-way and Ditch 4. Minor removal of vegetation in channel.
- Ditch 4. Removal of vegetation in bottom of channel in three isolated spots not covered by overhanging vegetation.
- Downstream end of the Lamont Road right-of-way ditch, immediately upstream of culvert, removal of built-up sediment in the channel bottom. Check grade with a laser level. Thinning of vegetation in channel bottom using a ‘checker board’ pattern in the middle section of the Channel.
- Ditch 1 middle section to confluence with Ditch 3. Removal of vegetation in bottom of the channel using a ‘checker board’ pattern.
- Confluence of Ditch 1 and Ditch 3. Removal of vegetation clump at the confluence.
- Confluence of Ditch 2 and Ditch 3. Removal of vegetation in the bottom of the channel around the confluence.
- Ditch 2. Check grade with a laser level and remove any high points in the channel. If necessary, regrade the channel to create a constant slope, particularly in the middle and upper portions of the channel. Care should be taken to not over excavate the channel bottom.

- Ditch 5. Check grade with a laser level and remove any high points in the channel, particularly in the middle of the channel. If necessary, regrade the channel to create a constant slope. Care should be taken to not over excavate the channel bottom.

Of note, when the ditch maintenance occurred in previous years, some of the material was side-cast on to the berms, rather than being spread out. It is important to spread the material out wherever possible to avoid raising the berms and potentially restricting drainage from the meadows.

Summary of other observations:

- A significant amount of iron bacteria (rust-coloured biofilm) was noted in the channels, more then was observed in previous years.
- The assessment was undertaken on a rising tide. Many of the ditches contained surface water at the time of assessment. Soil moisture was low south of Ditch 1, soil moisture was high north of Ditch 1. The amount of new plant growth in 2021 was not as significant as 2020.
- No emergency or concerning impediments to flow were observed, but select areas have been identified for maintenance this year to ensure good drainage through the remainder of summer and into the fall.
- The trails remained in good condition this year, with only minor hand clipping of vegetation required to access most channels. The only channel where access is becoming challenging is Ditch 1. One area that could not be accessed was the middle of Ditch 1. If access is created for Ditch 1, clearing should be undertaken on the north bank to retain as much shade as possible.
- No especially invasive weeds such as hound's tongue or purple loosestrife were observed this year. Thistles, blackberry and other "common" weeds are present.
- Mosquitos presence was high in the northwest corner of the site, around Ditches 1, 2, 5 and the upstream end of Ditch 3.

A .kmz file of the track that was walked, as well as associated GPS-referenced photos, is provided as a supplement to this report. The .kmz file includes many more photos than are provided in this memo.

Figure 2. Overview aerial photograph showing the location of the ditches at Island View Beach.

Figure 3. Campground ditch, July 5, 2021.

The south portion of the ditch adjacent to the campground has dense vegetation present. Vegetation in this portion of the ditch should be thinned out using the ‘checkerboard pattern’.

Figure 4. Campground ditch July 5, 2021.

The middle portion of the ditch, from the trail crossing culvert to the north end of the campground has some vegetation growth, but a clear pathway for water flow is present. The ‘checkerboard pattern’ is still visible from previous work. No maintenance is needed here.

Figure 5. Campground ditch July 5, 2021.

Figure 6. Campground ditch July 7, 2020

The northern portion of the ditch north of the campground, from the Lamont Road ROW to the trail crossing culvert, has grown in with vegetation. Vegetation in this ditch should be thinned out using the ‘checkerboard pattern’.

Figure 7. Lamont Road ROW ditch, downstream end, July 5, 2021.

Figure 8. Lamont Road ROW ditch, downstream end, July, 7, 2020.

Looking west along the Lamont Road right of way ditch. The downstream end of this ditch was dry, but some impounded water was observed further upstream indicating that there is some sediment build up at the downstream end of this ditch. Sediment should be removed from the downstream portion of this ditch. A laser level would be helpful to regrade the channel without over excavating the bottom.

Figure 9. Downstream third of the Lamont ROW ditch, July 5, 2021

Figure 10. Vegetation in downstream third of the Lamont ROW ditch, July 5, 2021.

Vegetation in the lower third of the Lamont ROW ditch is growing in, however there is still space within to allow for passage of water. Some bank sloughing on the sparsely vegetated north bank was also observed. Sediment removal in the downstream portion of this ditch should create better drainage. If vegetation thinning is also required, it should be thinned out using the 'checkerboard pattern'.

Figure 11. Middle of the Lamont Road ROW ditch July 7, 2021.

Standing water is present in the middle of the Lamont Road ROW ditch, this appears to be a consequence of sediment build-up at the downstream end. Vegetation does not appear to be impeding water in the ditch. No specific maintenance is required here.

Figure 12. Confluence of Lamont Road ROW and Ditch 4 July 5, 2021.

Figure 13. Confluence of Lamont Road ROW and Ditch 4 July 5, 2021.

The confluence of the Lamont Road ROW and Ditch 4 is largely clear of vegetation, the majority of the veg is overhanging grasses from the banks and is not impeding flow, but there is one clump of vegetation at the confluence which should be removed.

Figure 14. Ditch 4 at confluence with Lamont Rd ROW July 5, 2021

Figure 15. Ditch 4 at confluence with Lamont Rd ROW July 7, 2020.

Looking upstream (north) along Ditch 4 from the Lamont Road ROW confluence there is one clump of vegetation at the confluence that should be removed and also a second clump of vegetation in Ditch 4 about 20m upstream of the confluence which should be thinned using the ‘checkerboard pattern’.

Figure 16. Ditch 4, 20m upstream of confluence with Lamont Rd ROW, July 5, 2021.

Second clump of vegetation in Ditch 4 about 20m upstream of the confluence which should be thinned using the ‘checkerboard pattern’.

Figure 17. Ditch 4 July 5, 2021.

Third clump of vegetation near the middle of which should be thinned. This is a short open stretch in the middle of the channel where it is not shaded by overhanging vegetation. Though it doesn't appear to be impeding flow at this time, this vegetation clump should be thinned using the 'checkerboard pattern' to the extent it can be accessed with a machine.

Figure 18. Downstream end of Ditch 1 July 5, 2021

Figure 19. Downstream end of Ditch 1 July 7, 2020

The downstream end of Ditch 1 is clear. There are some overhanging grasses, but no impediment to flow. No maintenance is required here.
The downstream middle of Ditch 1 has grown over with dense shrubs and was not possible to access for inspection. However, generally overhanging shrubs provide shade and prevent growth of vegetation in the channels, so it is unlikely that there are any maintenance requirements. If access is needed, clearing should be undertaken on the north bank, to retain as much shade as possible.

Figure 20. Middle of Ditch 1 July 5, 2021

Figure 21. Middle of Ditch 1 July 7, 2020.

The middle of Ditch 1 is vegetated with bulrush (*Scirpus lacustris*). Though flow is does not appear to be impeded at this time, this vegetation should be thinned using the 'checkerboard pattern'.

Figure 22. Middle of Ditch 1, July 5, 2021.

Above photo shows the bottom of Ditch 1 where the channel is vegetated with bulrush. Water does not appear to be impeded by this vegetation, but it should be thinned using the ‘checkerboard pattern’.

Figure 23. Confluence of Ditch 1 and Ditch 3, July 5, 2021.

Figure 24. Confluence of Ditch 1 and Ditch 3, July 7, 2020.

There is some vegetation growing in at the confluence of Ditch 1 and Ditch 3. The vegetation does not appear to be impeding flow at this time, but should be moved to keep the confluence clear.

Figure 25. Ditch 3, July 5, 2021.

Figure 26. Ditch 3, July 7, 2020.

The northern arm of Ditch 3 that crosses the wet meadow running east-west is largely clear of vegetation in the channel and does not require maintenance this year.

Figure 27. Ditch 3 under dense vegetation canopy. July 5, 2021

Figure 28. Ditch 3 under dense vegetation canopy. July 7, 2020.

Ditch 3 under dense canopy in the middle of the channel is shaded and clear. The shade continues to effectively inhibit vegetation growth in the channel.

Figure 29. Confluence of Ditch 2 and Ditch 3. July 5, 2021.

Figure 30. Confluence of Ditch 2 and Ditch 3. July 7, 2020.

Ditch 3, immediately downstream of the confluence with Ditch 2 is growing in with grasses. Vegetation in the channel bottom around this confluence should be removed.

Figure 31. Northern end of Ditch 2. July 5, 2021.

Figure 32. Northern end of Ditch 2. July 7, 2020.

The northern half of Ditch 2 contained standing water, but the vegetation had not grown-in to a point where it was blocking flow and a clear pathway for water was visible. Vegetation growth does not appear to be the issue, but this ditch is quite long and extremely low gradient, so it may be able to benefit from some regrading with a laser level to create a constant slope. However, care should be taken not to over excavate it and exacerbate the grade issue.

Figure 33. Middle of Ditch 2. July 5, 2021.

Figure 34. Middle of Ditch 3. July 7, 2021.

The middle of Ditch 2 also contained standing water, but again the vegetation had not grown-in to a point where it was blocking flow and a clear pathway for water was visible. As with the upper reach, vegetation does not appear to be the issue here, rather the low gradient of the channel holds some water. Though this channel did not have any high, dry spots, it appears that there is some sediment buildup in the lower portion of this reach. This area may be able to benefit from some regrading with a laser level to create a constant slope. However, care should be taken not to over excavate it and exacerbate the grade issue.

Figure 35. Downstream end of Ditch 2. July 5, 2021.

Figure 36. Downstream end of Ditch 2. July 7, 2020.

The downstream end of Ditch 2, near the confluence with Ditch 1, was similar to the rest of the channel with respect to vegetation being present, but not appearing to impede flow. This segment also contained water, but it had visible flow and appeared to be readily draining into Ditch 1. No specific maintenance is required in this reach.

Figure 37. Western end of Ditch 5. July 5, 2021

Figure 38. Western end of Ditch 5. July 7, 2021.

The western end of Ditch 5 has vegetation growing in the channel and is slowly filling in. Similar to Ditch 2, vegetation growth in Ditch 5 does not appear to be impeding water flow. Since the tide was high, the channel was holding water and a dry, high point was identified near the middle of the channel. This high point should be removed and this channel should be checked with a laser level and regraded if necessary to create a constant slope. However, care should be taken not to over excavate the channel.

Figure 39. Middle of Ditch 5. July 5, 2021.

A high, dry point was identified in the middle of Ditch 5. This area of accumulated sediment should be removed.

Figure 40. Eastern end (upstream end) of Ditch 5. July 5 2021.

Figure 41. Eastern end (upstream end) of Ditch 5. July 7 2020.

The eastern end (upstream portion) of Ditch 5 contained some standing water. Vegetation in the channel did not appear to be impeding flow. Water appeared to be impounded by accumulated sediment in the middle of the ditch. Once the sediment downstream is removed, no further maintenance is anticipated on this upper portion of the ditch.

Figure 43. Ditch on Tsawout land. July 5, 2021.

Figure 42. Ditch on Tsawout land. July 7, 2020.

The ditch on Tsawout land which parallels the chain link fence on private property. In contrast to previous years, visible flow was present in this ditch and the water level appeared lower in 2021. This ditch should be monitored to ensure that positive drainage continues.

Figure 44. Ditch on Tsawout land. July 5, 2021.

Figure 45. Ditch on Tsawout land. July 7, 2020.

The ditch that drains through Tsawout land toward the ocean. In contrast to previous years, visible flow was present in this ditch and the water level appeared lower in 2021. This ditch should be monitored to ensure that positive drainage continues.

Figure 46. Trash rack upstream of tide gate. July 5, 2021.

Figure 47. Trash rack upstream of tide gate. July 7, 2020.

The tide was high at the end of the 2021 assessment, the tide gate was submerged and there was water impounded at the trash rack. There did not appear to be any excessive debris accumulation or impediments to drainage.

APPENDIX E

Central Saanich

1903 Mt. Newton Cross Road | Saanichton, BC Canada | V8M 2A9 | 250.652.4444

September 21, 2021 File No. 0400-60/21

Capital Regional District Board
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Re: Island View Beach Flapper Gate Replacement Study Funding

At their September 20, 2021 Regular Meeting, the Municipal Council of the District of Central Saanich passed the following motion:

> ***WHEREAS*** *the management of Island View Beach ditches resulted in situation which did not adequately control and abate mosquito breeding in the engineered ditches within the Regional Park;*
>
> ***AND WHEREAS*** *part of the necessary infrastructure for controlling the inflow and infiltration of sea water into the Island View Regional Park constructed ditch system includes a flapper gate constructed in or about 1936 and located on SȾÁUTW First Nation between Island View Beach Regional Park and TW̱EN (Cordova Spit) [which is presently owned by Central Saanich until it is formerly transferred to SȾÁUTW as previously directed by council in 2017]; and*
>
> ***AND WHEREAS*** *the District of Central Saanich is committed to continued relationship and capacity building with SȾÁUTW First Nation in the spirit of reconciliation;*
>
> ***THEREFOREBE IT RESOLVED*** *that the District of Central Saanich contribute funding toward a feasibility study for replacement of the aforementioned flapper gate (to a maximum of $15,000).*
>
> ***BE IT FURTHER RESOLVED*** *that the District write to the Capital Regional District Board requesting that the Board consider authorizing an equivalent amount to the funding provided by the District (up to a maximum of $15,000) for the feasibility study.*

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned at 250-544-4202.

Sincerely,

Emilie Gorman
Director of Corporate Services/Corporate Officer

cc: Christine Culham, CAO, District of Central Saanich
Larisa Hutcheson, General Manager, Parks & Environmental Services
Jeff Leahy, Senior Manager, Regional Parks

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REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 20, 2021

SUBJECT **Capital Regional District Transportation Working Group Terms of Reference**

ISSUE SUMMARY

The purpose of this report is to approve the Terms of Reference (ToR) for the Capital Regional District (CRD) Transportation Working Group (the working group).

BACKGROUND

ToR serve to clarify the mandate, responsibilities and procedures of committees, commissions and working groups, providing a point of reference and guidance to their members. Working groups provide a structure to advance the delivery of planning, projects and programs based on the mandate assigned to them by a decision-making body.

ToR, available in Appendix A, have been developed to reflect direction from the CRD Board on July 14, 2021 to:

1. 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; and
2. Work through the advisory committee to develop a region-wide approach to transportation demand management (TDM), safety policy and implementation of a connected and consistent regional trail network.

The working group's mandate is to coordinate the development of advice and guidance related to applicable regional transportation functions, reporting to the Transportation Committee through the General Manager of Planning and Protective Services. The ToR set out the applicable transportation functions and describe how coordination will be achieved. The Regional and Strategic Planning Division will act as liaison to the working group and provide all related administrative functions. The Transportation Committee will receive working group minutes.

ALTERNATIVES

Alternative 1
The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Working Group Terms of Reference be approved.

Alternative 2
That the Transportation Working Group Terms of Reference be referred back to staff for additional information based on Transportation Committee direction

IMPLICATIONS

Intergovernmental Implications
The membership of the working group will consist of senior staff from the CRD, 13 partner municipalities, three electoral areas, BC Transit and the Ministry of Transportation. All partners have designated a member.

CRD staff, with input from designates, developed the ToR to reflect the mandate set by the CRD Board. At the recommendation of a number of designates, the working group has been formalized in a manner similar to the CRD Climate Action Inter-municipal Working Group. This recognizes the shared goals and vision of both groups while building on the success of the Climate Action Inter-municipal Working Group.

The establishment of a working group formalizes inter-regional coordination among multiple jurisdictions with their own transportation authorities. The success of such coordination in relation to delivering on the working group's mandate will inform the Board's longer-term priority related to transportation governance.

Alignment with Existing Plans and Strategies
The establishment of the working group aligns with objectives and actions outlined in the CRD Regional Transportation Plan. Furthermore, the establishment of a transportation working group will support implementation of the CRD Climate Action Plan and the Regional Trails Management Plan in areas related to the Board's transportation priorities.

Service Delivery Implications
The establishment and ongoing administration of the working group can be absorbed within existing service and financial resources. Any new planning, project or program initiatives identified by the working group to implement transportation priorities would be considered by the Board, and, should additional resources be required, advanced through the service and financial planning process.

NEXT STEPS

The working group will meet every quarter, with its first meeting to be scheduled as soon as practicable.

Coordination on matters requiring immediate action – TDM, safety policy and implementation of a connected and consistent active transportation network – will be the focus of the working group's immediate attention.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and working groups, providing a point of reference and guidance to their members. These terms of reference were drafted to satisfy CRD Board direction of July 14, 2021.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Working Group Terms of Reference be approved.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Transportation Working Group Terms of Reference

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Terms of Reference

TRANSPORTATION WORKING GROUP

PREAMBLE

The Capital Regional District (CRD) Board approved regional transportation priorities in July 2021. These regional transportation priorities focus on advancing regional mode share targets while mitigating congestion and climate change impacts. Advancing transportation priorities will result in quality of life improvements for residents.

At the time that regional transportation priorities were approved, staff were:

- directed to establish a technical advisory committee to advise on regional transportation matters requiring coordination.
- 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.

Regional transportation priorities may be adjusted from time to time to align with CRD Board direction.

Working groups provide a structure to advance the delivery of planning, projects and programs based on the mandate assigned to them by a decision-making body.

The Working Group's official name is to be:

Transportation Working Group

1.0 PURPOSE

a. The mandate of the Working Group is to provide a staff-level forum to coordinate development of advice and guidance related to the following functions:
   i. Regional transportation matters including regional transportation priorities.
   ii. Encouraging a strong regional voice on regional transportation matters including ferries, roads, rail, transit and multi-use regional trails.
   iii. Local matters that would benefit from regional coordination or support, or that may impact regional transportation services.

b. More specifically, the purpose of coordination is to provide:
   i. Examination of transportation priorities, policies and actions through the lens of meeting regional challenges and/or targets related to congestion, climate change, mode share, safety and affordability.
   ii. Input regarding the ways that the CRD and municipalities/electoral areas and key provincial agencies can work together to achieve municipal, regional and provincial transportation goals, targets and priorities.
   iii. Input in developing a region wide approach to transportation demand management, safety policy and implementation of a connected and consistent regional trail network.

iv. Guidance to CRD staff on emerging transportation issues and priorities in their communities and jurisdiction.
v. Identification of priorities for future work planning purposes.
vi. Review and feedback on regional or provincially significant transportation plans programs and policy, as required.
vii. Knowledge sharing and collaboration amongst local, regional and provincial transportation staff.
viii. Mechanism for collecting early input on partner priorities and planned capital investments from members.
ix. Subject matter expertise to inform political advocacy work on approved regional priorities.

2.0 ESTABLISHMENT AND AUTHORITY

a. The Transportation Committee will receive regular minutes of Working Group proceedings.

b. The Working Group will report on progress toward delivery of its mandate to the Transportation Committee, through the General Manager of Planning and Protective Services.

3.0 COMPOSITION

a. The Working Group shall consist of one designated staff member from the CRD, each municipality/electoral area, Ministry of Transportation and BC Transit.

b. Working Group members will sit for an open term.

c. Working Group members may have delegates represent them in meetings.

d. Should a municipality or electoral area wish to change its representative on the Working Group, they can do so at any time by contacting CRD support staff.

e. Working Group meetings will be chaired on a rotational basis amongst members.

4.0 PROCEDURES

a. The Working Group will meet quarterly at the availability of its members.

b. The Regional and Strategic Planning Division will finalize the agenda. Any Working Group member may make a request to place a matter within the mandate of the Working Group on the agenda through CRD support staff.

c. Quorum is the majority of the membership.

d. For the conduct of business each member of the Working Group will have one vote.

e. Sub-groups may be formed to advance sub-regional work or individual project based work.

f. The Working Group shall provide an annual presentation to the Transportation Committee outlining the work undertaken by the Woking Group for that calendar year.

5.0 RESOURCES AND SUPPORT

a. The Regional and Strategic Planning Division is the liaison to the Working Group and is responsible for administration related to the Working Group.

b. The Regional and Strategic Planning Division will prepare and distribute minutes and agendas.

Approved by CRD Board _____

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, NOVEMBER 10, 2021

SUBJECT **Bylaw No. 4465, 4466, and 4467: Updates to Water Supply, Water Distribution and Bulk Water Fees and Charges Bylaws**

ISSUE SUMMARY

To update the Capital Regional District (CRD) water supply and water distribution and bulk water fees and charges schedules for 2022.

BACKGROUND

On October 27, 2021, the Board approved the 2022 Provisional Financial Plan, inclusive of the commission approved budgets for:

- Regional Water Supply Service
- Juan De Fuca Water Distribution Service
- Saanich Peninsula Water Service

Each service recovers costs through fees and charges for the delivery of water supply. Annually and for the upcoming year, fee schedules are updated based on the approved financial plan.

This report transmits the following amending bylaws as described:

1) Regional Water Supply Service: Bylaw No. 4465 to amend Bylaw No. 2570, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997” by deleting Schedule “A” in its entirety and substituting the attached Schedule “A”, effective January 1, 2022.

2) Juan De Fuca Water Distribution Service: Bylaw No. 4466 to amend Bylaw No. 3889, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013” by deleting Schedule “C” in its entirety and substituting the attached Schedule “C”, effective January 1, 2022.

3) Saanich Peninsula Water Service: Bylaw No. 4467 to amend Bylaw No. 376, being "Bulk Water Rates Bylaw, 1977" by deleting Schedule “A” in its entirety and substituting the attached Schedule “A”, effective January 1, 2022.

The bylaws if approved establish the 2022 Fees and Charges for each of the water services listed above.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4465, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 23, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4465 be adopted.
3. That Bylaw No. 4466, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 11, 2021", be introduced and read a first, second and third time; and
4. That Bylaw No. 4466 be adopted.
5. That Bylaw No. 4467, "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 41, 2021", be introduced and read a first, second and third time; and
6. That Bylaw No. 4467 be adopted.

Alternative 2

That the one or more proposed fees and charges amending bylaws be referred back to staff for additional information.

IMPLICATIONS

Financial Implications and Service Delivery Implications

This bylaw is required to provide the necessary authority for these services to charge the updated fees and charges to customers receiving water supply, bulk water and water distribution. The proposed fees and charges are included in each bylaw for approval and are attached. The adjusted fees and charges have been recommended by the respective Commissions.

CONCLUSION

On October 27, 2021, the Board approved the 2022 Provisional Financial Plan, inclusive of the commission approved budgets for the Regional Water Supply Service, the Juan De Fuca Water Distribution Service and the Saanich Peninsula Water Service. Amending bylaws No. 4465, 4466 and 4467 increase rates charged for water supply, bulk water and water distribution. Approval of these bylaws updates the rate schedules consistent with the 2022 Board approved financial plan and effective January 1, 2022.

RECOMMENDATION

1. That Bylaw No. 4465, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 23, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4465 be adopted.
3. That Bylaw No. 4466, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 11, 2021", be introduced and read a first, second and third time; and
4. That Bylaw No. 4466 be adopted.
5. That Bylaw No. 4467, "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 41, 2021", be introduced and read a first, second and third time; and
6. That Bylaw No. 4467 be adopted.

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

ATTACHMENT(S)

Appendix A: Bylaw No. 4465, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 23, 2021"
Appendix B: Bylaw No. 4466, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 11, 2021"
Appendix C: Bylaw No. 4467, "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 41, 2021"

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4465

****

A BYLAW TO AMEND BYLAW 2570, WATER SUPPLY LOCAL SERVICE AREA FEE AND CHARGE BYLAW No. 1, 1997

(REGIONAL WATER SUPPLY)

****

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

1. Bylaw No. 2570, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997" is amended as follows:

   a) By deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2022.

2. This Bylaw may be cited for all purposes as the "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 23, 2021".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

For each cubic metre of water supplied to the District of Oak Bay, the District of Saanich, the City of Victoria/Town of Esquimalt, the Juan de Fuca Water Distribution service, and the Saanich Peninsula Water Service:

1.	Bulk Water	$ 0.7332
2.	Agriculture Water	$ 0.2105

APPENDIX B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4466

****

A BYLAW TO AMEND BYLAW 3889 TO UPDATE WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013

(JUAN DE FUCA WATER DISTRIBUTION)

****

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

1. Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013" is amended as follows:

   a) By deleting Schedule "C" in its entirety and substituting the attached Schedule "C", effective January 1, 2022.

2. This Bylaw may be cited for all purposes as the "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 11, 2021".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

Schedule C - Water Rates

1. **Effective:** The rates set out in section 3 of this Schedule are the Water Charges for invoices received from the CRD for water consumption in the applicable areas described in section 2 of this Schedule, effective 1 January 2022.

2. **Applicable:** The rates are applicable to water supplied within the Town of View Royal, the City of Langford, the City of Colwood, the District of Metchosin, the District of Highlands, the District of Sooke, the Juan de Fuca Electoral Area, the Esquimalt First Nation, the Tsouke First Nation, and the Beecher Bay First Nation.

3. **Water Rates:** The applicable Water Charges are set out below:

   (a) Subject to sections 3(b) and (c) of this Schedule, the Water Charge for all water supplied by the CRD shall be $2.4024 per cubic metre or part thereof.

   (b) The Water Charge for which water has been supplied by the CRD to a Community Allotment Garden shall be $0.2105 per cubic metre or part thereof.

   (c) The Water Charge for which water has been supplied by the CRD to a Wild Animal Rehabilitation Facility shall be $0.7332 per cubic metre or part thereof.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4467

****

A BYLAW TO AMEND BYLAW NO. 376, BULK WATER RATES BYLAW, 1977 (SAANICH PENINSULA WATER)

****

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

1. Bylaw No. 376, being "Bulk Water Rates Bylaw, 1977" is further amended as follows:

   a) By deleting Schedule “A” in its entirety and substituting the attached Schedule “A”.

2. This bylaw shall take effect January 1, 2022.

3. This bylaw may be cited as "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 41, 2021".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

SCHEDULE "A"

For each cubic metre of water supplied to the District of Central Saanich, the District of North Saanich and the Town of Sidney, the rate of $1.0886 is effective January 1, 2022.

For each cubic metre of water supplied to the Department of Agriculture Research Station, located at 8801 East Saanich Road, Sidney, BC, the rate of $1.1238 is effective January 1, 2022.

Making a difference...together

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

SUBJECT **Bylaw Nos. 4470 and 4471: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

Adjusting the utilities rates for the three electoral areas as recommended by the respective Commissions, and as included in the 2022 Financial Plan.

BACKGROUND

Annually, amendments to the Electoral Area utilities fees and charges bylaws are recommended to reflect the rates included in setting the service budgets and preliminary financial plan for the forthcoming year. All local service commissions have recommended their respective 2022 budgets, inclusive of the fees and charges changes.

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2022.

With final surplus and deficits not yet completed, results will be monitored to identify any material impact and these would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two parent bylaws: Bylaw No. 3847 and Bylaw No. 3864.

Bylaw No. 3847 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges, and Bylaw No. 3864 covers all Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges.

ALTERNATIVES

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

1. That Bylaw No. 4470, " Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time.
2. That Bylaw No. 4470 be adopted.
3. That Bylaw No. 4471, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021", be introduced and read a first, second, and third time.
4. That Bylaw No. 4471 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications
Changes in fees and charges are required in order for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions. The recommended rates are effective for January 1 through December 31, 2022 and reflect estimated 2021 surplus and deficit transfers and carryforwards.

CONCLUSION

Several utilities within the Electoral Areas require changes to fees and charges, to reflect user fees required to fund operating and capital budgets. The Commissions have all recommended their respective 2022 service budget for Board approval; this approval is required prior to January 1, 2022, in order to attain the revenue targets specified in the 2022 service budgets.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4470, " Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time.
2. That Bylaw No. 4470 be adopted.
3. That Bylaw No. 4471, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021", be introduced and read a first, second, and third time.
4. That Bylaw No. 4471 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. 4470 and Schedules
Appendix B: Bylaw No. 4471 and Schedules
Appendix C: Changes to Fees & Charges Summary

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4470

****

A BYLAW TO AMEND BYLAW 3864 TO UPDATE FEES AND CHARGES FOR UTILITY SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE SALT SPRING ISLAND ELECTORAL AREA

****

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

1. Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", is amended as follows:

   a) By removing SCHEDULE "B" in its entirety and replacing it with SCHEDULE "B" attached hereto.

   b) By removing SCHEDULE "C" in its entirety and replacing it with SCHEDULE "C" attached hereto.

2. This Bylaw may be cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021".

READ A FIRST TIME THIS	th	DAY OF	2021
READ A SECOND TIME THIS	th	DAY OF	2021
READ A THIRD TIME THIS	th	DAY OF	2021
ADOPTED THIS	th	DAY OF	2021

CHAIR

CORPORATE OFFICER

SCHEDULE "B"

1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

(a)	During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays):	$75.00
	Fulford Water only	$150.00
(b)	During Non-Working Hours:	$200.00

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	$1,941.18 per single family dwelling unit or equivalent
Cedar Lane	$1,345.35 per single family dwelling unit or equivalent
Beddis	$900.46 per single family dwelling unit or equivalent
Highland	$0 per single family dwelling unit or equivalent
Fernwood	$0 per single family dwelling unit or equivalent
Maliview	$1,826.73 per single family dwelling unit or equivalent
Fulford	$1,480.40 per single family dwelling unit or equivalent Other: No Fixed Fee
Highland & Fernwood	$1,182.53 per single family dwelling unit or equivalent

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:

Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	$3.50 per cubic metre
	Greater than 38.0 cubic metres	$9.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	$9.00 per cubic metre
	Greater than 61 cubic metres	$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	$3.10 per cubic metre
	Next 68.0 cubic metres or portion	$6.30 per cubic metre
	Greater than 106 cubic metres	$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	$0.64 per cubic metre
	Next 68.0 cubic metres or portion	$2.00 per cubic metre
	Greater than 106 cubic metres	$5.13 per cubic metre
Maliview	$1.75 per cubic metre of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge Other: $3.27 per cubic metre Minimum Consumption Charge per three months is $370.10 per service connection.	

SCHEDULE "C"

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	$100.09 per cubic metre ($0.455 per imperial gallon)
Sewage	$100.09 per cubic metre ($0.455 per imperial gallon)
Facility User Permit	$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	$75.00 per hour; minimum charge $150 first 2 hours
After Hours Call Out	$75.00 per hour; minimum charge $150 first 2 hours

2. Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

"**CRD**" means the Capital Regional District.

"**Call Out Charge**" means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

"**Discharge**" means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

"**Facility Access Permit**" means a Facility Access Permit issued by the CRD.

"**Generator**" means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

"**Hauler**" means a person or company who transports Liquid Waste from a Generator to a Liquid Waste facility for disposal.

"**Local Service Area**" means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

"**Load of Liquid Waste**" means the Liquid Waste being delivered by the hauling vehicle.

"**Liquid Waste**" means Septage and/or Sewage Sludge.

"**Liquid Waste Receiving Facility**" means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt

Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

"**Measured volume**" means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

"**Municipality**" means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

"**Prohibited Waste**" means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

"**Septage**" means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a Septic Tank or holding tank.

"**Septic Tank**" means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

"**Sewage Sludge**" means the primary or secondary Sewage Sludge from a sewage treatment plant.

"**Sewer**" means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

"**Trucked Liquid Waste**" means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

"**Trucked Waste Manifest**" means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator, and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.

b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator's manual for the Haulers truck.

4. Credit:

a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the

Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.

ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.

iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:

i. That they agree to comply with all provisions within this Bylaw.

ii. They have received a Facility Access Permit from the CRD.

iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.

iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.

b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.

c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.

d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.

e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.

i. Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule "E", and paying the annual fee as set out in section 1.

ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facilty Access Permit.

iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will issued to the Hauler.

iv. A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.

v. The CRD may suspend or revoke a Facility Access Permit:

(1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.

(2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.

(3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.

b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations, and conduct their activities in a safe and respectful manner.

c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.

d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.

e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.

f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before

continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

g) All hauling vehicles using the site must have connection devices compatible with those of the facility.

h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.

i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.

j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.

k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.

l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.

m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.

n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.

o) Hours of Operation:

i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.

ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm

iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.

iv. After hours access may be considered under emergency situations.

v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:

(1) that person is an employee, contractor or agent of the CRD; or

(2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.

p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding $10,000.

b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding $10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

APPENDIX B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4471

****

A BYLAW TO AMEND BYLAW 3847 TO UPDATE FEES AND CHARGES FOR UTILITY SERVICES WITHIN THE SOUTHERN GULF ISLANDS AND JUAN DE FUCA ELECTORAL AREAS

****

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

1. Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012", is amended removing SCHEDULE "C" in its entirety and replacing it with SCHEDULE "C" attached hereto.

2. This Bylaw may be cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021".

READ A FIRST TIME THIS	th	DAY OF	2021
READ A SECOND TIME THIS	th	DAY OF	2021
READ A THIRD TIME THIS	th	DAY OF	2021
ADOPTED THIS	th	DAY OF	2021

CHAIR

CORPORATE OFFICER

SCHEDULE "C"

1. Water, Sewer, and Port Renfrew Street Lighting

a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each 3 months
Skana Water	$1,073.02 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	$1,394.22 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	$405.70 per Single Family Equivalent connected to the sewer system
Lyall Harbour/Boot Cove Water	$684.78 per Single Family Equivalent connected to the water system
Magic Lake Estates Water	$334.56 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge, effective as of July 1, 2013: >50 m^3 = $0.50 m^3 >80 m^3 = $1.00 per m^3
Sticks Allison Water	$1,744.56 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 110 cubic metres per three months: $5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: $20.00 per month for each Single Family Equivalent connected to the water system Annual User Charge: $992.80 per annum for each Single Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	$204.41 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	$640.23 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	$40.60 per User

(Schedule C continued on next page)

b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	**"N"**
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC *Health Act*.	1.00

c) For the Lyall Harbour/Boot Cover Water Service Area

Use	**"N"**
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the **Minimum Daily Design Flow** as specified in the *Sewerage System Standard Practice Manual*, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

Appendix C

Changes to Fees & Charges, Bylaws No. 4470 and 4471

Purpose: To summarize changes to Fees and Charges for 2022 in the three Electoral Areas.

Bylaw No. 4470:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule "B" (2) a) Water and Sewer User Fees - Fixed Fees

Service Area	2022 Annual Charge (per SFE)	2021 Annual Charge (per SFE)	Committee/Commission Approval
Cedars of Tuam Water	$1,941.18	$1,900.00	Cedars of Tuam Water Service Commission October 21, 2021
Cedar Lane Water	$1,345.35	$1,163.43	Cedar Lane Water Service Commission October 7, 2021
Beddis Water	$900.46	$831.20	Beddis Water Service Commission October 4, 2021
Highland Water	No Change	$0	Fernwood and Highland Water Service Commission October 15, 2021
Fernwood Water	No Change	$0	
Highland & Fernwood Water	No Change	$1,182.53	
Maliview Sewer	$1,826.73	$1,807.53	Maliview Sewer Local Service Commission October 15, 2021
Fulford Water	$1,480.40	$1,381.23	Fulford Water Service Commission October 18, 2021

Bylaw No. 4470:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule "B" (2) b) Water and Sewer User Fees - Consumption Charge based on volume of water metered

Service Area	2022 Consumption Charge	2021 Consumption Charge	Committee/Commission Approval
Cedars of Tuam Water	No Change	First 38 m^3 =$3.50/$m^3$ >38 m^3 = $9.00/$m^3$	Cedars of Tuam Water Service Commission October 21, 2021
Cedar Lane Water	No Change	First 30 m^3 =$2.50/$m^3$ >30 m^3 = $9.00/$m^3$ >61 m^3 = $25.00/$m^3$	Cedar Lane Water Service Commission October 7, 2021
Beddis Water	No Change	First 38 m^3 =$3.10/$m^3$ Next 68 m^3 = $6.30/$m^3$ >106 m^3 = $8.50/$m^3$	Beddis Water Service Commission October 4, 2021
Highland & Fernwood Water	No Change	First 38 m^3 =$0.64/$m^3$ Next 68 m^3 = $2.00/$m^3$ >106 m^3 = $5.13/$m^3$	Fernwood and Highland Water Service Commission October 15, 2021
Maliview Sewer	No Change	$1.75/$m^3$ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission October 15, 2021
Fulford Water	Single Family Residential: No Consumption Charge Other: $3.27/$m^3$ Minimum Consumption Charge per three months is $370.10 per service connection.	Single Family Residential: No Consumption Charge Other: $3.27/$m^3$ Minimum Consumption Charge per three months is $345.31 per service connection.	Fulford Water Service Commission October 18, 2021

Bylaw No. 4470:
To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges

Changes to Schedule "C" (1) Disposal Fees and Charges

Service Area	2022 Fees	2021 Fees	Committee/Commission Approval
Septage	$100.09 per cubic metre ($0.455 per imperial gallon)	$97.89 per cubic metre ($0.445 per imperial gallon)	Salt Spring Island Liquid Waste Disposal Local Service Commission October 4, 2021
Sewage	$100.09 per cubic metre ($0.455 per imperial gallon)	$97.89 per cubic metre ($0.445 per imperial gallon)	Salt Spring Island Liquid Waste Disposal Local Service Commission October 4, 2021

Bylaw No. 4471:
To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges

Changes to Schedule "C" (1) a) Water, Sewer and Port Renfrew Street Lighting

Service Area	2022 Annual Charge	2021 Annual Charge	Committee/Commission Approval
Skana Water	$1,073.02 (per SFE)	$927.38 (per SFE)	Skana Water Service Committee October 28, 2021
Surfside Park Estates Water	$1,394.22 (per SFE)	$1,193.40 (per SFE)	Surfside Park Estates Water Service Committee October 29, 2021
Magic Lake Estates Sewer	$405.70 (per SFE)	$394.02 (per SFE)	Magic Lake Estates Water and Sewer Committee October 26, 2021
Lyall Harbour/Boot Cove Water	$684.78 (per SFE)	$667.45 (per SFE)	Lyall Harbour/Boot Cove Water Local Services Committee October 25, 2021
Magic Lake Estates Water	$334.56 (per SFE)	$329.39 (per SFE)	Magic Lake Estates Water and Sewer Committee October 26, 2021
	No Change	Consumption Charge >50 m^3 = $0.50/$m^3$ >80 m^3 = $1.00/$m^3$	
Sticks Allison Water	$1,744.56 (per SFE)	$1,408.54 (per SFE)	Sticks Allison Water Local Service Committee October 26, 2021
	> 110 m^3 per 3 months = $5.00/$m^3$	> 136 m3 per 3 months = $2.20/ m^3	
Wilderness Mountain Water	$992.80 (per SFE)	$951.26 (per SFE)	Wilderness Mountain Water Service Commission October 28, 2021
	No Change	Consumption Charge = $20.00 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	$204.41 (per Unit)	$190.76 (per Unit)	Port Renfrew Utility Services Committee October 25, 2021
Port Renfrew Sewer Annual User Charge	$640.23 (per Unit)	$586.16 (per Unit)	
Port Renfrew Street Lighting	$40.60 (per User)	$34.12 (per User)	

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

SUBJECT **Salt Spring Island Liquid Waste Bylaw Amendment - Composting Facilities**

ISSUE SUMMARY

To seek approval to amend Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993", to allow for the construction and operation of a liquid waste and organics composting facility.

BACKGROUND

At its February 10, 2021 meeting the CRD Board approved a motion supporting the submission of an application by the CRD on behalf of the Salt Spring Island Composting Project (SSICP) to the provincial CleanBC Organic Infrastructure and Collection Program (CleanBC) seeking funding for construction of a composting facility on Salt Spring Island (SSI). SSICP is proposed by a not-for-profit consortium consisting of the Salt Spring Abattoir Society and the SSI Farmland Trust Society, two groups which generate liquid waste currently treated by the SSI liquid waste service, along with organics, such as animal products and feedstock, disposed of as solid waste. As only regional districts, municipalities and indigenous governing bodies are eligible to apply to the CleanBC program, SSICP must partner with CRD in order for the project to receive CleanBC funding. Understanding this requirement, the Board also approved a motion directing that staff bring back a service delivery model for approval that would allow for the CRD to partner with SSICP project proponents.

Amending Bylaw No. 2118 to allow for the co-composting of organic waste, along with fats, oils, greases and other compatible agricultural liquid wastes, would provide a means through which the CRD could establish a composting facility on SSI, and operate it by entering into an agreement with the SSICP members. Amendment Bylaw No. 4085 is provided in Appendix A.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time;

2. That Bylaw No. 4085 be forwarded to the Inspector of Municipalities for approval.

Alternative 2

That staff be directed to provide a subsequent report with additional information and options to advance the Salt Spring Island Composting Project.

IMPLICATIONS

Environmental & Climate Implications

Establishing a composting facility on SSI will provide an on-island option to manage up to 80 tonnes per year of liquid waste, fats/oils/greases (FOG), abattoir offal, and some food waste. An on-island facility will reduce the greenhouse gas emissions associated with hauling and managing these materials off-island, but primarily will provide an on-island destination for organics and wastes that otherwise may complicate other processing facilities on-island. The end-product is intended to be a source of finished compost for use by SSI farming operations on the SSI Farmland Trust Society property, or to be sold to offset the cost of the service, and reduce the need to import soil amendments from off-island.

Financial & Governance Implications

By accepting CleanBC funding, the CRD would ultimately be responsible and liable for meeting the obligations tied to receiving that funding, including paying back CleanBC funding if the project deliverables are not met. The key requirement of the CleanBC program is ensuring that the facility will remain in operation until at least March 31, 2034. As the facility is a fixture, its use and installation on the property of the SSI Farmland Trust Society will need to be secured in some form. If the facility is not able to meet its obligations through fees and charges, it may require subsidization from the SSI Liquid Waste Service.

While the composting operation would be delivered by the SSICP members by way of contract, the operation's outcomes would be overseen by the Salt Spring Island Liquid Waste Committee. Salt Spring Island staff may have an increase to their administrative responsibilities as a result of broadening the SSI Liquid Waste Service to increase its scope, which may result in a request for additional resources in future. Support to the composting operation may also be required in form of consultants or internal CRD resources from the Solid Waste Service assisting on a charge-out basis as determined between the two services. If the composting operation were to be assumed by CRD staff and not the SSICP members, additional resources would be required.

Service Delivery Implications

Partnering with SSICP will require that Bylaw No. 2118 be amended and will require the preparation of a service agreement with SSICP to provide the service. Elector approval can be provided by the Electoral Area Director consenting on behalf. Provincial approval to this service change would be required. Existing service authority permits composting of animal and farm liquid wastes (such as FOG or liquid products generated by the abattoir) at present with wood waste, but does not permit general organics to be co-composted. Given the small nature of the system and the need for different feedstocks to generate good quality compost, a general organics composting power is required. The system contemplated is in-vessel composting. It is not anticipated this system or portion of the service would ever become a full solid waste composting operation, as that would require a further change to the establishing bylaw and the system as designed could not handle such a load.

Alignment with Board & Corporate Priorities

Establishing a composting facility on SSI aligns in principle with the CRD Board's climate emergency declaration, though the net benefits have not yet been fully determined.

The anticipated load of 80 tonnes per year is about eight dump-trucks full of product. It is intended that the liquid waste for this operation will come from sources that do not contain human wastes. The liquid waste portion will consist of fats, oils, and greases from local restaurants; liquid waste from the abattoir and other farm activities, diverted from the current liquid waste facilities; and organics from farm sources and potentially on-island grocery facilities.

Legal Implications
Environmental controls, odour vectoring, and leachate management would be required under Bylaw No. 2736, "Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004". Per CRD's typical contracts for services, any agreement with the SSICP would require insurance and an indemnity for negligence and wrongful acts.

CONCLUSION

On behalf of the Salt Spring Island Composting Project, the CRD has applied for provincial CleanBC program funding for the purpose of establishing an 80 tonne per year composting facility on Salt Spring Island that would accept liquid waste from animal and organic sources, fats/oils/greases, abattoir offal and some food waste from on-island sources for on-island composting. Approving the amendment to CRD Bylaw No. 2118 will allow the co-composting of organic waste along with permitted liquid wastes, will divert liquid wastes from current facilities, and will provide a means for the CRD to enter into an agreement with the project proponents to establish the facility and will enable the use of CleanBC funding. Once the bylaw is amended, staff will be able to prepare a service agreement with the project's proponents that will allow for the composting facility to be built and operated on Salt Spring Island. There are risks involved in this project, in that if it is not successful, CRD's SSI Liquid Waste service would be required to repay the CleanBC grant.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4085 be forwarded to the Inspector of Municipalities for approval

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

ATTACHMENT

Appendix A: Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021
Appendix B: Redlined Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993"

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4085

****

A BYLAW TO AMEND THE SALT SPRING ISLAND LIQUID WASTE COLLECTION, CONVEYANCE, TREATMENT AND DISPOSAL SERVICE (BYLAW NO. 2118)

****

WHEREAS:

A. Under Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993", the Regional Board established a service to collect, treat, and dispose of septage and sewage sludge, and co-compost septage and sewage sludge with wood waste;

B. Salt Spring Island has fats, oils, and greases; animal and agricultural liquid wastes; and organic materials from other on-island sources that would be beneficial sources of feedstock for existing and planned composting works associated with the service, and would assist with generating a usable community compost product;

C. The Salt Spring Island Farmland Trust are providing lands for the purposes of composting under Bylaw No. 2118, and the Salt Spring Island Abattoir Society desires to operate the composting portion of the service for animal, farm, and organic liquid waste and organic solids by way of a service agreement, which would divert certain liquid wastes from the existing facilities;

D. The Electoral Area Director has consented in writing to this change pursuant to sections 347(2) and 349 of the *Local Government Act*, RSBC 2015 c 1;

E. The Board wishes to amend Bylaw No. 2118 to ensure liquid wastes can be composted with organics and the service may be operated by service of contribution agreement;

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

1. Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993" is hereby amended as follows:

    (a) By replacing "wood waste" wherever it appears in the bylaw with "organics";

    (b) By renumbering the existing section 7 as section 8 and inserting as section 7 the following:

    7. The Capital Regional District may enter into one or more service or contribution agreements with third parties, including non-profit societies, to deliver, provide, or operate the service.

2. This bylaw may be cited for all purposes as “Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

APPENDIX B

CAPITAL REGIONAL DISTRICT
BYLAW NO. 2118

****

A BYLAW TO ESTABLISH A LOCAL SERVICE AREA WITHIN THE SALT SPRING ISLAND ELECTORAL AREA OF THE CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF COLLECTION, CONVEYANCE, TREATMENT AND DISPOSAL OF LIQUID WASTE FOR SALT SPRING ISLAND

****

WHEREAS the Regional Board of the Capital Regional District may, by bylaw, establish and operate a local service under the provisions of Section 788 of the *Municipal Act*;

AND WHEREAS this Bylaw has received the assent of the electors under Section 795(2) of the *Municipal Act*;

AND WHEREAS the approval of the Inspector of Municipalities is required under Section 795(1)(a) of the *Municipal Act*.

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

1. The Local Service being established, and to be operated, is the collection, treatment and disposal of septage and sewage sludge, and the co-composting of septage and sewage sludge with ~~wood waste~~organics.

2. The additional Local Service Area is co-terminus with the boundaries of the Electoral Area of Salt Spring Island.

3. The Electoral Area of Salt Spring Island is the only participating area for this additional Local Service.

4. The annual costs for the Local Service, net of grants and other revenue, shall be recovered:
   (a) by the requisition of money under Section 809.1 of the *Municipal Act*, to be collected by the imposition of a parcel tax imposed under Section 810.1(2) of the *Municipal Act*, and
   (b) by the imposition of fees and other charges fixed by separate bylaw.
   (c) any deficiency arising from a shortage of revenue generated by (a) and/or (b) by requisition of funds under Section 809.1 to be collected by a property value tax to be levied and collected under Section 810.1(1)

   (BL 2424)

5. The maximum amount that may be requisitioned under Section 803(1) of the *Local Government Act* for annual cost for the local service will be the greater of:
   (a) $126,650 DOLLARS, or
   (b) an amount equal to the amount that could be raised by a property value tax rate of $0.10 per ONE THOUSAND ($1,000.00) DOLLARS which when applied to the next taxable value of land and improvements within the service area, will yield the maximum amount that may be requisitioned under Section 803(1) (a) and (b) for the service.

   (BL 2424, 2940)

6. The Capital Regional District without limiting the generality of Section 1, in providing the Local Service hereby established, acquire, construct, establish, maintain, operate and regulate:
   (a) facilities for receiving of ~~wood waste~~organics, septage and sewage sludge;
   (b) facilities for the co-composting of septage and sewage sludge with ~~wood waste~~organics;
   (c) disposal grounds and facilities for septage and sewage sludge;

(d) facilities for the marketing of the composted materials and the application of composted materials, or sewage or septage sludge.

7. The Capital Regional District may enter into one or more service or contribution agreements with third parties, including non-profit societies, to deliver, provide, or operate the service.

~~7.~~ 8. This Bylaw may be cited as the "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993".

READ A FIRST TIME THIS	24th	day of	February	1993
READ A SECOND TIME THIS	24th	day of	February	1993
READ A THIRD TIME THIS	10th	day of	March	1993
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	8th	day of	April	1993
RECEIVED THE ASSENT OF THE ELECTORS THIS	24th	day of	April	1993
RECONSIDERED AND FINALLY ADOPTED THIS	28th	day of	April	1993

CHAIRPERSON SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 29th DAY OF April 1993

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 3, 2021

SUBJECT **Bylaw No. 4460: Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021**

ISSUE SUMMARY

Approval of a Temporary Borrowing Bylaw authorizing short-term funds for projects included in the approved five-year capital plan for the Southern Gulf Islands (SGI) Harbours improvements.

BACKGROUND

On March 24, 2021, the Capital Regional District (CRD) Board gave three readings to Loan Authorization Bylaw No. 4408, "Southern Gulf Islands Harbours Loan Authorization Bylaw No. 1, 2021", for the funding of SGI Harbours improvements. A temporary borrowing bylaw is required to facilitate capital expenditures authorized for debt funding by the loan authorization bylaw.

Through Alternative Approval Process (AAP), the participating service area ratepayers' approval was received on May 13, 2021. On July 14, 2021, the CRD Board adopted Bylaw No. 4408, enabling the service to borrow to fund the project.

Temporary borrowing bylaws allow interim financing during construction of capital projects before the long term debt is issued. Long term debt will be issued near or at completion of the project when the total borrowing amount is known. The conversion of temporary borrowings to long term debt will require Board approval of a Security Issuing Bylaw, which are brought forward in advance of the annual MFA spring or fall debt issuances.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4460, "Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4460 be adopted.

Alternative 2

That Bylaw No. 4460 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The proposed temporary borrowing bylaw will give CRD access to interim financing according to terms specified in Loan Authorization Bylaw No. 4408. Temporary borrowing will not exceed the difference between the total $1,180,000 authorized by the loan authorization bylaw and the amount previously borrowed under this authority. The use of temporary borrowing will be based

on timing of approved capital expenditures. The associated financing costs will be monthly variable interest-only payments. Currently, MFA's short term borrowing rate is 0.94% variable rate as of October 14, 2021. Construction is expected to take approximately two years, during which costs are expected to be financed by this temporary borrowing bylaw. The cash flows required to service short-term debt are in the approved financial plan.

CONCLUSION

Temporary borrowing authority, through the approval of the Bylaw 4460, "Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021", is required to access interim financing to fund the Southern Gulf Islands harbours improvements. Timely access to borrowed funds is critical to meeting the approved five-year capital program. All temporary borrowings will be either repaid within five years or converted to long-term debt up to the maximum stated in the approved Loan Authorization Bylaw No. 4408.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4460, "Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4460 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4460, "Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021"

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4460

****

A BYLAW TO AUTHORIZE TEMPORARY BORROWINGS FOR SOUTHERN GULF ISLANDS HARBOURS SERVICE AREA

****

WHEREAS:

A. It is provided by Section 409 of the *Local Government Act* that the Board may where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

B. The Board has adopted Bylaw No. 4408, “Southern Gulf Islands Harbours Loan Authorization Bylaw No. 1, 2021”, in the amount of One Million One Hundred Eighty Thousand Dollars ($1,180,000);

C. The issuance of the said Security Issuing bylaw has been temporarily deferred.

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

1. The Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of One Million One Hundred Eighty Thousand Dollars ($1,180,000) as the same may be required, at the prevailing interest rate.

2. The money so borrowed shall be used solely for the purpose set out in the said Bylaw No. 4408.

3. The proceeds from the Security Issuing bylaw, or so much thereof as may be necessary, shall be used to repay the money so borrowed.

4. This Bylaw may be cited as "Temporary Borrowing (Southern Gulf Islands Harbours Improvements) Bylaw No. 1, 2021”.

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

_____ _____

CHAIR CORPORATE OFFICER

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **Bylaw No. 4463: Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021**

ISSUE SUMMARY

Approval of a Temporary Borrowing Bylaw authorizing short-term funds for projects included in the approved five-year capital plan for the Florence Lake water system upgrades.

BACKGROUND

At its meeting of July 14, 2021, the Capital Regional District (CRD) Board adopted Loan Authorization Bylaw No. 4394 intended to fund the upgrade to the existing Florence Lake Water system and facilitate integration of the upgraded system with the Juan de Fuca Water Distribution Service. A temporary borrowing bylaw is required to facilitate capital expenditures authorized for debt funding by the loan authorization bylaw.

Temporary borrowing bylaws allow interim financing during construction of capital projects before the long term debt is issued. Long term debt will be issued near or at completion of the project when the total borrowing amount is known. The conversion of temporary borrowings to long term debt will require Board approval of a Security Issuing Bylaw, which are brought forward in advance of the annual MFA spring or fall debt issuances.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4463, "Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4463 be adopted.

Alternative 2

That Bylaw No. 4463 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The proposed temporary borrowing bylaw will give CRD access to interim financing according to the terms specified in Loan Authorization Bylaw No. 4394. Temporary borrowing will not exceed the difference between the total $300,000 authorized by the loan authorization bylaw and the amount previously borrowed under this authority. The use of the temporary borrowing will be based on the timing of approved capital expenditures. The associated financing costs will be monthly variable interest-only payments. Currently, MFA's short term borrowing rate is 0.94%

(variable rate as of October 14, 2021). Construction is expected to take less than one year to complete, during which the construction costs are expected to be financed by this temporary borrowing bylaw. The cash flows required to service short-term debt are in the approved financial plan.

CONCLUSION

Temporary borrowing authority, through the approval of the Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 4463, is required to access interim financing to fund the Florence Lake water system upgrades. Timely access to borrowed funds is critical to meeting the approved five-year capital program. All temporary borrowings will be either repaid within five years or converted to long-term debt up to the maximum stated in the approved Loan Authorization Bylaw No. 4394.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4463, "Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4463 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4463, "Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021"

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4463

****

A BYLAW TO AUTHORIZE TEMPORARY BORROWINGS FOR FLORENCE LAKE WATER SYSTEM LOCAL SERVICE

****

WHEREAS:

A. It is provided by Section 409 of the *Local Government Act* that the Board may where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

B. The Board has adopted Bylaw No. 4394, "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020", in the amount of three hundred thousand dollars ($300,000);

C. The issuance of the said Security Issuing bylaw has been temporarily deferred.

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

1. The Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of three hundred thousand dollars ($300,000) as the same may be required, at the prevailing interest rate.

2. The money so borrowed shall be used solely for the purpose set out in the said Bylaw No. 4394.

3. The proceeds from the Security Issuing bylaw, or so much thereof as may be necessary, shall be used to repay the money so borrowed.

4. This Bylaw may be cited as "Temporary Borrowing (Florence Lake Water System Upgrades) Bylaw No. 1, 2021".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

_____ _____

CHAIR CORPORATE OFFICER

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **Bylaw No. 4456: Financial Plan Amendment No. 3, 2021**

ISSUE SUMMARY

The Capital Regional District (CRD) 2021 to 2025 Financial Plan was adopted on March 24, 2021, and was amended on May 12 and July 14, 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, amendment Bylaws No. 4421 and 4436 on May 12 and July 14, 2021, respectively. Amendments are permitted in accordance with Section 374 of the *Local Government Act* (LGA) to incorporate changes as revised funding and expenditures occur throughout the year.

Table 1 summarizes impacts of proposed amendments to the Financial Plan. The amended Financial Plan (Bylaw No. 4456) incorporates these changes, and is attached as Appendix A, including an updated Schedule A and Schedule B.

Table 1: Summary of Proposed Amendments

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
SSI Grants in Aid	Provide COVID-19 Safe Restart Grants for eligible expenses	Operating	Provincial Grant Revenue	$10,000	EA Director Approval
SSI Pool & Park Land	Provide COVID-19 Safe Restart Grants to fund potential revenue shortfall	Operating	Provincial Grant Revenue	$10,000	EA Director Approval
SSI Transportation	Advance Pathway project from 2022 to 2021	Capital	Reserve	$20,000	Salt Spring Island Transportation Commission July 26, 2021
	Booth Canal to Vesuvius Bay Road Pathway	Capital	Reserve	$42,765	Salt Spring Island Transportation Commission September 27, 2021
Maliview Sewer	Wastewater Treatment Upgrade	Capital	Grants, Reserve	$66,521	Maliview Sewer Local Services Commission (October 5, 2021)

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Sticks Allison Water	Advance Supply of Backup Genset from 2022 to 2021	Capital	Grants, Reserve	$17,500	Staff Recommended
CRD HQ Building	Interior renovations, Fisgard Street Office	Capital	Transfer from Operating	$60,000	Staff Recommended
	Installation of Flag Poles	Capital	Capital Funds on Hand	$15,000	Staff Recommended

EA = Electoral Area SSI = Salt Spring Island

ALTERNATIVES

Alternative 1
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4456, "2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4456 be adopted.

Alternative 2
That Bylaw No. 4456 be deferred pending further analysis by CRD staff.

IMPLICATIONS

Financial Implications

COVID 19 Safe Restart Grant - SSI Grants-in-Aid and SSI Pool & Park Land
This amendment will distribute the remaining SSI COVID-19 Safe Restart grant revenue of $20,000 to specific local services supported by the EA director. A restricted $10,000 to the SSI Grants-in-Aid service; providing funding to support local non-profit organizations meeting eligibility criteria, and $10,000 to the SSI Pool & Park Land service to offset revenue shortfall.

SSI Transportation
The Salt Spring Island Transportation Commission approved a motion on July 26, 2021, to advance the detailed design and permitting phase of the pathway project at Merchant Mews to the south of Leisure Lane from 2022 to 2021. This project is projected to cost $20,000 and is funded from the Capital Reserve Fund.

This commission also approved a motion on September 27, 2021, to amend the 2021 Capital Plan to include $42,765 in additional funding for the Booth Canal to Vesuvius Bay Road Pathway project be funded from the Capital Reserve Fund. This project encountered cost overruns due to

an extended construction schedule, costs to remove hazardous trees, and interference with an underground water main line.

Maliview Sewer
The Maliview Sewer Local Services Commission directed additional funding of $66,521 for the Maliview Wastewater Treatment Upgrade project funded from the Capital Reserve Fund ($8,732) and the Community Works Fund ($57,789). Project budget increases cover additional costs for detailed design, increased scope of work to include a water discharge application under the Environment Act, and increased project management costs due to scope increases.

Sticks Allison Water
This project is to advance the supply for a backup genset to 2021 and increase the total budget to $17,500. This will be funded by Community Works Funds supported by the EA director ($12,000) and Capital Reserves ($5,500). This project was identified as a high priority to lower the risk of experiencing an extended power outage and water production issues at the water treatment plant by installing backup power prior to the winter season.

CRD Headquarters Building
The annual interior renovations budget has increased from $100,000 to $160,000 related to incremental construction for office space densification. It is proposed this be funded from the ES Engineering budget, as an additional one-time capital fund contribution funded by a variance on ES Engineering service budget expenses.

Additional costs related to the installation of flag poles where a crane and man-lift positioning equipment were required. The budget increased from $30,000 to $45,000 and will be funded from capital funds on hand.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4456 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 and July 14, 2021.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4456, "2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time; and
2. That Bylaw No. 4456 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. 4456, with Schedules A and B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4456

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A BYLAW TO AMEND THE FIVE YEAR FINANCIAL PLAN FOR THE YEARS 2021 – 2025

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

1. Bylaw No. 4409, "2021 to 2025 Financial Plan Bylaw, 2021", is hereby amended by replacing Schedules A and B with the attached schedules hereto.

2. This Bylaw may be cited as “2021 to 2025 Financial Plan Bylaw, 2021, Amendment Bylaw No. 3, 2021”.

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

_____ _____

CHAIR CORPORATE OFFICER

Attachments: Schedule A
Schedule B

CAPITAL REGIONAL DISTRICT 2021 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2021	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2021	Surplus 2020	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2021
1.010	Legislative & General Government	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	Electoral Area Admin Exp - JDF	60,767	60,767					60,767	3,952			133			56,682	56,682
1.110	Electoral Area Admin Exp - SGI	429,198	418,623				10,575	429,198	37,166		33,000	17,468			341,564	341,564
1.111	Electoral Area Admin Exp - SSI	807,916	802,416				5,500	807,916	37,102	240,729		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	91,685	91,685					91,685	6,398			35,235			50,052	50,052
1.117	Grant-in-Aid - Southern Gulf Islands	216,732	216,479		253			216,732				113,751			102,981	102,981
1.119	Vancouver Island Regional Library	310,943	310,897		46			310,943				549			310,394	310,394
1.121	Sooke Regional Museum	196,593	196,593					196,593	44			332			196,217	196,217
1.123	Prov. Court of B.C. (Family Court)	149,360	55,006				94,354	149,360				149,360				-
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	Greater Victoria Police Victim Services	292,562	292,486		76			292,562				14,732			277,830	277,830
1.129	Vancouver Island Regional Library - Debt	213,900	60,000	153,900				213,900				213,900				-
1.133	Langford E.A. - Greater Victoria Public Library	31,086	31,086					31,086	9			92			30,985	30,985
1.137	Galiano Island Community Use Building	61,968	33,051	27,417			1,500	61,968				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		56,848
1.224	Community Health - Homeless Sec.	806,116	806,116					806,116	18,326			192,253			595,537	595,537
1.226	Community Health (CHR) Facilities	1,580,254	1,026,584				553,670	1,580,254				1,580,254				-
1.227	Saturna Island Medical Clinic	32,553	32,553					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					25,995	3,428			40			22,527	22,527
1.235	S. G. I. Small Craft Harbour Facilities	396,645	223,450	3,195			170,000	396,645				6,241	99,300	291,104		291,104
1.236	Salt Spring Island Fernwood Dock	31,453	19,143				12,310	31,453				170		31,283		31,283
1.238A	Community Transit (S.S.I.)	506,175	442,295				63,880	506,175				323,923			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							580,000	580,000
1.295	McPherson Theatre	784,851	350,000			92,000	342,851	784,851				34,851			750,000	750,000
1.297	Arts Grants	2,942,074	2,942,074					2,942,074		13,552	19,955	180,710			2,727,857	2,727,857
1.299	Salt Spring Island Arts	118,602	118,477		125			118,602				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	Animal Care Services	1,175,450	1,165,450				10,000	1,175,450				715,593	29,440		430,417	430,417
1.314	SGI House Numbering	9,340	9,340					9,340	33			104			9,203	9,203
1.316	SSI Building Numbering	9,478	9,450		28			9,478				20			9,458	9,458
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	Nuisances & Unsightly Premises	51,990	51,990					51,990				306			51,684	51,684
1.323	By-Law Enforcement	509,296	472,336				36,960	509,296		480,016		29,280				-
1.324	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			6,300	46,610	183,619	14,582			40,095			128,942	128,942
1.352	South Galiano Fire Protection	424,362	293,194	43,418		5,700	82,050	424,362				310		66,417	357,635	424,052
1.353	Otter Point Fire Protection	504,725	349,635			5,090	150,000	504,725				7,790			496,935	496,935
1.354	Malahat Fire Protection	63,814	63,814					63,814	4						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	156,399	128,841	2,898			24,660	156,399				9,404	59,230		87,765	87,765
1.359	N. Galiano Fire Protection	210,298	150,066	48,872		6,270	5,090	210,298	12,270			714		24,440	172,874	197,314
1.360	Shirley Fire Protection	161,353	90,383			10,000	60,970	161,353				7,400			153,953	153,953
1.363	Saturna Island Fire	168,292	168,269		23			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					139,100	6,000		5,000	187			127,913	127,913
1.372	Electoral Area Emergency Program	619,967	612,643				7,324	619,967	14,486	459,671		888			144,922	144,922
1.373	S.G.I. Emergency Program	273,227	257,127				16,100	273,227	28,000			2,619			242,608	242,608

CAPITAL REGIONAL DISTRICT 2021 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2021	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2021	Surplus 2020	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2021
1.374	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				20,681			68,663	68,663
1.378	S.S.I. Search and Rescue	28,303	28,303					28,303	4,870			97			23,336	23,336
1.40X	SEAPARC	3,684,094	3,165,128	103,966			415,000	3,684,094				294,541	472,422		2,917,131	2,917,131
1.405	JDF EA - Community Parks	198,093	178,093				20,000	198,093				7,918			190,175	190,175
1.408	JDF EA - Community Recreation	88,526	88,526					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	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,759,079	1,491,103	26,976			241,000	1,759,079		96,138	8,500	54,372	131,150		1,468,919	1,468,919
1.465	Saturna Island Comm. Parks	24,060	18,582				5,478	24,060				1,194			22,866	22,866
1.468	Saturna Island - Community Rec.	20,109	20,109					20,109	6,361			777			12,971	12,971
1.475	Mayne Is. Com. Parks & Rec	83,484	76,464			7,020		83,484				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				43,000	157,082				1,733			155,349	155,349
1.488	North & South Pender Com. Rec	64,922	64,307		615			64,922				765			64,157	64,157
1.495	Galiano Parks	92,140	77,659				14,481	92,140				67			92,073	92,073
1.498	Galiano Community Recreation	41,174	41,174					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	Stormwater Quality Management - S.G.I.	38,336	38,336					38,336				461			37,875	37,875
1.535	Stormwater Quality Management - S.S.I.	27,528	27,528					27,528				28			27,500	27,500
1.536	LWMP-Stormwater Quality Management-Core	720,359	720,359					720,359			6,003	89,696			624,660	624,660
1.537	Stormwater Quality Management - Peninsula	115,765	112,943				2,822	115,765				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	911 Call Answer - RCMP	-						-								-
1.912B	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				3,000	725,219				16,214			709,005	709,005
1.921	Regional CREST Contribution	1,723,234	1,723,234					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	Emergency Comm - CREST - S.S.I.	142,105	142,105					142,105	215			119			141,771	141,771
2.610	Saanich Peninsula Water Supply	7,169,999	6,419,999				750,000	7,169,999				500	7,169,499			-
2.620	SSI Highland Water System	31,272	514	30,758				31,272	33			120		31,119		31,119
2.621	Highland / Fernwood Water - SSI	515,341	303,047	43,416	100,918		67,960	515,341				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	Cedar Lane Water (S.S.I.)	89,751	76,557	7,824			5,370	89,751			25,000	180	54,547	10,024		10,024
2.630	Magic Lakes Estate Water System	979,675	678,211	199,074			102,390	979,675			40,000	9,603	361,555	568,517		568,517
2.640	Saturna Island Water System (Lyall Harbour)	248,197	166,017	30,077	22,103		30,000	248,197			10,000	997	109,462	127,738		127,738
2.642	Skana Water (Mayne)	69,509	51,334	2,115			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)	-						-								-
2.660	Fernwood Water	14,753	408	14,345				14,753	1,200			60		13,493		13,493
2.665	Sticks Allison Water (Galiano)	59,999	48,999				11,000	59,999			5,000	100	49,899	5,000		5,000
2.667	Surfside Park Estates (Mayne)	108,251	91,251				17,000	108,251			5,000	100	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				615,670	34,305,613			-
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					297							297	297
3.701	Millstream Remediation Service	374,541	1,911	138,920		233,710		374,541			176,961	20,620			176,960	176,960
3.705	S.S.I. Liquid Waste Disposal	897,276	706,913	160,573			29,790	897,276			5,000	1,580	534,000	356,696		356,696
3.707	On Site System Management Program - LWMP	293,643	206,437				87,206	293,643	102,986			9,217			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	Harbours Program	342,124	342,124					342,124				23,356			318,768	318,768
3.755	Regional Source Control	1,685,236	1,685,236					1,685,236	67,096	54,610	94,967	91,623	53,900		1,323,040	1,323,040
3.756	Harbours Environmental Action	65,290	65,290					65,290							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		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				79,210						79,210		79,210
3.850	Port Renfrew Sewer	118,030	100,828		2,202		15,000	118,030				1,265	57,309	59,456		59,456
21.ALL	Feasibility Study Reserve Fund - All	171,749	171,749					171,749	19,737			2,012			150,000	150,000
21.E.A.	Feasibility Study Reserve Fund - E.A.	10,000	10,000					10,000	10,000							-

CAPITAL REGIONAL DISTRICT 2022 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2022	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2022	Surplus 2021	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2022
1.010	Legislative & General Government	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	U.B.C.M.	13,157	13,157					13,157				90			13,067	13,067
1.109	Electoral Area Admin Exp - JDF	57,038	57,038					57,038				120			56,918	56,918
1.110	Electoral Area Admin Exp - SGI	407,813	394,690				13,123	407,813			30,000	16,886			360,927	360,927
1.111	Electoral Area Admin Exp - SSI	787,630	782,130				5,500	787,630		262,527		640			524,463	524,463
1.112	Regional Grant in Aid	-						-								-
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				-
1.124	SSI Economic Development Commission	79,140	76,579				2,561	79,140				570			78,570	78,570
1.125	SGI Economic Development Commission	122,222	122,222					122,222				710			121,512	121,512
1.126	Victoria Family Court Committee	15,888	15,888					15,888				888			15,000	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		369,767				369,767				369,767				-
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		56,786
1.224	Community Health - Homeless Sec.	815,787	815,787					815,787				192,253			623,534	623,534
1.226	Community Health (CHR) Facilities	1,607,863	1,054,193				553,670	1,607,863				1,607,863				-
1.227	Saturna Island Medical Clinic	32,559	32,559					32,559				1,760			30,799	30,799
1.228	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			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			94,000	173,551				1,360			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					4,245,865	4,245,865							4,245,865	4,245,865
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	3,001,369	3,001,369					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				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					13,122				50			13,072	13,072
1.318	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
1.319	Soil Deposit Removal	5,660	5,660					5,660				40			5,620	5,620
1.320	Noise Control	39,754	39,754					39,754				200			39,554	39,554
1.322	Nuisances & Unsightly Premises	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				-
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	478,646	277,344	112,052		5,810	83,440	478,646				320		112,052	366,274	478,326
1.353	Otter Point Fire Protection	512,336	351,346			5,190	155,800	512,336				310			512,026	512,026
1.354	Malahat Fire Protection	65,550	65,550					65,550							65,550	65,550
1.355	Durrance Road Fire Protection	3,050	2,730				320	3,050						3,050		3,050
1.356	Pender Fire Protection	1,140,798	873,905	116,400			150,493	1,140,798			116,400	9,294			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							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	S.S.I. Emergency Program	129,890	129,890					129,890				180			129,710	129,710
1.372	Electoral Area Emergency Program	621,907	614,437				7,470	621,907		468,864		830			152,213	152,213
1.373	S.G.I. Emergency Program	249,589	234,989				14,600	249,589				2,120			247,469	247,469

CAPITAL REGIONAL DISTRICT 2022 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2022	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2022	Surplus 2021	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2022
1.374	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					23,436				100			23,336	23,336
1.40X	SEAPARC	3,896,148	3,372,182	103,966			420,000	3,896,148				299,008	483,195		3,113,945	3,113,945
1.405	JDF EA - Community Parks	193,897	173,497				20,400	193,897				780			193,117	193,117
1.408	JDF EA - Community Recreation	90,593	90,593					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. Prog	1,948,716	1,701,541				247,175	1,948,716		98,254		16,155	275,000		1,559,307	1,559,307
1.465	Saturna Island Comm. Parks	24,640	18,889				5,751	24,640				1,180			23,460	23,460
1.468	Saturna Island - Community Rec.	13,920	13,920					13,920				390			13,530	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					3,887				3,507	380			-
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	Galiano Parks	94,720	79,720				15,000	94,720				60			94,660	94,660
1.498	Galiano Community Recreation	37,675	37,675					37,675				20			37,655	37,655
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	24,251,374	23,194,807				1,056,567	24,251,374				6,547,144	17,704,230			-
1.523	Port Renfrew Refuse Disposal	88,384	82,384				6,000	88,384		15,900		38,627			33,857	33,857
1.525	Solid Waste Disposal - Debt	203,660	1,390	202,270				203,660				1,390	202,270			-
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					27,530				30			27,500	27,500
1.536	LWMP-Stormwater Quality Management-Core	734,760	732,690				2,070	734,760			6,120	91,490			637,150	637,150
1.537	Stormwater Quality Management - Peninsula	118,040	115,200				2,840	118,040				3,980			114,060	114,060
1.538	Source - Stormwater Quality - Peninsula	55,820	53,603				2,217	55,820				1,610			54,210	54,210
1.57X	Environmental Services	22,888,199	22,570,576				317,623	22,888,199		22,795,799		92,400				-
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	-						-		759,700		(54,678)			(705,022)	(705,022)
1.913	913 Fire Dispatch	753,372	747,072				6,300	753,372				12,760			740,612	740,612
1.921	Regional CREST Contribution	1,757,539	1,757,539					1,757,539				104,970			1,652,569	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				31,079				120		30,959		30,959
2.621	Highland / Fernwood Water - SSI	503,837	347,787	86,640			69,410	503,837			27,000	760	396,077	80,000		80,000
2.622	Cedars of Tuam	40,014	31,056	98			8,860	40,014			1,500	50	38,464			-
2.624	Beddis Water	250,918	172,241	44,387			34,290	250,918				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	Skana Water (Mayne)	68,600	49,985	2,115			16,500	68,600				110	48,490	20,000		20,000
2.650	Port Renfrew Water	131,021	109,021				22,000	131,021				1,110	64,955	64,956		64,956
2.655	Snuggery Cove (Port Renfrew)	-						-								-
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				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				615,672	35,010,946			-
2.680	Juan de Fuca Water Distribution	21,831,756	13,697,884	2,370,709		5,500,000	263,163	21,831,756		6,000	30,596	181,230	21,613,930			-
2.691	Wilderness Mountain Water Service	169,328	133,741	23,587			12,000	169,328			10,000	130	88,359	70,839		70,839
3.700	Septage Disposal - Municipal	201,612	145,982			55,630		201,612				164,950	2,590		34,072	34,072
3.700	Septage Disposal - JDF Service Area	207	207					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					190,200				8,760			181,440	181,440
3.71X	Trk Swrs & Swge Disp - oper	35,210,205	33,340,200				1,870,005	35,210,205	10,000	1,581,337	492,482	27,394,927			5,731,459	5,731,459
3.7XX	Trk Swrs - debt	24,276,823	131,998	11,303,855		5,529,745	7,311,225	24,276,823				17,819,844			6,456,979	6,456,979
3.720	LWMP (Peninsula) - Implementation	119,140	119,140					119,140				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					66,596							66,596	66,596
3.810	Ganges Sewer	1,095,884	720,541	245,813			129,530	1,095,884			10,000	2,090	1,024,794	59,000		59,000
3.820	Maliview Estates Sewer System	232,851	163,628	30,073			39,150	232,851			7,000	27,160	149,508	49,183		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 FINANCIAL PLAN

Schedule A

		Expenditures						*Revenue*								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
1.010	Legislative & General Government	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	U.B.C.M.	13,414	13,414					13,414				90			13,324	13,324
1.109	Electoral Area Admin Exp - JDF	58,189	58,189					58,189				120			58,069	58,069
1.110	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		660			535,391	535,391
1.112	Regional Grant in Aid	-						-								-
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	Victoria Family Court Committee	15,888	15,888					15,888				888			15,000	15,000
1.128	Greater Victoria Police Victim Services	304,509	304,509					304,509				14,571			289,938	289,938
1.129	Vancouver Island Regional Library - Debt	369,767		369,767				369,767				369,767				-
1.133	Langford E.A. - Greater Victoria Public Library	32,228	32,228					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					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			73,980	73,980
1.232	Port Renfrew Street Lighting	9,196	9,196					9,196				300	4,053	4,843		4,843
1.234	S.S.I. Street Lighting	27,081	27,081					27,081				40			27,041	27,041
1.235	S. G. I. Small Craft Harbour Facilities	432,653	212,378	70,275			150,000	432,653				5,500	109,670	317,483		317,483
1.236	Salt Spring Island Fernwood Dock	32,437	19,627				12,810	32,437				170		32,267		32,267
1.238A	Community Transit (S.S.I.)	513,393	508,393				5,000	513,393			107,137	188,506			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					504,080				27,140			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	Regional Housing Trust Fund	-						-								-
1.313	Animal Care Services	1,217,629	1,207,629				10,000	1,217,629				741,830	30,500		445,299	445,299
1.314	SGI House Numbering	9,674	9,674					9,674				130			9,544	9,544
1.316	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					633,904			300,000	24,090			309,814	309,814
1.335	Geo-Spatial Referencing System	179,446	118,196				61,250	179,446				8,720	8,290		162,436	162,436
1.350	Willis Point Fire Protect & Recreation	187,157	111,791	1,306		6,560	67,500	187,157				49,415			137,742	137,742
1.352	South Galiano Fire Protection	485,738	282,896	112,052		5,930	84,860	485,738				330		112,052	373,356	485,408
1.353	Otter Point Fire Protection	522,583	358,373			5,290	158,920	522,583				310			522,273	522,273
1.354	Malahat Fire Protection	66,863	66,863					66,863							66,863	66,863
1.355	Durrance Road Fire Protection	3,110	2,733				377	3,110						3,110		3,110
1.356	Pender Fire Protection	1,161,287	891,384	116,400			153,503	1,161,287			116,400	9,480			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					130,944				180			130,764	130,764
1.372	Electoral Area Emergency Program	635,152	627,532				7,620	635,152		479,179		850			155,123	155,123
1.373	S.G.I. Emergency Program	254,271	239,671				14,600	254,271				2,160			252,111	252,111

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
1.374	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	S.S.I. Search and Rescue	23,436	23,436					23,436				100			23,336	23,336
1.40X	SEAPARC	3,977,321	3,443,355	103,966			430,000	3,977,321				304,885	492,859		3,179,577	3,179,577
1.405	JDF EA - Community Parks	197,857	177,057				20,800	197,857				800			197,057	197,057
1.408	JDF EA - Community Recreation	92,439	92,439					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. Prog	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	Saturna Island Comm. Parks	25,130	19,258				5,872	25,130				1,200			23,930	23,930
1.468	Saturna Island - Community Rec.	14,204	14,204					14,204				400			13,804	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					3,856				3,476	380			-
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					67,360				900			66,460	66,460
1.495	Galiano Parks	96,307	81,307				15,000	96,307				60			96,247	96,247
1.498	Galiano Community Recreation	38,432	38,432					38,432				20			38,412	38,412
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	23,952,492	23,061,088				891,404	23,952,492				6,272,144	17,680,348			-
1.523	Port Renfrew Refuse Disposal	90,013	84,013				6,000	90,013		16,220		39,447			34,346	34,346
1.525	Solid Waste Disposal - Debt	227,542	19,015	208,527				227,542				1,390	226,152			-
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					27,530				30			27,500	27,500
1.536	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	120,400	117,509				2,891	120,400				4,060			116,340	116,340
1.538	Source - Stormwater Quality - Peninsula	56,930	54,670				2,260	56,930				1,640			55,290	55,290
1.57X	Environmental Services	23,366,070	23,048,447				317,623	23,366,070		23,273,670		92,400				-
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	913 Fire Dispatch	771,847	765,417				6,430	771,847				13,010			758,837	758,837
1.921	Regional CREST Contribution	1,792,529	1,792,529					1,792,529				107,010			1,685,519	1,685,519
1.923	Emergency Comm - CREST - S.G.I.	187,291	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				31,083				120		30,963		30,963
2.621	Highland / Fernwood Water - SSI	613,371	330,430	212,051			70,890	613,371			20,000	770	507,601	85,000		85,000
2.622	Cedars of Tuam	48,712	36,001	4,791			7,920	48,712				50	48,662			-
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	Skana Water (Mayne)	71,405	51,239	166			20,000	71,405				110	52,769	18,526		18,526
2.650	Port Renfrew Water	137,580	114,155	1,425			22,000	137,580				1,130	68,225	68,225		68,225
2.655	Snuggery Cove (Port Renfrew)	-						-								-
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	Juan de Fuca Water Distribution	23,151,598	14,161,867	2,721,305		6,000,000	268,426	23,151,598		6,000		181,230	22,964,368			-
2.691	Wilderness Mountain Water Service	162,076	126,489	23,587			12,000	162,076			500	130	89,483	71,963		71,963
3.700	Septage Disposal - Municipal	205,777	149,027			56,750		205,778				168,250	2,640		34,888	34,888
3.700	Septage Disposal - JDF Service Area	212	212					212							212	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				1,939,165	35,542,509	10,000	1,546,666	205,000	27,932,844			5,847,999	5,847,999
3.7XX	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	24,080	24,080					24,080				210			23,870	23,870
3.750	LWMP	378,770	329,127				49,643	378,770				161,031			217,739	217,739
3.752	Harbours Program	354,906	354,906					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				27,160	181,251	114,344		114,344.00
3.830	Magic Lake Estates Sewer System	864,600	597,237	174,103			93,260	864,600		11,128		1,240	352,234	499,998		499,998
3.830D	Magic Lake Estates Sewer Debt	207,774		207,774				207,774						207,774		207,774
3.850	Port Renfrew Sewer	119,723	106,748	975			12,000	119,723				1,250	59,238	59,235		59,235
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.010	Legislative & General Government	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	U.B.C.M.	13,682	13,682					13,682				90			13,592	13,592
1.109	Electoral Area Admin Exp - JDF	59,360	59,360					59,360				120			59,240	59,240
1.110	Electoral Area Admin Exp - SGI	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		680			546,542	546,542
1.112	Regional Grant in Aid	-						-								-
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				-
1.124	SSI Economic Development Commission	82,330	78,856				3,474	82,330				590			81,740	81,740
1.125	SGI Economic Development Commission	126,334	126,334					126,334				730			125,604	125,604
1.126	Victoria Family Court Committee	15,888	15,888					15,888				888			15,000	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		369,767				369,767				369,767				-
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					588,631				132,253			456,378	456,378
1.226	Community Health (CHR) Facilities	1,650,863	1,097,193				553,670	1,650,863				1,650,863				-
1.227	Saturna Island Medical Clinic	27,752	27,752					27,752				1,840			25,912	25,912
1.228	Galiano Health Service	149,483	149,483					149,483				40			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		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	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	785,843	350,000			90,000	345,843	785,843				35,843			750,000	750,000
1.297	Arts Grants	3,123,572	3,123,572					3,123,572		14,174		185,665			2,923,733	2,923,733
1.299	Salt Spring Island Arts	124,459	124,459					124,459				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	Noise Control	41,294	41,294					41,294				200			41,094	41,094
1.322	Nuisances & Unsightly Premises	54,778	54,778					54,778				270			54,508	54,508
1.323	By-Law Enforcement	532,584	495,624				36,960	532,584		501,524		31,060				-
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					68,197							68,197	68,197
1.355	Durrance Road Fire Protection	3,170	2,736				434	3,170						3,170		3,170
1.356	Pender Fire Protection	1,182,193	909,220	116,400			156,573	1,182,193			116,400	9,669			1,056,124	1,056,124
1.357	East Sooke Fire Protection	511,456	220,347	155,109			136,000	511,456				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
1.370	Juan de Fuca Emergency Program	91,868	75,748				16,120	91,868				220			91,648	91,648
1.371	S.S.I. Emergency Program	132,010	132,010					132,010				180			131,830	131,830
1.372	Electoral Area Emergency Program	648,675	640,905				7,770	648,675		489,721		870			158,084	158,084
1.373	S.G.I. Emergency Program	259,008	244,408				14,600	259,008				2,200			256,808	256,808

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.374	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	S.S.I. Search and Rescue	23,436	23,436					23,436				100			23,336	23,336
1.40X	SEAPARC	4,059,398	3,515,432	103,966			440,000	4,059,398				310,881	502,718		3,245,799	3,245,799
1.405	JDF EA - Community Parks	201,903	180,683				21,220	201,903				820			201,083	201,083
1.408	JDF EA - Community Recreation	94,322	94,322					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. Prog	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	Saturna Island Comm. Parks	25,640	19,628				6,012	25,640				1,230			24,410	24,410
1.468	Saturna Island - Community Rec.	14,488	14,488					14,488				410			14,078	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					3,885				3,505	380			-
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	Galiano Parks	97,925	82,925				15,000	97,925				60			97,865	97,865
1.498	Galiano Community Recreation	39,209	39,209					39,209				20			39,189	39,189
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	27,044,000	23,149,534				3,894,466	27,044,000				9,497,144	17,546,856			-
1.523	Port Renfrew Refuse Disposal	91,675	85,675				6,000	91,675		16,540		40,282			34,853	34,853
1.525	Solid Waste Disposal - Debt	361,034	13,244	347,790				361,034				1,390	359,644			-
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	Stormwater Quality Management - Peninsula	122,810	119,860				2,950	122,810				4,140			118,670	118,670
1.538	Source - Stormwater Quality - Peninsula	58,070	55,759				2,311	58,070				1,670			56,400	56,400
1.57X	Environmental Services	23,852,956	23,535,333				317,623	23,852,956		23,760,556		92,400				-
1.911	911 Systems	2,666,555	1,552,606	1,011,949			102,000	2,666,555			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	Emergency Comm - CREST - S.G.I.	191,019	191,019					191,019				1,630			189,389	189,389
1.924	Emergency Comm - CREST - J.D.F.	126,636	126,636					126,636				210			126,426	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			-
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			-
2.624	Beddis Water	267,720	177,599	34,571			55,550	267,720				320	182,569	84,831		84,831
2.626	Fulford Water	247,080	153,625	75,605			17,850	247,080				900	160,315	85,865		85,865
2.628	Cedar Lane Water (S.S.I.)	71,658	54,374	7,824			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)	-						-								-
2.660	Fernwood Water	14,590	245	14,345				14,590				60		14,530		14,530
2.665	Sticks Allison Water (Galiano)	68,436	51,436				17,000	68,436			5,000	100	52,336	11,000		11,000
2.667	Surfside Park Estates (Mayne)	108,272	91,272				17,000	108,272				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			-
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					217							217	217
3.701	Millstream Remediation Service	140,170	1,250	138,920				140,170			69,851	470			69,849	69,849
3.705	S.S.I. Liquid Waste Disposal	1,102,769	748,205	311,074			43,490	1,102,769				1,160	566,680	534,929		534,929
3.707	On Site System Management Program - LWMP	190,540	190,540					190,540				9,100			181,440	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				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	Harbours Environmental Action	69,287	69,287					69,287							69,287	69,287
3.810	Ganges Sewer	1,147,123	768,970	245,813			132,340	1,147,123			30,000	2,130	1,049,993	65,000		65,000
3.820	Maliview Estates Sewer System	366,149	183,042	142,747			40,360	366,149			40,000	27,160	184,645	114,344		114,344.00
3.830	Magic Lake Estates Sewer System	876,434	609,071	174,103			93,260	876,434		11,372		1,260	413,804	449,998		449,998
3.830D	Magic Lake Estates Sewer Debt	207,774		207,774				207,774						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 FINANCIAL PLAN — **Schedule A**

		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
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	U.B.C.M.	13,950	13,950					13,950				90			13,860	13,860
1.109	Electoral Area Admin Exp - JDF	60,563	60,563					60,563				120			60,443	60,443
1.110	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		700			557,935	557,935
1.112	Regional Grant in Aid	-						-								-
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	SGI Economic Development Commission	128,429	128,429					128,429				740			127,689	127,689
1.126	Victoria Family Court Committee	15,888	15,888					15,888				888			15,000	15,000
1.128	Greater Victoria Police Victim Services	316,803	316,803					316,803				14,461			302,342	302,342
1.129	Vancouver Island Regional Library - Debt	369,767		369,767				369,767				369,767				-
1.133	Langford E.A. - Greater Victoria Public Library	33,524	33,524					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	Community Health (CHR) Facilities	1,673,020	1,119,350				553,670	1,673,020				1,673,020				-
1.227	Saturna Island Medical Clinic	28,483	28,483					28,483				1,880			26,603	26,603
1.228	Galiano Health Service	156,874	156,874					156,874				40			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		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	580,000	100,000			100,000	380,000	580,000							580,000	580,000
1.295	McPherson Theatre	785,843	350,000			90,000	345,843	785,843				35,843			750,000	750,000
1.297	Arts Grants	3,186,526	3,186,526					3,186,526		14,480		185,665			2,986,381	2,986,381
1.299	Salt Spring Island Arts	126,949	126,949					126,949				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	Noise Control	42,101	42,101					42,101				200			41,901	41,901
1.322	Nuisances & Unsightly Premises	55,839	55,839					55,839				270			55,569	55,569
1.323	By-Law Enforcement	542,935	505,975				36,960	542,935		511,255		31,680				-
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					69,562							69,562	69,562
1.355	Durrance Road Fire Protection	3,230	2,739				491	3,230						3,230		3,230
1.356	Pender Fire Protection	1,203,510	927,406	116,400			159,704	1,203,510			116,400	9,863			1,077,247	1,077,247
1.357	East Sooke Fire Protection	518,860	224,751	155,109			139,000	518,860				28,260	60,630		429,970	429,970
1.358	Port Renfrew Fire Protection	156,111	131,111				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
1.360	Shirley Fire Protection	162,052	91,052			10,000	61,000	162,052				200			161,852	161,852
1.363	Saturna Island Fire	203,680	203,680					203,680				7,970			195,710	195,710
1.369	Electoral Area Fire Services - JDF	72,195	61,142			3,738	7,315	72,195				100			72,095	72,095
1.369	Electoral Area Fire Services - SGI	81,815	69,272			4,242	8,301	81,815							81,815	81,815
1.370	Juan de Fuca Emergency Program	93,463	77,263				16,200	93,463				220			93,243	93,243
1.371	S.S.I. Emergency Program	133,089	133,089					133,089				180			132,909	132,909
1.372	Electoral Area Emergency Program	662,470	654,540				7,930	662,470		499,520		890			162,060	162,060
1.373	S.G.I. Emergency Program	263,889	249,289				14,600	263,889				2,240			261,649	261,649

CAPITAL REGIONAL DISTRICT 2025 FINANCIAL PLAN — **Schedule A**

		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
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					23,436				100			23,336	23,336
1.40X	SEAPARC	4,082,049	3,588,083	53,966			440,000	4,082,049				316,998	512,772		3,252,279	3,252,279
1.405	JDF EA - Community Parks	206,016	184,376				21,640	206,016				840			205,176	205,176
1.408	JDF EA - Community Recreation	96,253	96,253					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. Prog	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	Saturna Island Comm. Parks	26,150	19,997				6,153	26,150				1,250			24,900	24,900
1.468	Saturna Island - Community Rec.	14,782	14,782					14,782				420			14,362	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					3,960				3,570	390			-
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	Galiano Community Recreation	39,997	39,997					39,997				20			39,977	39,977
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	26,965,024	23,418,344				3,546,680	26,965,024				9,497,144	17,467,880			-
1.523	Port Renfrew Refuse Disposal	93,408	87,368				6,040	93,408		16,870		41,194			35,344	35,344
1.525	Solid Waste Disposal - Debt	440,010	1,390	438,620				440,010				1,390	438,620			-
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	Stormwater Quality Management - Peninsula	125,260	122,250				3,010	125,260				4,220			121,040	121,040
1.538	Source - Stormwater Quality - Peninsula	59,230	56,870				2,360	59,230				1,700			57,530	57,530
1.57X	Environmental Services	24,350,117	24,032,494				317,623	24,350,117		24,257,717		92,400				-
1.911	911 Systems	2,681,130	1,565,141	1,011,949			104,040	2,681,130			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	Regional CREST Contribution	1,864,624	1,864,624					1,864,624				111,210			1,753,414	1,753,414
1.923	Emergency Comm - CREST - S.G.I.	194,827	194,827					194,827				1,630			193,197	193,197
1.924	Emergency Comm - CREST - J.D.F.	129,161	129,161					129,161				210			128,951	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	82,589	41,072	35,477			6,040	82,589			10,000	50	72,539			-
2.624	Beddis Water	286,348	196,117	34,571			55,660	286,348			15,000	320	186,197	84,831		84,831
2.626	Fulford Water	253,304	156,689	75,605			21,010	253,304				910	163,529	88,865		88,865
2.628	Cedar Lane Water (S.S.I.)	92,006	75,456				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	Port Renfrew Water	163,572	117,574	23,998			22,000	163,572				1,180	81,196	81,196		81,196
2.655	Snuggery Cove (Port Renfrew)	-						-								
2.660	Fernwood Water	7,030	249	6,781				7,030				60		6,970		6,970
2.665	Sticks Allison Water (Galiano)	64,376	47,376				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			12,000	166,213				130	91,802	74,281		74,281
3.700	Septage Disposal - Municipal	214,127	155,087			59,040		214,127				175,040	2,740		36,347	36,347
3.700	Septage Disposal - JDF Service Area	221	221					221							221	221
3.701	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				1,170	578,020	488,308		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					25,047				210			24,837	24,837
3.750	LWMP	394,070	342,444				51,626	394,070				167,534			226,536	226,536
3.752	Harbours Program	369,254	369,254					369,254				25,300			343,954	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							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	Magic Lake Estates Sewer Debt	207,774		207,774				207,774						207,774		207,774
3.850	Port Renfrew Sewer	213,896	113,426	88,430			12,040	213,896				1,290	106,306	106,300		106,300
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

SCHEDULE B

CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

	EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2021	2022	2023	2024	2025	TOTAL
	EXPENDITURE						
B	Buildings	46,050,926	164,663,000	12,805,800	5,471,500	755,000	229,746,226
E	Equipment	16,827,196	11,512,994	8,148,716	4,829,704	3,283,223	44,601,833
L	Land	14,577,947	4,755,000	4,530,000	4,975,000	4,200,000	33,037,947
S	Engineered Structures	204,897,205	87,129,713	76,925,709	59,537,745	35,721,145	464,211,517
V	Vehicles	3,878,000	1,958,000	1,520,000	2,226,000	873,000	10,455,000
		286,231,275	**270,018,707**	**103,930,225**	**77,039,949**	**44,832,368**	**782,052,524**
	SOURCE OF FUNDS						
C	Capital Funds on Hand	52,212,420	22,299,095	23,752,969	26,057,745	16,689,745	141,011,975
D	Debenture Debt (New Debt Only)	49,178,000	63,498,000	48,577,541	30,285,375	14,350,000	205,888,916
E	ERF	6,597,653	4,173,494	3,883,516	3,972,704	2,456,223	21,083,590
G	Grants (Federal, Provincial)	104,931,866	10,741,518	3,541,500	2,425,000	25,000	121,664,884
R	Reserve Fund	44,151,817	34,081,600	24,174,699	14,299,125	11,311,400	128,018,641
O	Other	29,159,518	135,225,000	-	-	-	164,384,518
		286,231,275	**270,018,707**	**103,930,225**	**77,039,949**	**44,832,368**	**782,052,524**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2021

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	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		2,309,729			2,374,729	124,729				2,190,000	60,000	2,374,729
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				5,000	40,000		45,000
1.238B	Community Transportation (SSI)				822,765		822,765	210,000	-		490,000	122,765		822,765
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	McPherson Theatre	170,000		1,085,000			1,255,000	370,000			505,000	371,000	9,000	1,255,000
1.297	Arts Grants and Development	-					-			-				-
1.310	Land Banking and Housing	2,000		32,683,518			32,685,518		-	2,000	7,200,000		25,483,518	32,685,518
1.313	Animal Care Services	3,029	18,000				21,029			21,029				21,029
1.318	Building Inspection	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					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 B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.475	Mayne Island Community Parks	-		-	33,000		33,000				15,000	18,000		33,000
1.485	Pender Island Community Parks			15,000	261,563		276,563				243,963	32,600		276,563
1.495	Galiano Community Parks				49,145		49,145	6,186				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			15,000		15,000		30,000
1.575	Environmental Administration Services	7,000					7,000			7,000				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					776,200			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					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						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)					-	-		-					-
2.665	Sticks Allison Water (Galiano)	27,000					27,000				12,000	15,000		27,000
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	785,000	650,000	500,000	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)				591,521		591,521		300,000		257,789	33,732		591,521
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
TOTAL		**16,827,196**	**3,878,000**	**46,050,926**	**204,897,205**	**14,577,947**	**286,231,275**	**52,212,420**	**49,178,000**	**6,597,653**	**104,931,866**	**44,151,817**	**29,159,518**	**286,231,275**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2022 **Schedule B**

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	95,000					95,000			95,000				95,000
1.014	Chief Administrative Officer	2,901					2,901			2,901				2,901
1.015	Real Estate	-					-			-				-
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	-					-			-				-
1.022	Information Technology	1,491,350					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	Corporate Emergency	6,000					6,000			6,000				6,000
1.105	Facitilies Management	2,000	50,000				52,000			52,000				52,000
1.106	Facilities and Risk	-		250,000			250,000	-				250,000	-	250,000
1.107	Corporate Satellite Facilities			-			-					-		-
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SGI Admin. Expenditures	1,500					1,500			1,500				1,500
1.111	SSI Admin. Expenditures	9,890					9,890			9,890				9,890
1.118	Corporate Communications	5,851					5,851			5,851				5,851
1.123	Family Court Building			-			-	-				-		-
1.137	Galiano Island Community Use Building			-			-					-		-
1.141	SSI Public Library			10,000			10,000				-	10,000		10,000
1.226	Health Facilities - VIHA	85,000		2,522,500		-	2,607,500	-				2,607,500		2,607,500
1.235	SGI Small Craft Harbour Facilities				520,000		520,000	-	470,000			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)				245,000		245,000	-	180,000		-	65,000		245,000
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
1.310	Land Banking and Housing	1,500		156,500,000			156,501,500		21,300,000	1,500	-		135,200,000	156,501,500
1.313	Animal Care Services	4,040	18,000				22,040			22,040				22,040
1.318	Building Inspection	-	-				-			-				-
1.323	ByLaw Services	990	15,000				15,990			15,990				15,990
1.324	Regional Planning Services	10,100					10,100			10,100				10,100
1.325	Community Planning	35,000					35,000			35,000				35,000
1.335	Geo-Spatial Referencing	30,000					30,000			30,000				30,000
1.350	Willis Point Fire	6,000	-	-			6,000		-	6,000	-	-		6,000
1.352	South Galiano Fire		-	6,500			6,500		-	6,500				6,500
1.353	Otter Point Fire	131,000		40,000			171,000	-		131,000		40,000		171,000
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	-					-					-		-
1.375	Hazardous Material Incident Response	90,000					90,000			90,000				90,000
1.377	JDF Search and Rescue	-	-				-						-	-
1.405	JDF EA Community Parks & Recreation					80,000	80,000				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	SSI Community Recreation	5,000		-	300,000		305,000			5,000	175,000	125,000		305,000
1.459	SSI Park Land & Rec Programs	62,500		175,000	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
1.475	Mayne Island Community Parks	5,000		4,000	-		9,000				-	9,000		9,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2022

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks			-	10,000		10,000				-	10,000		10,000
1.495	Galiano Community Parks				16,500		16,500	-				16,500		16,500
1.521	Environmental Resource Management	283,000			16,565,000		16,848,000	250,000	-	283,000		16,315,000		16,848,000
1.523	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)	-					-				-	-		-
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	530,000	350,000	800,000	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)				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
TOTAL		**11,512,994**	**1,958,000**	**164,663,000**	**87,129,713**	**4,755,000**	**270,018,707**	**22,299,095**	**63,498,000**	**4,173,494**	**10,741,518**	**34,081,600**	**135,225,000**	**270,018,707**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2023 **Schedule B**

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	21,500					21,500			21,500				21,500
1.014	Chief Administrative Officer	13,128					13,128			13,128				13,128
1.015	Real Estate	-					-			-				-
1.016	Human Resources	4,425					4,425			4,425				4,425
1.017	Finance	234,732					234,732	200,000		34,732				234,732
1.018	Health & Capital Planning Strategies	1,973					1,973			1,973				1,973
1.022	Information Technology	1,544,650					1,544,650	1,540,000		4,650				1,544,650
1.024	GM - Planning & Protective Services	1,934					1,934			1,934				1,934
1.025	Corporate Emergency	6,000					6,000			6,000				6,000
1.105	Facitilies Management	2,000	50,000				52,000			52,000				52,000
1.106	Facilities and Risk	-		1,115,000			1,115,000	-				1,115,000	-	1,115,000
1.107	Corporate Satellite Facilities			-			-					-		-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	1,530					1,530			1,530				1,530
1.111	SSI Admin. Expenditures	1,200					1,200			1,200				1,200
1.118	Corporate Communications	1,934					1,934			1,934				1,934
1.123	Family Court Building			-			-	-				-		-
1.137	Galiano Island Community Use Building			-			-					-		-
1.141	SSI Public Library			-			-				-	-		-
1.226	Health Facilities - VIHA	245,000		-		-	245,000	-				245,000		245,000
1.235	SGI Small Craft Harbour Facilities				125,000		125,000	-	-			125,000		125,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				191,500		191,500				44,500	147,000		191,500
1.238A	Community Transit (SSI)		-		-		-				-	-		-
1.238B	Community Transportation (SSI)				240,000		240,000	-	200,000		-	40,000		240,000
1.280	Regional Parks	102,000	236,000	-	4,314,740	3,800,000	8,452,740	-	-	278,000	2,100,000	6,074,740	-	8,452,740
1.290	Royal Theatre	-		221,000			221,000	-			-	221,000	-	221,000
1.295	McPherson Theatre	-		131,000			131,000	-			-	131,000	-	131,000
1.297	Arts Grants and Development	-					-			-				-
1.310	Land Banking and Housing	4,000		-			4,000		-	4,000	-		-	4,000
1.313	Animal Care Services	4,120	18,000				22,120			22,120				22,120
1.318	Building Inspection	5,000	-				5,000			5,000				5,000
1.323	ByLaw Services	1,010	15,000				16,010			16,010				16,010
1.324	Regional Planning Services	12,000					12,000			12,000				12,000
1.325	Community Planning	2,410					2,410			2,410				2,410
1.335	Geo-Spatial Referencing	45,000					45,000			45,000				45,000
1.350	Willis Point Fire	60,000	650,000	5,000			715,000		275,000	435,000	-	5,000		715,000
1.352	South Galiano Fire		-	5,800			5,800		-	5,800				5,800
1.353	Otter Point Fire	28,300		40,000			68,300	-		28,300		40,000		68,300
1.356	Pender Island Fire	10,000	-	-			10,000			10,000		-	-	10,000
1.357	East Sooke Fire	7,300	-				7,300	-		7,300		-		7,300
1.358	Port Renfrew Fire	-					-			-				-
1.360	Shirley Fire Department	-					-			-				-
1.369	Electoral Area Fire Services	-					-					-		-
1.370	JDF Emergency Program	7,470					7,470			7,470				7,470
1.371	SSI Emergency Program					-	-		-					-
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SGI Emergency Program	-					-					-		-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000
1.377	JDF Search and Rescue	-	-				-						-	-
1.405	JDF EA Community Parks & Recreation					-	-				-			-
1.40X	SEAPARC	116,000	30,000	-	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	-	-		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	155,000		8,365,000
1.465	Saturna Island Community Parks				9,000		9,000					9,000		9,000
1.475	Mayne Island Community Parks	-		3,000	10,000		13,000				-	13,000		13,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2023

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	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	-			-		-			-		-		-
1.575	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	205,000	190,000	800,000	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
TOTAL		**8,148,716**	**1,520,000**	**12,805,800**	**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

2024 **Schedule B**

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	37,000					37,000			37,000				37,000
1.014	Chief Administrative Officer	3,917					3,917			3,917				3,917
1.015	Real Estate	1,934					1,934			1,934				1,934
1.016	Human Resources	2,950					2,950			2,950				2,950
1.017	Finance	140,178					140,178	100,000		40,178				140,178
1.018	Health & Capital Planning Strategies	1,505					1,505			1,505				1,505
1.022	Information Technology	1,652,600					1,652,600	1,633,000		19,600				1,652,600
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	8,000					8,000			8,000				8,000
1.105	Facitilies Management	3,500	50,000				53,500			53,500				53,500
1.106	Facilities and Risk	-		1,600,000			1,600,000	-				1,600,000	-	1,600,000
1.107	Corporate Satellite Facilities			-			-					-		-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	1,200					1,200			1,200				1,200
1.118	Corporate Communications	2,950					2,950			2,950				2,950
1.123	Family Court Building			-			-	-				-		-
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
1.235	SGI Small Craft Harbour Facilities				175,000		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	Building Inspection	-	45,000				45,000			45,000				45,000
1.323	ByLaw Services	1,030	15,000				16,030			16,030				16,030
1.324	Regional Planning Services	-					-			-				-
1.325	Community Planning	3,910					3,910			3,910				3,910
1.335	Geo-Spatial Referencing	40,000					40,000			40,000				40,000
1.350	Willis Point Fire	-	-	3,500			3,500		-	-	-	3,500		3,500
1.352	South Galiano Fire		603,000	-			603,000		-	603,000				603,000
1.353	Otter Point Fire	15,000		-			15,000	-		15,000		-		15,000
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	-					-					-		-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000
1.377	JDF Search and Rescue	-	-				-						-	-
1.405	JDF EA Community Parks & Recreation					-	-				-			-
1.40X	SEAPARC	66,000	-	200,000	-	500,000	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
1.459	SSI Park Land & Rec Programs	35,000		2,445,000	30,000	100,000	2,610,000		-	35,000	2,425,000	150,000		2,610,000
1.465	Saturna Island Community Parks				6,000		6,000					6,000		6,000
1.475	Mayne Island Community Parks	5,000		7,000	-		12,000				-	12,000		12,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks			-	10,000		10,000				-	10,000		10,000
1.495	Galiano Community Parks				32,000		32,000	-				32,000		32,000
1.521	Environmental Resource Management	283,000			5,050,000		5,333,000	250,000	1,185,375	283,000		3,614,625		5,333,000
1.523	Port Renfrew Refuse Disposal	-			-		-			-		-		-
1.575	Environmental Administration Services	-					-			-				-
1.576	Environmental Engineering Services	40,000	80,000				120,000	-		120,000				120,000
1.577	IW - Environmental Operations	311,400					311,400			311,400				311,400
1.578	Environmental Protection	98,000	-				98,000			98,000				98,000
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	-			4,720,000		4,720,000		4,500,000	60,000		160,000		4,720,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)	25,000			-		25,000	-	-		-	25,000		25,000
2.622	Cedars of Tuam Water (SSI)	-			-		-		-		-	-		-
2.624	Beddis Water (SSI)	-			50,000		50,000		-		-	50,000		50,000
2.626	Fulford Water (SSI)	10,000			-		10,000		-		-	10,000		10,000
2.628	Cedar Lane Water (SSI)				-		-				-	-		-
2.630	Magic Lake Estates Water (Pender)	-			135,000		135,000					135,000		135,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-		-		-	-		-
2.642	Skana Water (Mayne)	-			-		-		-			-		-
2.650	Port Renfrew Water	10,000			-		10,000		-		-	10,000		10,000
2.660	Fernwood Water (SSI)					-	-		-					-
2.665	Sticks Allison Water (Galiano)	-					-				-	-		-
2.667	Surfside Park Estates (Mayne)	-					-					-		-
2.670	Regional Water Supply	1,020,000	280,000	80,000	21,500,000	500,000	23,380,000	12,000,000	11,100,000	280,000				23,380,000
2.680	JDF Water Distribution	205,000	580,000	300,000	6,360,000		7,445,000	6,545,000	300,000	580,000		20,000	-	7,445,000
2.691	Wilderness Mountain Water Service				-		-				-	-		-
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				-		-	-	-		-	-		-
3.718	Saanich Peninsula Wastewater	-			1,535,000		1,535,000	-		150,000		1,385,000		1,535,000
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		16,679,745		16,679,745	5,529,745	11,150,000		-			16,679,745
3.810	Ganges Sewer Utility (SSI)	25,000			-		25,000				-	25,000		25,000
3.820	Maliview Sewer Utility (SSI)				-		-		-		-	-		-
3.830	Magic Lake Sewer Utility (Pender)				-		-		-		-	-		-
3.850	Port Renfrew Sewer				1,350,000		1,350,000		1,350,000		-	-		1,350,000
TOTAL		**4,829,704**	**2,226,000**	**5,471,500**	**59,537,745**	**4,975,000**	**77,039,949**	**26,057,745**	**30,285,375**	**3,972,704**	**2,425,000**	**14,299,125**	**-**	**77,039,949**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2025

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	35,000					35,000			35,000				35,000
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	21,818					21,818	-		21,818				21,818
1.018	Health & Capital Planning Strategies	3,009					3,009			3,009				3,009
1.022	Information Technology	285,000					285,000	260,000		25,000				285,000
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	-					-			-				-
1.105	Facitilies Management	2,000	-				2,000			2,000				2,000
1.106	Facilities and Risk	-		100,000			100,000	-				100,000	-	100,000
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				7,899
1.123	Family Court Building			-			-	-				-		-
1.137	Galiano Island Community Use Building			-			-					-		-
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	-		-			-		-	-	-		-	-
1.313	Animal Care Services	-	-				-			-				-
1.318	Building Inspection	-	-				-			-				-
1.323	ByLaw Services	-	-				-			-				-
1.324	Regional Planning Services	-					-			-				-
1.325	Community Planning	-					-			-				-
1.335	Geo-Spatial Referencing	-					-			-				-
1.350	Willis Point Fire	50,000	-	-			50,000		-	50,000	-	-		50,000
1.352	South Galiano Fire		3,000	-			3,000		-	3,000				3,000
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		-		7,500
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	-					-					-		-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000
1.377	JDF Search and Rescue	-	-				-						-	-
1.405	JDF EA Community Parks & Recreation					-	-				-			-
1.40X	SEAPARC	-	-	-	200,000	-	200,000	-	-	-	-	200,000		200,000
1.44x	Panorama Recreation	613,069	-	250,000	-		863,069	-	-	478,069	-	385,000		863,069
1.455	SSI Community Parks	5,000	55,000		40,000		100,000		-	60,000	-	40,000	-	100,000
1.458	SSI Community Recreation	5,000		-	-		5,000			5,000	-	-		5,000
1.459	SSI Park Land & Rec Programs	30,000		75,000	-	-	105,000		-	30,000	25,000	50,000		105,000
1.465	Saturna Island Community Parks				6,000		6,000					6,000		6,000
1.475	Mayne Island Community Parks	-		-	15,000		15,000				-	15,000		15,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2025

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks			-	10,000		10,000				-	10,000		10,000
1.495	Galiano Community Parks				25,900		25,900	-				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	-			-		-			-		-		-
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	-					-			-				-
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)	-					-					-		-
2.670	Regional Water Supply	830,000	280,000	80,000	2,850,000	400,000	4,440,000	4,160,000	-	280,000				4,440,000
2.680	JDF Water Distribution	205,000	165,000	-	6,555,000		6,925,000	6,740,000	-	165,000		20,000	-	6,925,000
2.691	Wilderness Mountain Water Service				-		-				-	-		-
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				-		-	-	-		-	-		-
3.718	Saanich Peninsula Wastewater	-			810,000		810,000	-		150,000		660,000		810,000
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		18,379,745		18,379,745	5,529,745	12,850,000		-			18,379,745
3.810	Ganges Sewer Utility (SSI)	-			-		-				-	-		-
3.820	Maliview Sewer Utility (SSI)				-		-		-		-	-		-
3.830	Magic Lake Sewer Utility (Pender)				-		-		-		-	-		-
3.850	Port Renfrew Sewer				400,000		400,000		400,000		-	-		400,000
TOTAL		**3,283,223**	**873,000**	**755,000**	**35,721,145**	**4,200,000**	**44,832,368**	**16,689,745**	**14,350,000**	**2,456,223**	**25,000**	**11,311,400**	**-**	**44,832,368**

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **Bylaw No. 4461: Revenue Anticipation (General Purpose) Bylaw No. 1, 2021**

ISSUE SUMMARY

Approval of a revenue anticipation (General Purpose) bylaw authorizing borrowing of funds up to $20 million if required prior to receipt of requisition revenue expected in August 2022.

BACKGROUND

Annually, the Capital Regional District (CRD) develops a financial plan representing operating and capital expenditure plans for the next five years. The Financial Plan bylaw must be approved by March 31. Under Sections 385 and 387 of the *Local Government Act* (*LGA*), the deadline for the CRD to deliver annual requisition invoices to each municipality and the surveyor of taxes for electoral areas is April 10. Requisition funds are generally received by the CRD in August of each year.

Section 404 of the *LGA* allows regional district boards to adopt a revenue anticipation borrowing bylaw to borrow money if required to meet cash flow needs prior to receiving payable revenue from source. Money borrowed under this section must be repaid when the anticipated revenue is received.

As a response to the COVID-19 global pandemic, additional measures were introduced by the Ministry of Municipal Affairs and Housing (Ministry) in June 2020 with Ministerial Order 159. This order enhanced local government flexibility by enabling access to capital reserves for operating expenditures, extended revenue anticipation borrowing options, and permitted delayed financial reporting. These temporary tools and related deadlines were made permanent by legislative amendments enacted by the Ministry on May 13, 2021.

Although staff recommend annual approval of revenue anticipation borrowing bylaws, through fiscal controls and management oversight, the organization has historically not required additional liquidity. Given the growth of the organization and increased capital activity it is appropriate to continue implementing financial risk management tools that provide the ability to respond to both opportunities and unforeseen circumstances.

Based on best practices, staff recommend revenue anticipation align with one month of expected cash outflows or approximately $20 million for 2022. If required, the CRD will borrow funds by leveraging overdraft arrangements within current banking agreements or through the Municipal Finance Authority (MFA). Currently, the overdraft rate is 2.45% and MFA's short term borrowing rate is 0.94% (both variable rates as of October 14, 2021).

ALTERNATIVES

Alternative 1
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4461, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2021" be introduced and read a first, second, and third time.
2. That Bylaw No. 4461 be adopted.

Alternative 2
That Bylaw No. 4461 be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The proposed bylaw provides the CRD access to funds as of January 2022 to cover expenditures if required, pending receipt of requisition revenue. Borrowed funds will not be accessed unless necessary and any borrowed funds will be repaid upon receipt of anticipated revenues. Historically, the CRD has not acted on the Revenue Anticipation Borrowing Bylaw but it is a recommended fiscal risk management tool. The purpose of approving this bylaw is to ensure available borrowing authority in the unlikely event funds are required to meet short term cash flow requirements.

CONCLUSION

This proposed bylaw is brought forward annually for consideration. Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2021, is necessary to authorize borrowing to cover short term expenditures in 2022 if required, pending receipt of anticipated revenues.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4461, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2021" be introduced and read a first, second, and third time.
2. That Bylaw No. 4461 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. 4461

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4461

****

A BYLAW TO PROVIDE FOR THE BORROWING OF $20,000,000.00 REQUIRED TO MEET CURRENT LAWFUL EXPENDITURES OF THE CAPITAL REGIONAL DISTRICT

****

WHEREAS:

A. The Capital Regional District Board does not have sufficient money on hand to meet the current lawful expenditures;

B. The Board of the Capital Regional District is empowered by Section 404 of the *Local Government Act* to pass and adopt a bylaw to provide for borrowing of money required to meet the current lawful expenditures of the Capital Regional District;

C. There are no liabilities outstanding under the said Section 404;

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

1. It shall be lawful for the Board of the Capital Regional District to borrow upon the credit of the Regional District the maximum sum of Twenty Million Dollars ($20,000,000.00) being the amount deemed by the Regional Board to be requisite to meet January 1, 2022 to August 1, 2022 lawful current expenditures of the Capital Regional District.

2. All principal borrowed and the interest thereon shall be repaid by and not later than the 31st day of August 2022.

3. The Board of the Capital Regional District hereby pledges as security for the liability incurred under this bylaw, that part of current revenue necessary to fully satisfy any liability created, and the money borrowed shall be a first charge against current revenue received.

4. The sum of money so borrowed shall be expended to meet the current lawful expenditures of the Regional District during the year 2022 and for no other purpose or purposes.

5. The form of obligation to given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.

6. This Bylaw shall come into force and effect January 1, 2022.

7. This Bylaw may be cited as “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2021”.

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__

ADOPTED THIS day of 20__

_____ _____
CHAIR CORPORATE OFFICER

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021

SUBJECT **4734, 4744, 4754 Elk Lake Drive Housing Agreement and Bylaw**

ISSUE SUMMARY

The Capital Regional District (CRD) Board must approve a bylaw that enables it to enter into a housing agreement with a developer in order to administer 43 below-market home ownership units at a housing development proposed for 4734, 4744 and 4754 Elk Lake Drive in the District of Saanich.

BACKGROUND

The CRD currently administers the resale control agreements on a number of below-market home ownership units within housing developments throughout the region.

The CRD's Regional Housing Division has been in discussions with the District of Saanich and Doral Development Projects Ltd. (the Developer), also known as Doral Development Ltd., regarding a proposed housing development that will include 43 resale price-restricted, below-market housing units as part of the project. The District of Saanich and the Developer have requested the CRD administer resales of the below-market units.

The units are part of a proposed 242 unit development located at 4734, 4744 and 4754 Elk Lake Drive in the District of Saanich. The terms of the Housing Agreement (Appendix A) and Bylaw (Appendix B) require all sales of below-market units be restricted to a sale price no higher than 85% of market value, as determined by an appraisal. Initial and subsequent sales will require a qualifying income level, which can be responsive to market conditions as they relate to increases in cost of living as determined by Statistics Canada but based on BC Housing guidelines.

A resale control and administrative procedure based on best practice has been prepared within the Agreement to ensure the units may only be sold as described, and, in cases of hardship, may be rented at a below-market rate for up to two years at which time they must be re-occupied with an approved occupant or relisted for sale. The Agreement provides for cost-recovery measures to pay for the CRD's administrative services. Staff are taking the same resale control approach consistent with projects previously approved by the CRD Board whereby the CRD may take control in its own name in order to administer the provisions for any below market unit.

The District of Saanich and the Developer have requested the CRD adopt this Agreement as a covenant and housing agreement within Section 483 of the *Local Government Act*, which further requires the CRD do so by way of bylaw.

ALTERNATIVES

Alternative 1
The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4459, "Resale Control and Housing Agreement Bylaw (4734, 4744, 4754 Elk Lake Drive), 2021" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4459 be adopted.

Alternative 2
That the 4734, 4744, 4754 Elk Lake Drive Housing Agreement and Bylaw report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Financial Implications
The CRD is assessing a one-time fee to the Developer to cover CRD costs associated with setting up the Housing Agreement and facilitating the approval of the bylaw. Administration of the resale control function and ensuring compliance with use of the affordable units has a cost associated with it, charged as a fee to the buyer of 0.5% of the gross selling price at completion (e.g., $1,500 on a $300,000 sale). Staff review and monitor the administration of previously approved projects on the basis of the amount of staff time and other resources in order to ensure full cost recovery for the provided service. The administration fee will change with market fluctuations.

Social Implications
For the moderate income households who become able to purchase and occupy these units, the economic implications of home ownership will be significant. The measure of resale control allows them to build a modest level of equity while also providing them with security of tenure.

Legal Implications
The properties' rezoning is not yet final. Should the rezoning fail, CRD's practice is to repeal the associated housing agreement bylaw and discharge the covenant on the Developer's request.

CONCLUSION

The CRD has experience unique in the region, and the potential to enter into agreements with developers to administer the sale of affordable home ownership units aligns with the goals and objectives of the Regional Housing Affordability Strategy. The Developer and CRD staff have negotiated the Agreement, which includes the terms of use and matters related to the resale of units, and the Developer has executed the Agreement. The CRD has developed administrative procedures that ensure unit use conforms to the Agreement terms, provides greater authority for the CRD to act when use is non-conforming and provides the CRD adequate cost recovery for the provision of the program.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No.4459, "Resale Control and Housing Agreement Bylaw (4734, 4744, 4754 Elk Lake Drive), 2021" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4459 be adopted.

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

ATTACHMENTS

Appendix A: Section 219 Covenant and Housing Agreement
Appendix B: Capital Regional District Bylaw No. 4459

bc Land Title & Survey

Land Title Act

Charge

General Instrument – Part 1

1. Application

COX TAYLOR
Barristers and Solicitors
3rd Floor, 26 Bastion Square
Victoria BC V8W 1H9
250-388-4457

File No.
Ref:

2. Description of Land

PID/Plan Number	Legal Description
005-536-243	**AMENDED LOT 2 (DD 233498-I), SECTION 110, LAKE DISTRICT, PLAN 8316**
002-349-892	**AMENDED LOT 1 (DD 233499I) SECTION 110, LAKE DISTRICT, PLAN 8316**
006-292-356	**PARCEL "A" (DD S13027), OF LOT 1, SECTION 108, LAKE DISTRICT, PLAN 3255**

3. Nature of Interest

Type	Number	Additional Information
COVENANT		**Page 7, Section 2.1**
OPTION TO PURCHASE		**Page 13, Section 3**
RENT CHARGE		**Pages 12-13, Section 2.4.2**

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

DORAL DEVELOPMENT PROJECTS LTD., NO.BC0276172

6. Transferee(s)

CAPITAL REGIONAL DISTICT
625 FISGARD STREET
VICTORIA BC V8W 1R7

7. Additional or Modified Terms

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Land Title Act
Charge
General Instrument – Part 1

8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature	Execution Date	Transferor Signature(s)
JOHN H. BAYNTUN *Barrister & Solicitor* 4520 West Saanich Road Victoria, B.C. V8Z 3G4 CANADA	YYYY-MM-DD 2021/09/23	**Doral Development Projects Ltd.** By their Authorized Signatory

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor Signature(s)
	YYYY-MM-DD	**Capital Regional District** By their Authorized Signatory

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

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TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT AND HOUSING AGREEMENT

WHEREAS:

A. Doral Developments Ltd. (the "**Developer**") is the registered owner of the Lands described in Item 2 of Part 1 of this General Instrument and the Developer intends to complete two hundred forty-two (242) units on the Lands (the "**Strata Development**") and shall designate forty-three (43) affordable in perpetuity units, comprising of 17 studio units, 7 one-bedroom units; 10 one-bedroom and den units; 8 two-bedroom units; and 1 two-bedroom and den unit, of the strata lots to be created by the strata plan for the Strata Development as the Affordable Units to which strata lots this Agreement will apply.

B. The Developer intends to build the Affordable Unit to ensure the availability of affordable housing in Saanich, British Columbia.

C. To ensure that the Affordable Unit continues to be available as affordable housing, the Developer has agreed to grant the Capital Regional District ("**CRD**"):

(a) a covenant under Section 219 of the *Land Title Act* (the "**Covenant**") and a housing agreement under Section 483 of the Local Government Act setting out, amongst other things, the procedure to be followed in connection with any sale of an Affordable Unit as well as restrictions on the sale price on use and rental of the Affordable Unit;

(b) an option to purchase an Affordable Unit if it is sold, rented or used in breach of the Covenant; and

(c) Notice of Housing Agreement:

For clarity, the Developer and Owner acknowledges and agrees that:

(i) this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement entered into under Section 483 of the *Local Government Act*;

(ii) the CRD is required to file a notice of housing agreement in the Land Title Office against title to the Land; and

(iii) once such notice is filed, this Agreement binds all persons who acquire an interest in the Land as a housing agreement under Section 483 of the *Local Government Act.*

NOW THEREFORE in consideration of the mutual covenants set out below and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by each of the parties), the parties agree as follows:

SECTION 1.
INTERPRETATION

1.1 **Definitions**. In this Agreement:

1.1.1 "Affordable Unit" or "Affordable Units" shall mean the forty-three (43) strata lots, comprising of 17 studio units, 7 one-bedroom units; 10 one-bedroom and den units; 8 two-bedroom units; and 1 two-bedroom and den unit, to be designated by the Developer within the Strata Development as the strata lots to which this Agreement shall apply;

1.1.2 "Affordable Rate" means a rate determined from time-to-time by the NPO in its sole discretion with reference to BC Government guidelines, if any;

1.1.3 "Agreement" means Parts 1 and 2 of this General Instrument;

1.1.4 "Appraisal" has the meaning stated in Section 2.2;

1.1.5 "Appraisal Review Period" has the meaning stated in Section 2.2.4.1;

1.1.6 "Appraiser" means an appraiser accredited by the Appraisal Institute of Canada and duly qualified to appraise an Affordable Unit and on an approved list maintained by the NPO, if any;

1.1.7 "Approved Lender" means an "approved lender" (as defined in the *National Housing Act*, R.S.C. 1985, c. N-11) which holds an Insured Mortgage of an Affordable Unit;

1.1.8 "Below Market Value" means 85% of the Fair Market Value of the Affordable Unit from time to time;

1.1.9 "Business Day" means any day other than Saturday, Sunday or a statutory holiday in the Province of British Columbia;

1.1.10 "Closing Date" means the 30th day after the Notice Date, or the first Business Day thereafter that the LTO is open for business to the public;

1.1.11 "CMHC" means Canada Mortgage and Housing Corporation or any successor thereto;

1.1.12 "Covenant" has the meaning stated in Recital C and is the covenant set out in Section 2.1;

1.1.13 "CRD" has the meaning stated in Recital C;

1.1.14 "Developer" has the meaning stated in Recital A;

1.1.15 "Environmental Law" means any applicable federal, provincial or municipal laws pertaining to the presence, handling, release or removal of Hazardous Substances;

1.1.16 "Fair Market Value" of an Affordable Unit means the purchase price from time to time which a willing purchaser would pay to a willing vendor, dealing at arm's length from each other, for an Affordable Unit, unencumbered with the exception of Permitted Encumbrances and without the benefit of a parking stall or other parking entitlement;

1.1.17 "General Instrument - Part 1" means the General Instrument - Part 1 to which this Terms of Instrument - Part 2 is attached;

1.1.18 "Hazardous Substances" collectively means contaminants, pollutants or other substances which are hazardous or dangerous to the health of humans, animals or plants or to the environment and includes substances defined as hazardous substances or special waste under any law, regulation or order of a Statutory Authority;

1.1.19 "Immediate Family" means grandparent, parent, sibling, spouse, common-law partner, son or daughter;

1.1.20 "Insured Mortgage" means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11;

1.1.21 "LTO" means the Land Title Office for the jurisdiction in which an Affordable Unit is located;

1.1.22 "Notice" means any written notice which CRD may deliver to the Owner under Section 3.3, exercising the Option;

1.1.23 "Notice Date" means the day on which the Owner is deemed by Section 6.2 to have received the Notice;

1.1.24 "NPO" means the Capital Region Housing Corporation or other non-profit housing organization or Person retained by CRD from time to time to administer the sale of the Affordable Units and to manage the rental of the Affordable Units;

1.1.25 "NPO Appraisal" has the meaning stated in Section 2.2.4.1;

1.1.26 "Offer" has the meaning stated in Section 2.2;

1.1.27 "Option" means the option to purchase granted by the Developer and the Owner to CRD under Section 3.1;

1.1.28 "Option Purchase Price" means:

(1) 95% of the Below Market Value; or

(2) if the Owner has granted a bona fide arm's length mortgage or mortgages of the Affordable Unit to an Approved Lender which, as at the Closing Date, secures in aggregate an amount which exceeds 95% of the Below Market Value, the amount owing under and required to discharge the mortgage or mortgages to the Approved Lender as at the Closing Date;

1.1.29 "Owner" means the registered owner of an Affordable Unit from time to time and includes the Developer in its capacity as developer of the Affordable Units until the first conveyance to a Qualified Buyer, and their respective heirs, legal representatives, successors and assigns;

1.1.30 "Permitted Encumbrances" means those charges or encumbrances stated in Schedule "A" and any other encumbrances approved as required by the District of Saanich or Developer from time to time to complete the Strata Development or as in writing by CRD but shall not include any mortgage or other financial encumbrance and shall not include this Agreement;

1.1.31 "Person" means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity;

1.1.32 "Personal Property" means all lighting fixtures, appliances, equipment, cabinetry, affixed carpeting, drapes and blinds located within an Affordable Unit (except to the extent otherwise agreed in writing by CRD) but does not include an Owner's personal effects;

1.1.33 "Proceeding" has the meaning stated in Section 2.3.1;

1.1.34 "Project" means the Strata Development of which the Affordable Units will be a part and comprises all of the Lands referred to in Item 2 of the General Instrument - Part 1;

1.1.35 "Property" means the Affordable Unit and all Personal Property within the Affordable Unit;

1.1.36 "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B";

1.1.37 "Statutory Authority" means any federal, provincial or municipal governmental authority which has jurisdiction over any matter referred to in this Agreement;

1.1.38 "Term" means the period commencing on the date of registration of this Agreement in the LTO and ending on the earlier of (a) the date which is ninety-nine (99) years thereafter, and (b) the date of any destruction or statutorily deemed destruction of the Project;

1.1.39 "Transaction" means the transfer of an Affordable Unit from the Owner to CRD;

1.1.40 "Transfer" means an instrument in a statutorily prescribed form by which the Owner transfers title to the Affordable Unit to CRD.

1.2 **Time**. Time will be of the essence of this Agreement. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time will be local time in Victoria, British Columbia.

1.3 **Governing Law**. This Agreement will be governed by and construed and enforced in

accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia.

1.4 **References**. In this Agreement, words importing the singular include the plural and vice versa, and words importing gender include all genders.

1.5 **Construction**. The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the interpretation of this Agreement. The wording of this Agreement will be construed simply, according to its fair meaning, and not strictly for or against any party.

1.6 **Validity of Provisions**. If a Court of competent jurisdiction finds that any provision contained in this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement which will be construed as if such invalid, illegal or unenforceable provision had never existed and such other provisions will be enforceable to the fullest extent permitted at law.

1.7 **No Waiver**. Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so, will not be interpreted as a waiver of those rights, powers or remedies except in the case of a written waiver. No waiver of a particular right will be deemed to be a waiver of that right in any other instance or a waiver of any other right.

1.8 **Statutes**. Any reference to a statute and to any regulations under that statute means the statute and regulations as amended or replaced from time to time.

1.9 **Remedies**. Any party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement. No reference to or exercise of any specific right or remedy under this Agreement or at law or in equity by any party will prejudice or preclude that party from exercising any other such right or remedy. No such right or remedy will be exclusive or dependent upon any other such right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

1.10 **Schedules**. The following Schedules are attached to and form integral parts of this Agreement:

Schedule "A" Permitted Encumbrances
Schedule "B" Qualified Buyer Criteria

SECTION 2.
SECTION 219 COVENANT

2.1 **Covenant.** The Owner hereby covenants with CRD that:

(a) the Affordable Unit will not be sold, assigned or otherwise transferred otherwise than:

(i) to a Qualified Buyer;

(ii) for a selling price not greater than the Below Market Value;

(iii) subject to the Covenant and the Option; and

(iv) in a way which complies with Section 2.2, or to CRD under Section 3;

(b) the Affordable Unit will not at any time be subject to a conventional high ratio mortgage or mortgages which, in total, secure an amount which exceeds 95% of the Below Market Value; and

(c) the Owner shall not permit (whether by renting or otherwise) any person other than the Owner and members of the owner's Immediate Family to occupy the Affordable Unit, and shall not use or permit the premises to be used solely for conducting a business or profession,

and the Owner and CRD agree that, subject to Section 2.3 the covenant set out above will be registered as a charge against the Affordable Unit and run with the Affordable Unit for the Term.

2.2 **Procedure for Sale of Affordable Unit.**

2.2.1 **Owner Notifies NPO of Intention to Sell.**

If at any time after the first conveyance of an Affordable Unit by the Developer, the Owner wishes to sell, assign or otherwise transfer the Affordable Unit, the Owner will do so in accordance with a bona fide arm's length agreement of purchase and sale (or as a court may order in a proceeding to enforce a mortgage of the Affordable Unit) and the Owner will, prior to:

(a) listing or offering the Affordable Unit for sale; or

(b) accepting an offer to purchase the Affordable Unit,

deliver to the NPO written notice of their intention to sell an Affordable Unit, such notice to be in the form required by the NPO.

2.2.2 **Owner Retains Appraiser.**

Within 7 days after the Owner notifies the NPO of their intention to sell an Affordable Unit, the Owner will select an Appraiser to be retained by the Owner to undertake an appraisal (the "Owner Appraisal") of the Fair Market Value of the Affordable Unit. The Owner will deliver a copy of the Owner Appraisal to the NPO within 7 days after the Owner receives the Owner Appraisal.

2.2.3 **Owner and NPO Agree on Maximum Selling Price.**

If the Owner and the NPO agree within 7 days after the Owner Appraisal is delivered

to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the Fair Market Value stated in the Owner Appraisal, less 15%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

2.2.4 **Owner and NPO Do Not Agree on Maximum Selling Price.**

2.2.4.1 If the Owner and the NPO do not agree within 7 days (the "Appraisal Review Period") after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the NPO will retain its own Appraiser to undertake an appraisal (the "NPO Appraisal") of the Fair Market Value of the Affordable Unit in which case the average of the Fair Market Value stated in the Owner Appraisal and the NPO Appraisal, less 15%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the NPO Appraisal.

2.2.4.2 The NPO will deliver a copy of the NPO Appraisal to the Owner within 7 days after the NPO receives the NPO Appraisal.

2.2.4.3 If the NPO Appraisal is not delivered to the Owner within 30 days after the end of the Appraisal Review Period, the Fair Market Value stated in the Owner Appraisal, less 15%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

2.2.5 **Owner Responsible for Appraisal Costs.**

The Owner will be responsible for the cost of both the Owner Appraisal and the NPO Appraisal. If the cost of the NPO Appraisal is initially paid by the NPO, the Owner will reimburse the NPO for the cost of the NPO Appraisal within 30 days after demand by the NPO. If any amount owed by the Owner to the NPO with respect to the NPO Appraisal is not paid prior to the completion of the sale of the Affordable Unit by the Owner, a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.2.6 **NPO Notifies Owner of Maximum Selling Price.**

Within 7 days after the Fair Market Value of the Affordable Unit has been determined under Section 2.2.3 or 2.2.4, the NPO will notify the Owner of the maximum price, determined under Section 2.2.3 or 2.2.4, at which time the Owner will be permitted to offer to sell the Affordable Unit, which price shall be deemed to be its Below Market Value.

2.2.7 **Owner to Deliver True Copy of Sale Contract to NPO.**

The Owner will immediately deliver a true copy of any contract of purchase and sale which the Owner may enter into with respect to the sale of the Affordable Unit or any interest therein (the "Sale Contract"). The Owner will deliver to the NPO with the Sale

Contract, or upon the request of the NPO, such information with respect to the buyer named in the Sale Contract as the NPO may reasonably require to determine whether the buyer is a Qualified Buyer.

2.2.8 **Terms to be Included in Sale Contract**.

The Sale Contract will be in writing and will:

(a) be for a selling price not greater than the Below Market Value of the Affordable Unit;

(b) be subject to the NPO determining and notifying the Owner in writing (within a period of 10 Business Days after the NPO receives a true copy of the Sale Contract) that (1) the Owner has complied with the requirements of this Section 2.2, and (2) the buyer is a Qualified Buyer, failing which the Sale Contract will be null and void; and

(c) include a statement that the buyer agrees to purchase the Affordable Unit subject to the Covenant, the Option and all other terms of this Agreement.

2.2.9 **No Sale after 6 Months Without New Appraisal**.

The NPO will not be obligated to review or make any determination with respect to a Sale Contract as stated in subsection 2.2.8(b) above if the date of receipt by the NPO of a true copy of the Sale Contract and any other information required by the NPO under Section 2.2.7 is after the expiry of the 6 month period during which the Owner is permitted to sell the Affordable Unit. If the 6 month period has expired, the process under Section 2.2 will begin again, with the Owner giving fresh notice to the NPO of their intention to sell the Affordable Unit.

2.2.10 **CRD Will Notify Owner of Change in NPO**.

CRD will notify the Owner in writing of any appointment or replacement of an NPO and of the address to which notices to the NPO will be sent.

2.2.11 **Fee to NPO**

The NPO will be entitled to payment of a fee equal to 0.5% of the gross selling price of an Affordable Unit, such fee to be paid on closing of the sale of such Affordable Unit by the Owner and a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.3 **Procedure for Foreclosure.**

2.3.1 **CRD Right to Market and Sell**.

If the Approved Lender or CMHC commences a foreclosure proceeding (the "Proceeding") under an Insured Mortgage of the Affordable Unit the Owner covenants and agrees with CRD that:

(a) the Owner shall notify CRD of the Proceeding;

(b) at the time which is the midpoint of any redemption period (the "Redemption Period") ordered in the Proceeding, CRD shall have the right and may apply for an order in the Proceeding, unopposed by the Owner, to market and sell the Affordable Unit in accordance with Section 2.1(a)(i), (ii), (iii) and (iv);

(c) on receipt of the order in the Proceeding under Section 2.3.1(b) CRD shall have the right to enter into an agreement with a licensed realtor to market and sell the Affordable Unit at the prevailing commission or fee; and

(d) the Owner shall provide reasonable access to the Affordable Unit by CRD, the licensed realtor and any prospective purchaser of the Affordable Unit for the purpose of repairing, cleaning, appraising, marketing and selling the Affordable Unit.

2.3.2 **CMHC Notice to CRD.**

In the event that CRD does not sell the Affordable Unit pursuant to Section 2.3.1, CMHC or the Approved Lender may, 120 days after expiry of the Redemption Period ordered in the Proceeding, issue a 30 day notice (the "Notice Period") to CRD to redeem the Insured Mortgage. In the event that CRD does not redeem the Insured Mortgage within the Notice Period, CRD shall cause this Agreement to be discharged from title to the Affordable Unit at the LTO within 7 days of expiry of the Notice Period.

2.3.3 **CMHC Sale.**

In the event that the Affordable Unit is sold by the Approved Lender or CMHC after discharge of this Agreement from title to the Affordable Unit and such sale generates funds in excess of the balance owing under the Insured Mortgage and related costs, including charges, taxes, commissions and utilities regarding the Affordable Unit, such excess funds shall forthwith be paid to CRD, for its own use absolutely. This Section 2.3.3 shall bind the Owner, the Approved Lender, CMHC (where CMHC has a mortgage loan insurance policy in force for the Affordable Unit) and CRD both before and after discharge of this Agreement from title to the Affordable Unit.

2.4 **Procedure for Rental and Recovery of Rent Charges.**

2.4.1 **Rental Prohibited.**

2.4.1.1 All rentals of the Affordable Units are prohibited, except:

(a) In the case of hardship, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months; or

(b) If a qualified buyer cannot be located, as decided by the NPO in its sole

discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months.

2.4.1.2 The maximum term of any rental shall be two years, at which point the Affordable Unit must be listed for sale in accordance with section 2.2. Rental may continue at an Affordable Rate at the discretion of the NPO. If hardship continues or a qualified buyer cannot be located after this listing, additional sales listings may be required at any time at intervals decided by the NPO at its discretion.

2.4.1.3 Any tenancy shall be governed by an agreement under the *Residential Tenancy Act* (BC) which shall include the following provisions:

(a) permitting the Owner to terminate the tenancy agreement in accordance with the *Residential Tenancy Act* if the tenant uses or occupies, or allows use or occupation of, the Affordable Unit in breach of the use or occupancy restrictions contained in this Agreement;

(b) explicitly prohibiting the assignability, sub-letting, and use of the Affordable Unit for short term vacation rentals;

(c) explicitly specifying that only persons named in the tenancy agreement may occupy the Affordable Unit;

(d) providing that the Owner will have the right, at its option, to terminate the tenancy agreement should the tenant remain absent from the Affordable Unit for three consecutive months or longer, notwithstanding the timely payment of rent;

(e) prohibiting guests residing in the Affordable Unit for more than 30 days, whether or not consecutive, in any 12 month period without the prior written consent of the Owner; and

(f) prohibiting use of the Affordable Unit for non-residential rentals, assignments, sub- lets, licenses and uses, such as vacation rentals, including such services as AirBNB or Vacation Rental By Owner, short term licenses, or short-stay use of any kind, and business-only premises.

2.4.1.4 The Owner will terminate the tenancy if the tenant uses or occupies, or allows use or occupancy in breach of the use and occupancy restrictions in this Agreement.

2.4.2 Rent Charge and Acknowledgement.

2.4.2.1 The Owner acknowledges that the CRD requires affordable housing to ensure prosperity and economic growth for the residents of the Capital Region. The Owner acknowledges the purpose of the Affordable Unit is to provide affordable

housing to residents of the Capital Region, and it is not to be used for a short term vacation rental or left as a vacant home. The Owner therefore agrees that for each day an Affordable Unit is occupied in breach of this Agreement, the Owner will pay to the CRD $150 for each day on which the breach has occurred and continues to occur, as liquidated damages and not as a penalty, due and payable at the offices of the CRD on the last day of the calendar month in which the breach occurred. The $150 per day amount will increase on January 1 of each year by the amount calculated by multiplying the amount per day payable on the previous January 1 by the percentage increase between that previous January 1 and the immediately preceding December 31 in the CPI.

2.4.2.2 The Owner hereby grants to the CRD a rent charge under s. 219 of the *Land Title Act* (British Columbia), and at common law, securing payment by the Owner to the CRD of the amount payable by the Owner pursuant to section 2.4.2 of this Agreement. The Owner agrees that the CRD, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the CRD in law or in equity.

SECTION 3.
OPTION TO PURCHASE

3.1 **Option to Purchase**. The Owner hereby grants CRD an exclusive and irrevocable option to purchase the Affordable Unit during the Term at the Option Purchase Price in accordance with Sections 3 and 4.

3.2 **Exercise of Option**. CRD may exercise the Option only if the Owner:

(a) defaults in its obligations under Sections 2.1 or 2.2; or

(b) acquired the Affordable Unit from a previous Owner for a price which was, as of the date of closing of that transaction, greater than the Below Market Value or if the Owner was not, as of that date, a Qualified Buyer; or

(c) defaults in its obligations under any mortgage of the Affordable Unit.

3.3 **Method of Exercise of Option**. CRD may exercise the Option by delivering Notice of exercise of the Option to the Owner.

3.4 **Effect of Exercise of Option**. From and after the Notice Date, this Agreement and the Notice will together constitute a binding and enforceable contract between the Owner and CRD for the purchase and sale of the Affordable Unit in accordance with the terms and conditions of Section 4.

SECTION 4.
PURCHASE AND SALE

4.1 **Purchase and Sale**. Subject to the terms and conditions of this Section 4 and relying on the

warranties and representations herein set out, the Owner agrees to sell and CRD agrees to purchase the Affordable Unit on the Closing Date for the Option Purchase Price, and the Owner agrees that, at the request of CRD, it will transfer registered title to the Affordable Unit to CRD or such other Person as CRD may designate.

4.2 **Option Purchase Price**. CRD will pay the Option Purchase Price, subject to adjustment pursuant to Section 4.10, to the Owner on the Closing Date.

4.3 **Repair and Maintenance**. From and after the Notice Date to the Closing Date, the Owner will take good care of the Property, will carry out all necessary repairs, maintenance, and replacements, will take reasonable care to protect and safeguard the Property and will in all other respects deal with the Property so that the warranties and representations of the Owner set out in this Agreement remain true and correct.

4.4 **Insurance**. From and after the Notice Date to the Closing Date, the Owner will ensure that all policies of insurance with respect to the Property remain in full force and effect.

4.5 **Risk**. The Property will be at the risk of the Owner up to the time the Transfer is submitted for registration at the LTO on the Closing Date and will be at the risk of CRD after the time the Transfer is submitted for registration at the LTO on the Closing Date.

4.6 **Damage**. If, prior to the time the Transfer is submitted for registration at the LTO, any damage occurs to the Property or any of the assets comprising the Property, CRD, by notice to the Owner, may elect to postpone the Closing Date for a period of not more than 30 days and may also elect:

(a) not to acquire the Affordable Unit, in which case neither party will have any further obligation to the other under this Section 4 pertaining to that particular Notice; or

(b) that the Owner assign to CRD the Owner's right to receive any and all insurance proceeds payable with respect to the damage, subject to any bona fide loss payee designation, in which case the Owner will execute and deliver to CRD an assignment satisfactory to CRD.

4.7 **Construction Warranties**. From and after the Closing Date, the Owner will assign to CRD all the Owner's rights under all warranties, guarantees or contractual obligations against any contractor or supplier who was engaged in the construction, renovation, or repair of all or any part of the Affordable Unit or any improvement to the Affordable Unit. CRD's acceptance of this assignment will not represent a waiver by CRD of the Owner's covenants, agreements, representations and warranties set out in this Agreement.

4.8 **Owner's Covenants**. The Owner will:

(a) take all proper actions and proceedings on its part to enable the Owner to transfer a good and marketable title to the Affordable Unit to CRD or such Person as CRD may designate, free and clear of all encumbrances other than Permitted Encumbrances;

(b) deliver vacant possession of the Property to CRD or such Person as CRD may designate on the Closing Date, subject to prior receipt of the Option Purchase Price

by the Owner;

(c) not, from and after the Notice Date to the Closing Date, sell, transfer, dispose of or remove from the Affordable Unit any Personal Property; and

(d) both before and after the Closing Date do such other things as CRD may reasonably require for transferring to and vesting in CRD or such Person as CRD may designate title to the Affordable Unit as contemplated by this Section 4.

4.9 **Documents**. CRD will prepare the documents necessary to complete the Transaction which will be in a form and substance reasonably satisfactory to CRD and its lawyers.

4.10 **Adjustments and Credits**. The Owner and CRD will adjust, as at the Closing Date, all usual adjustments for a property similar to the Property including taxes, utility rates and any moneys owing to the strata corporation formed in respect of the Project.

4.11 **Closing**. The Owner and CRD will complete the Transaction on the Closing Date at the offices of CRD or its lawyers.

4.12 **Owner's Closing Documents**. At the closing, the Owner will deliver to CRD the following duly executed documents:

(a) the Transfer;

(b) a vendor's statement of adjustments;

(c) a bill of sale for the Personal Property and all other deeds, transfers, assignments, resolutions, consents, estoppels and other certificates and assurances as CRD may reasonably require;

(d) a certificate in confirmation that the sale of the Affordable Unit to CRD is exempt from taxes under the *Excise Tax Act* (the "GST") or, alternately, a certified cheque or bank draft payable to CRD in an amount equal to the GST payable by CRD on the Option Purchase Price; and

(e) unless waived in writing by CRD, a certified cheque or bank draft payable to CRD in the amount, if any, by which the moneys owing under and required to discharge any mortgage or mortgages of the Affordable Unit exceed the Option Purchase Price (calculated in accordance with Section 1.1.28(2)), as adjusted under Section 4.10.

4.13 **CRD's Closing Documents**. At the closing, CRD will deliver to the Owner:

(a) a purchaser's statement of adjustments; and

(b) a cheque for the Option Purchase Price, as adjusted under Section 4.10.

4.14 **Tabling**. Except for the Transfer, all documents and cheques will be tabled at the closing. CRD will cause its lawyers, on the Closing Date, to conduct a pre-registration index search of the Affordable Unit at the LTO. If that search indicates that no liens, charges or encumbrances

have been registered or filed in respect of the Affordable Unit except for Permitted Encumbrances and encumbrances which the lawyers for the Owner have undertaken to discharge, the lawyers for CRD or their agents shall submit the Transfer for registration and then conduct a post-filing registration index search. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit since the pre-filing registration index search, all documents and payments will be released to each of the Owner and CRD according to the entitlement of each of them.

4.15 **Reimbursement.** If CRD waives payment on the Closing Date of the amount referred to in Section 4.12(e), the Owner shall pay such amount to CRD, on demand, with interest thereon at the rate of eighteen percent (18%) per annum, compounded monthly, from the Closing Date to the date of payment.

4.16 **Survival**. All the representations, warranties, covenants and agreements of the Owner and CRD contained in this Agreement will survive the Closing Date, registration of documents, and the payment of the Option Purchase Price.

SECTION 5.
RELEASE

5.1 **Release**. The Owner releases CRD and its officers, directors, employees and agents and their respective heirs, executors, administrators, personal representatives, successors and assigns absolutely and forever, from any claims the Owner may have against all or any of them for costs, expenses or damages the Owner may suffer, incur or be put to arising out of or in connection with this Agreement and from all claims arising out of advice or direction respecting the sale of the Affordable Unit or use of the Property given to the Owner by any of them or by the NPO.

SECTION 6.
GENERAL PROVISIONS

6.1 **Discharge of Covenant and Option to Purchase on Strata Lots not designated as Affordable Units**. The parties agree that this Agreement is intended to only apply to the strata lots to be designated by the Developer as the Affordable Units upon the filing of the strata plan for the Strata Development and concurrently with filing of the strata plan for the Strata Development this Covenant, the Rent Charge and the Option to Purchase shall be discharged from title to all of the strata lots and the common property except for the Affordable Units designated by the Developer, and this Agreement will only charge the Affordable Units. The parties will execute all such documents as may be required to complete the foregoing discharges.

6.2 **Notices**. Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.

6.3 **Fees**. Each of the Owner and CRD will pay its own legal fees. CRD will pay all fees in connection with registration of the Transfer.

6.4 **Enuring Effect**. This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD, provided that the Owner shall not be liable for any breach of the covenant contained in Section 2.1 except as such liability relates to the period of ownership of an Affordable Unit by the Owner. If, by operation of statute or otherwise, the Option becomes or will within a period of three months become void or unenforceable as the result of the passage of time, the Owner or their heir, legal representative, successor or permitted assign, as the case may be, will, at the request of CRD, execute and deliver to CRD a replacement agreement substantially in the form of this Agreement.

6.5 **Registration**. This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.

6.6 **Discharge**. On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.

6.7 **Amendment**. This Agreement may only be amended by written agreement of the parties.

6.8 **Counterparts**. This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement by signing the General Instrument - Part 1

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

EK139123 - Permit under Part 29 of the Municipal Act
Easement 174116G

Charges, Liens and Interests:

Easement 174116G
Covenant EK115116

SCHEDULE "B"
QUALIFIED BUYER CRITERIA

1. **Sale of an Affordable Unit by the Developer:**

In the case of the sale of an Affordable Unit by the Developer, a Qualified Buyer means:

(a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) A person who provides Proof of Income that their annual gross Income is, for at least one year immediately prior to the date of purchase of an Affordable Unit:

(i) for a studio, at most household gross income not exceeding the low-moderate income cut-off for families without children as set by BC Housing from time to time at time of sale, currently $75,730 in 2021;

(ii) for a one bedroom or one bedroom plus den, is at most the middle income cut-off as set by BC Housing for families without children from time to time at the time of sale, currently $112,410 in 2021;

(iii) for a two bedroom or two bedroom plus den, is at most the middle income cut-off as set by BC Housing for families with children from time to time at the time of sale, currently $155,510 in 2021; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind,

it being understood and agreed that preferential consideration may be given to a person who meets all of the above criteria and all or some of the following criteria:

(a) a person who does not own a vehicle; and

(b) a person who satisfies such other criteria as may be applied by the NPO and CRD from time to time.

2. **Sale of an Affordable Unit by an Owner other than the Developer:**

In the case of the sale of an Affordable Unit by an Owner other than the Developer, a Qualified Buyer means:

(a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) a person who provides Proof of Income that annual gross Income, for at least one year immediately prior to the date of purchase of an Affordable Unit:

(i) for a studio, at most household gross income not exceeding the low-moderate income cut-off for families without children as set by BC Housing from time to time at time of sale, currently $75,730 in 2021,

(ii) for a one bedroom or one bedroom plus den, is at most the middle income cut-off as set by BC Housing for families without children from time to time at the time of sale, currently $112,410 in 2021, or

(iii) for a two bedroom or two bedroom plus den, is at most the middle income cut-off as set by BC Housing for families with children from time to time at the time of sale, currently $155,510 in 2021,

it being understood and agreed that the NPO may, in the event that BC Housing income limits are no longer available or no longer applicable to the continued use and availability of the Affordable Unit as affordable housing, the NPO may set annual gross Income limits in consultation with the District of Saanich, having regard to prevailing market conditions; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind.

For the purpose of Schedule B:

"Income" means the total income before income tax from all sources of all persons intending to live in an Affordable Unit including, without limitation:

(a) all income from earnings, including commissions and tips;

(b) all income from all public and private pension plans, old age security and guaranteed income supplement;

(c) all income received under the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*;

(d) disabled veteran's allowance;

(e) alimony;

(f) child support;

(g) workers' compensation benefits;

(h) employment insurance; and

(i) Income from Assets,

but excluding the following:

(a) child tax benefit;

(b) capital gains, such as insurance settlement, inheritances, disability awards and sale of effects in the year they are received;

(c) the earnings of a person aged 18 and under;

(d) student loans, student loan equalization payments and student grants but excluding non-repayable training allowances, research fellowships or similar grants;

(e) shelter aid for elderly renters (SAFER) or rental assistance program (RAP) payments received prior to purchasing an Affordable Unit;

(f) GST rebates;

(g) taxable benefits received through employment;

(h) government provided daycare allowance; and

(i) payments for foster children, or child in home of relative (CIHR) income under the *Employment and Assistance Act*.

"Income from Assets" means computing income from assets of all persons intending to live in an Affordable Unit at a percentage per annum as determined by CRD, excluding the first $62,051.00 in assets of such persons, based on November 1, 2018 dollars, indexed over time by reference to changes from time to time in the consumer price index (all items, British Columbia) or if such consumer price index is no longer published, such substitute and comparable index as the NPO may designate.

"Proof of Income" means a tax return filed with Canada Revenue Agency or a notice of assessment from Canada Revenue Agency under the *Income Tax Act*.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4459

****

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT
(4734, 4744, 4754 ELK LAKE DRIVE)

****

WHEREAS:

A. The owner of lands legally described as Parcel "A" (DD S13027), of Lot 1, Section 108, Lake District, Plan 3255; Amended Lot 1 (DD 233499I) Section 110, Lake District, Plan 8316; and Amended Lot 2 (DD 233498-I), Section 110, Lake District Plan 8316, known as 4734, 4744, and 4754 Elk Lake Drive, wishes to develop such lands in the District of Saanich to provide, among a strata development of market housing, forty-three (43) units of affordable housing;

B. Under the *Local Government Act*, RSBC 2015, c 1, section 483, the Capital Regional District may enter into an agreement, by bylaw, to ensure the availability of the housing units to certain classes of persons identified in the agreement, the administration and management of the units, rents, leases, and sale prices that may be charged, and the rates at which these may be increased over time as specified in the agreement or as determined by a formula; and under the *Land Title Act*, RSBC 1996, c 250, section 219, it may place a covenant on property to restrict its use and alienation; and

C. Whereas the Capital Regional District Board wishes to enter into such a housing agreement and covenant to secure the affordable housing;

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

1. The Capital Regional District is authorized to enter into the *Local Government Act* section 483 housing agreement and *Land Title Act* section 219 covenant attached to this Bylaw as Appendix 1 (the "Housing Agreement").

2. The Chair of the Capital Regional District is authorized to execute the Housing Agreement and the Corporate Officer or designate is authorized to sign and file in the Land Title Office a notice of the Housing Agreement, as required by the *Local Government Act*.

3. This Bylaw may be cited for all purposes as "Resale Control and Housing Agreement Bylaw (4734, 4744, 4754 Elk Lake Drive), 2021".

READ A FIRST TIME THIS	__	day of	2021
READ A SECOND TIME THIS	__	day of	2021
READ A THIRD TIME THIS	__	day of	2021
ADOPTED THIS	__	day of	2021

CHAIR

CORPORATE OFFICER

Making a difference...together

REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, NOVEMBER 10, 2021

SUBJECT **Public Hearing Report on Bylaw No. 4412, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021" and Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021"**

ISSUE SUMMARY

To receive the Report of the Public Hearing held October 5, 2021, for proposed Bylaw Nos. 4412 and 4413, and to consider Bylaw Nos. 4412 and 4413 for third reading.

BACKGROUND

At its meeting of September 8, 2021, the Capital Regional District (CRD) Board gave first and second reading to Bylaw No. 4412, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021" and Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021" and passed a resolution to delegate authority to the Regional Director to hold a public hearing with respect to Bylaw Nos. 4412 and 4413.

Bylaw No. 4412 (Appendix A) will amend Bylaw No. 3602, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009", by deleting the outdoor recreation definition and permitted use.

Bylaw No. 4413 (Appendix B) will amend Bylaw No. 2040, "Juan de Fuca Land Use Bylaw, 1992", by deleting the outdoor recreation definition and permitted use.

On October 5, 2021, public hearings were held for Bylaw Nos. 4412 and 4413. There were four people in attendance at the hearings. Three submissions were received in response to the notice of public hearings for Bylaw No. 4412 and 4413. Two submissions stated support for the proposed bylaws. One submission outlined support for existing uses being able to continue as a legal non-conforming use, should the bylaws be adopted. One member of the public stated concern regarding the ability of the bylaws to override existing agreements for use of Crown lands. One member of the public in attendance spoke in favour of proposed Bylaw No. 4413 and commented that in order for legal non-conforming status to be conferred on a property, the use prior to amendment of the bylaw must be in conformance with the permitted uses of the zone. The Reports of the Public Hearing are attached (Appendices C and D).

ALTERNATIVES

Alternative 1

a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4412, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on October 5, 2021, for Bylaw No. 4412, be received;
b) That Bylaw No. 4412 be read a third time.
c) That Bylaw No. 4412 be adopted.
d) That the minutes that form the Report of the Public Hearing for Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on October 5, 2021, for Bylaw No. 4413, be received.
e) That Bylaw No. 4413 be read a third time.
f) That Bylaw No. 4413 be adopted.

Alternative 2
That the minutes that form the Reports of the Public Hearing for Bylaw Nos. 4412 and 4413, which are certified as a fair and accurate summary of the representations that were made at the public hearings held on October 5, 2021 for Bylaw No. 4412, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021" and Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021", be received.

IMPLICATIONS

Legislative
Should the *outdoor recreation* use be removed from Bylaws 2040 and 3602 as a permitted use, lawful outdoor recreation facilities operating prior to adoption of the amending bylaws would be considered legal non-conforming (i.e. grandfathered), and would be allowed to continue in accordance with Section 528 of the *Local Government Act (LGA)*.

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. Since the proposal includes an amendment to the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 4412 was considered by the Planning and Protective Services Committee at its meeting of July 21, 2021. The CRD Board considered Bylaw No. 4412 and deemed it consistent with the CRD Regional Growth Strategy, 2018, Bylaw No. 4017, at its meeting of September 8, 2021.

Referral Comments
Bylaw Nos. 4412 and 4413 were referred to external agencies and the Shirley/Jordan River Advisory Planning Commission in May 2021. Referral comments were returned and the CRD Board gave first and second readings to Bylaw Nos. 4412 and 4413 at its meeting of September 8, 2021.

Land Use
The policies in the Official Community Plan (OCP) for the Rural Resource Lands, Bylaw No. 3591, support uses including outdoor recreation; tourism, including agri-tourism; and parks and wilderness activities.

The Shirley-Jordan River OCP, Bylaw No. 4001, designates lands zoned RL and RD-1 in Bylaw No. 2040 as either Coastal Upland or Renewable Resource. The Coastal Uplands policies support consideration of low-impact recreation and low-impact tourism uses if lands are removed from the Private Managed Forest Land program. Lands designated Renewable Resource in Bylaw No. 4001 are intended to support forestry and resource uses.

Outdoor recreation opportunities in the Rural Resource Lands and in Shirley-Jordan River OCP areas are valued by local residents, as well as those throughout the region. Formal recreation sites and trails in the area, such as Tanksy, Avatar Grove, Lizard and Fairy lakes, and the Kludahk Trail, are managed by the Province and are not subject to local government zoning. There are also many informal outdoor recreation opportunities occurring on Crown, forestry and private lands, such as hunting, fishing, off-road motorcycling, and hiking. These uses may continue as authorized under Provincial jurisdiction and regulation.

The regional tourism sector relies considerably on access to parks, trails and wilderness areas. However, the broad scope of what may be permitted as *outdoor recreation* under CRD bylaws on private land is problematic, particularly with regards to "low-impact wilderness camping", as the use is not further defined and does not include regulatory measures to determine allowable densities, modes of access, site servicing or associated infrastructure. Parcels zoned to permit *outdoor recreation* range in size from less than three hectares to several thousand hectares. Further, the land varies in degree to which the setting might be considered "wilderness". These factors make it more difficult to develop effective general regulations. For these reasons staff recommend removal of *outdoor recreation* as a permitted use from Bylaw Nos. 2040 and 3602, and that proposals for commercial recreation opportunities, including camping, be considered through site specific zoning amendment applications in order that appropriate regulations may be applied.

Parks, hiking trails, horse trails and bicycle paths are uses permitted in all zones within Bylaw No. 2040. Ecological reserves, fish and wildlife habitat, fish hatcheries on lots greater than 4 ha, parks, watershed protection and erosion control are uses permitted in all zones under Bylaw No. 3602. Staff recommend expanding the uses permitted in all zones in Bylaw No. 3602 to include hiking trails, horse trails and bicycle paths, as a means of continuing to support those popular, but more limited outdoor recreation uses.

CONCLUSION

Juan de Fuca Community Planning staff have initiated Bylaw No. 4412 to delete *outdoor recreation* as a permitted use from the Land Use Bylaw for the Rural Resource Lands, 2009, Bylaw No. 3602, and to add hiking trails, horse trails and bicycle paths as uses permitted in all zones.

Bylaw No. 4413 has been initiated by staff to delete *outdoor recreation* as a permitted use from the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040. No additional uses permitted in all zones are proposed as part of Bylaw No. 4413.

Public hearings were held on October 5, 2021, for Bylaw No. 4412 and Bylaw No. 4413. The minutes are attached as the Report of the Public Hearing. Based on the results of the public hearing, staff recommend that the minutes be received, and that the Bylaws be given third reading and adopted.

RECOMMENDATIONS

a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4412, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on October 5, 2021, for Bylaw No. 4412, be received;
b) That Bylaw No. 4412 be read a third time.
c) That Bylaw No. 4412 be adopted.
d) That the minutes that form the Report of the Public Hearing for Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on October 5, 2021, for Bylaw No. 4413, be received.
e) That Bylaw No. 4413 be read a third time.
f) That Bylaw No. 4413 be adopted.

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

ATTACHMENTS

Appendix A: Proposed Bylaw No. 4412
Appendix B: Proposed Bylaw No. 4413
Appendix C: Reports of the Public Hearing October 5, 2021

Appendix A: Proposed Bylaw No. 4412

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4412

****

A BYLAW TO AMEND BYLAW NO. 3602, THE "LAND USE BYLAW FOR THE RURAL RESOURCE LANDS, BYLAW NO. 1, 2009"

****

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

1. Bylaw No. 3602 being the "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009" is hereby amended as follows:

   A. SCHEDULE A, II DEFINITIONS

   (a) By deleting the "OUTDOOR RECREATION" definition in its entirety.

   B. SCHEDULE A, PART 2, SECTION 2.4 PERMITTED USE EXCEPTIONS

   (a) By inserting the words ", hiking trails, horse trails and bicycle paths" after the word "parks".

   C. SCHEDULE A, PART 4, SECTION 4.1 RESOURCE LAND (RL) ZONE

   (a) By deleting Subsection 4.1.1, Paragraph "d) Outdoor Recreation".

   D. SCHEDULE A, PART 4, SECTION 4.1A RESOURCE LAND – METEOROLOGICAL TOWER (RL-MT) ZONE

   (a) By deleting Subsection 4.1A.1, Paragraph "d) Outdoor Recreation".

   E. SCHEDULE A, PART 4, SECTION 4.2 RURAL RESOURCE LAND (RRL) ZONE

   (a) By deleting Subsection 4.2.1, Paragraph "d) Outdoor Recreation".

2. This bylaw may be cited as Bylaw No. 4412, "Land Use Bylaw for the Rural Resources Lands, Bylaw No. 1, Amendment Bylaw No. 8, 2021 ".

READ A FIRST TIME THIS	day of	2021.
READ A SECOND TIME THIS	day of	2021.
READ A THIRD TIME THIS	day of	2021.
ADOPTED THIS	day of	2021.

CHAIR

CORPORATE OFFICER

Appendix B: Proposed Bylaw No. 4413

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4413

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

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

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

   A. SCHEDULE A, PART 1, SECTION 2.0 DEFINITIONS

   (a) By deleting the "OUTDOOR RECREATION" definition in its entirety.

   B. SCHEDULE A, PART 2, SECTION 1A.0 RESOURCE LAND ZONE – RL

   (a) By deleting Subsection 1A.01, Paragraph "d) Outdoor Recreation".

   C. SCHEDULE A, PART 2, SECTION 34.0 RESTRICTED DEVELOPMENT – FLOOD HAZARD AREA – RD-1

   (a) By deleting Subsection 34.01, Paragraph "l) outdoor recreation, but excludes overnight camping".

2. This bylaw may be cited as Bylaw No. 4413, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 141, 2021".

READ A FIRST TIME THIS	day of	2021.
READ A SECOND TIME THIS	day of	2021.
READ A THIRD TIME THIS	day of	2021.
ADOPTED THIS	day of	2021.

CHAIR

CORPORATE OFFICER

Appendix C: Reports of the Public Hearing

REPORT OF PUBLIC HEARING
held at the Juan de Fuca Local Area Services Building
3-7450 Butler Road, Otter Point, BC
October 5, 2021 at 7:00 pm

SUBJECT: **BYLAW NO. 4412**, cited as "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 8, 2021"

PRESENT: **Director M. Hicks** (EP), Chair by Resolution of the Capital Regional District Board on Wednesday, September 8, 2021
CRD Staff: I. Lawrence, Manager; JdF Community Planning (EP);
W. Miller, Recorder (EP)

PURPOSE OF THE HEARING:

Bylaw No. 4412 will amend Bylaw No. 3602, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009", by deleting the outdoor recreation definition and permitted use.

NOTICE: Notices were inserted in two (2) consecutive issues of the Sooke News Mirror appearing on September 23 and September 30, 2021.

ATTENDANCE: 4 EP

EP – Electronic Participation

The Chair provided a Territorial Acknowledgement.

The Chair declared the public hearing open at 7:00 pm.

The guidelines and procedures of the public hearing and the Notice of Public Hearing were read to those present.

I. Lawrence advised that two submissions of support were received for Bylaw No. 4412 in response to the notice of public hearing. One submission outlined support for existing uses being able to continue as a legal non-conforming use, should the bylaw be adopted. The submissions from Brenda Mark, Gerard LeBlanc and Brendan Herlihy will be recorded into the record of public hearing.

Brendan Herlihy, Jordan River, spoke to his written submission outlining efforts to develop a property in Jordan River for the purposes of low impact wilderness camping and requested that the existing use be considered a legal non-conforming use.

Sandy Sinclair, Otter Point, stated:
- concern regarding the ability of the bylaw to override existing agreements for use of Crown lands including camping
- camping is not a campsite
- campsites are a commercial use

The Chair called three times for further discussion on the bylaw and hearing none closed the public hearing on Bylaw No. 4412 at 7:05 pm.

CHAIR, Director M. Hicks

REPORT OF PUBLIC HEARING
held at the Juan de Fuca Local Area Services Building
3-7450 Butler Road, Otter Point, BC
October 5, 2021 at 7:00 pm

SUBJECT: **BYLAW NO. 4413**, cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 151, 2021"

PRESENT: **Director M. Hicks** (EP), Chair by Resolution of the Capital Regional District Board on Wednesday, September 8, 2021

CRD Staff: I. Lawrence, Manager; JdF Community Planning (EP);
W. Miller, Recorder (EP)

PURPOSE OF THE HEARING:

Bylaw No. 4413 amend Bylaw No. 2040, "Juan de Fuca Land Use Bylaw, 1992", by deleting the outdoor recreation definition and permitted use.

NOTICE: Notices were inserted in two (2) consecutive issues of the Sooke News Mirror appearing on September 23 and September 30, 2021.

ATTENDANCE: 4 EP

EP – Electronic Participation

The Chair declared the public hearing open at 7:07 pm.

The guidelines and procedures of the public hearing and the Notice of Public Hearing were read to those present.

I. Lawrence advised that two submissions of support were received for Bylaw No. 4413 in response to the notice of public hearing. One submission outlined support for existing uses being able to continue as a legal non-conforming use, should the bylaw be adopted. The submissions from Brenda Mark, Gerard LeBlanc and Brendan Herlihy will be recorded into the record of public hearing.

Brendan Herlihy, Jordan River, asked that his comments regarding Bylaw No. 4412 stand for Bylaw No. 4413.

Sandy Sinclair, Otter Point, asked that his comments regarding Bylaw No. 4412 stand for Bylaw No. 4413.

Gerard LeBlanc, Shirley, spoke to his written submission outlining support for Bylaw No. 4413 as the bylaw provides an approach to manage use in the forested interface lands. Further support was stated for not giving legal non-confirming status to existing uses when a use was not legal prior to the adoption of the bylaw.

The Chair called three times for further discussion on the bylaw and hearing none closed the public hearing on Bylaw No. 4413 at 7:11 pm.

CHAIR, Director M. Hicks

Public Hearing October 5 2021 Re: Bylaw 4412 and Bylaw 4413

I support the proposed Bylaws Nos. 4412 and 4413 to amend Bylaws Nos. 3602 and 2040 and delete the Outdoor Recreation definition and permitted use.

Because the definition of Outdoor Recreation is so open to interpretation, it seems best to delete it rather than trying to redefine it at this time, when situations that take advantage of an overly broad definition are already occurring. Particularly, wilderness camping has come to mean cheap camping without the need for the operator to meet any kind of requirement whatsoever.

The concept of outdoor recreation is important to residents but the CRD needs to be able to control and regulate operations in zones. It doesn't mean that people cannot pursue their personal recreational activities outdoors on their private property.

Like most residents in Shirley, our property lies directly below the former WFP lands that were removed from TFL and are now on the real estate market. When these lands were used for logging in the TFL there were environmental and other protections in place. Now that many of them have been sold we are seeing the detrimental aspects of what are basically unintended forms of development.

We are already experiencing those effects from recently purchased properties RL and Forestry Zones above our property. There is now a "glamping" operation with 3 cabins already established and according to the owner there will be "wilderness camping" sites coming. Some of these negative effects that we are experiencing are:

- increased non-local traffic on previously little-used **unopened** roads bordering our property
- substandard non-permitted buildings being rented out on Airbnb without approved sanitary or other facilities, and with uninspected woodstoves and chimneys
- threat to creeks with water licences by structures and activity nearby
- threat to wildlife with uncontrolled dogs
- potential for wildfire above us because of possible noncompliance with fire regulations and fire safety
- trespass on and disregard for the safety of our residential properties
- no on-site presence or supervision of any sort, all arrangements done online

There is also the horrendous potential for raves in remote areas that are unregulated and unmonitored yet accessible. During the extremely dry summer there was huge concern about the threat of wildfire with these cabins rented by those little understanding of the risks.

Brenda Mark

Shirley BC

October 4, 2021

Re.: Public Hearing October 5 2021 Re: Bylaw 4412 and Bylaw 4413

I voice my support for the proposed Bylaws Nos. 4412 and 4413 to amend Bylaws Nos. 3602 and 2040 to delete the definition of Outdoor Recreation and outdoor recreation as a permitted use from the zones that allow the use. Deleting the definition in the bylaws and as a permitted use in the various zones is an appropriate approach to managing a contentious and uncontrolled use in the forested and 'wild' areas of the Juan de Fuca EA.

It is important that the use be properly defined in the future. At present there are numerous proposals rumoured to be being considered for different 'wild' land areas. One already exists to the rear of our and several other properties in Shirley. This particular forest campground has two, if not three structures used for camping (human habitation) and at least one which has been constructed to include a wood-burning stove but with no sanitary facilities, including a lack of running water. In addition, there seems to be very little in terms of management of the uses and of the campers once they are on site.

This type of current unmanaged use must stop and any illegal uses need to be dealt with accordingly, beyond the proposed amendment. In addition, sufficient precautions to protect the area from potential wildfires due to increased interface activity in the forest:

- conflicts with wildlife that are observed in the area including bears, cougar, deer and others;
- impacts on streams which are licensed for domestic use by residents;
- unwanted intrusion on private property by campers looking for direction, their dogs seeking places to relieve themselves; and,
- the need for proper management plans including escape routes in case of emergency – wildfires, earthquakes or any other natural event.

The proposed amendments are an excellent start to better managing permitted land use activities on interface lands which can only handle limited intrusion. The new definitions and permitted uses in zones, when introduced in a subsequent zoning bylaw amendment, will hopefully address these concerns prior to any form of use being allowed.

Again I support the proposed amendments included in Bylaws 4412 and 4413 and look forward to future amendments to offer improved control over land use in more remote areas of the JDF EA.

Gerard LeBlanc
Shirley

October 5th, 2021

To The Juan de Fuca Land Use Committee, The Shirley/Jordan River Advisory Planning Commission, The CRD board and anyone else this may concern;

Re: Proposed Bylaw No. 4412 would amend Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, by deleting the outdoor recreation definition and permitted use.

Proposed Bylaw No. 4413 would amend the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, by deleting the outdoor recreation definition and permitted use.

I own the property [redacted] in Jordan River, [redacted]. I have included a plot plan of the property for quick reference. It is a 5 acre parcel and it is zoned "Resource Land". Over the past two years, I have been building a campground for the purposes of low impact wilderness camping as allowed in the zoning bylaw. To date, I have invested well over $100,000 on the campground including land clearing, geo tech studies, low impact camping studies, land preparation, fire pits, picnic tables, portable toilet rentals, fencing, website design, graphic logo design, marketing materials, water system infrastructure, etc. I have also hired a full time employee (who quit his full time job in construction) as a full time onsite caretaker of the property, who will be putting the finishing touches on the campground and working and living there full time to run things after our official opening early next spring. We have done a soft opening already and allowed friends to camp there on occasion over this past summer.

I have had excellent feedback from the general public in terms of the concept and location. The property sits high on the hill overlooking the surf break and features amazing views of the Juan de Fuca Strait and Olympic Mountains. It is in very close proximity (a short walk) to the surf break and the Cold Shoulder Café, and it sits well above and safely out of the tsunami zone and the zone identified as a risk to human life in the event of an earthquake and possibility of the Jordan River damn failing and flooding the area downstream in the area around the mouth of the Jordan River. I have also made efforts to mitigate any potential concerns from neighboring land owners.

I am respecfully asking the CRD to grant my property "grandfathered" status in the event the property is downzoned as described in the proposed bylaw change. As in this excerpt from the proposal:
"Should the outdoor recreation use be removed from Bylaws 2040 and 3602 as a permitted use, outdoor recreation facilities operating prior to adoption of the amending bylaws would be considered legal non-conforming (i.e. grandfathered), and would be allowed to continue in accordance with Section 528 of the Local Government Act (LGA)."

While I completely understand the concerns of the lack of definition in the zoning bylaw of exactly what "low impact wilderness camping" is, I don't agree that down zoning people's property is fair. I feel like it would make more sense to amend the bylaw to include clear definitions of what exactly constitutes

"low impact wilderness camping" instead of completely wiping out "outdoor recreation" and thereby taking away land owners property rights.

Regarding my specific property, I would be happy to give anyone concerned a tour of my campground property and work with the CRD to address any concerns they may have. I was planning on consulting with the CRD before the official opening in the spring but obviously with this proposed bylaw change it has moved up the timeline to do that. I would value the input from the CRD and look forward to arranging a site tour in the near future.

Sincerely,

Brendan Herlihy
[redacted]
Land owner [redacted]
Jordan River BC

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 27, 2021

SUBJECT **Regional Trails Management Plan – Implementation Update**

ISSUE SUMMARY

To provide an update on the implementation of the Regional Trails Management Plan.

BACKGROUND

The Regional Trails Management Plan (RTMP) was approved by the Capital Regional District (CRD) Board in November 2016 (Appendix A). The purpose of the RTMP is to guide development, operation and management of regional trails over a 15-year period. It covers the three existing regional trails and provides direction for future regional trails.

The 96 km of regional trails receive nearly four million visits per year (Appendix B). They provide opportunities for active recreation and active transportation across the region.

Galloping Goose Regional Trail

This 55 km trail was established in 1987 along a former railway corridor. The majority of the route is owned by the Province of BC and a lease allows the CRD to develop, operate and maintain a regional trail within the corridor. Approximately 1.6 km of the route, south of the Selkirk Trestle, is owned and managed by the City of Victoria.

Lochside Regional Trail

The 29 km Lochside Regional Trail (Lochside) was established in 2001 and runs mainly along a former railway corridor. Approximately 12 km of the route are off-street, while 17 km are located on roads. The former rail corridor is owned by the municipalities through which it runs. Some sections of the trail are located on lands owned by the Province.

E&N Rail Trail – Humpback Connector

The E&N rail corridor is owned by the Island Corridor Foundation (ICF), a consortium of municipalities and First Nations, and the CRD has an agreement with ICF allowing the development, operation and maintenance of a regional trail within the corridor. Construction of the 17 km E&N Rail Trail was initiated in 2009 and the trail has been developed in five phases, with all but phase 4 and phase 5 completed.

The RTMP outlines 28 actions to be undertaken across all regional trails in a phased approach. Most notably, the CRD has completed Todd Creek Trestle rehabilitation, resurfacing on the Swan and Brett trestles, and the Widening/Separation study for part of the Galloping Goose and Lochside regional trails.

IMPLICATIONS

Financial Implications

To advance RTMP action items, the staff rely on the Regional Parks capital budget, as well as support from other agencies with jurisdiction in the trail corridors. Staff will also be applying for grants through the BC Active Transportation Grant Program and the federal/provincial Investing in Canada Infrastructure Program. Innovative cost-sharing approaches have also been successful in supporting the implementation of the RTMP.

Social Implications

The RTMP was developed through a two-year public planning process. The plan provides strategic policy direction that applies to existing and future regional trails, as well as a management plan for each of the three existing regional trails. The regional trails are very popular for both recreation and active transportation, and further implementation of the RTMP will continue to support the increase in recreation and active transportation use by people of all ages and abilities.

Intergovernmental Implications

Regional trails exist in 11 municipalities and 1 electoral area. The RTMP was developed through a public planning process that included engagement opportunities for First Nations, municipalities/electoral areas, key stakeholders and the public. A municipal advisory committee provided input during the RTMP process. Liaison with the Ministry of Transportation & Infrastructure, the Island Corridor Foundation and several of the municipalities occurs regularly.

Environmental & Climate Implications

The regional trails provide opportunities for the public to undertake active recreation and active transportation, which assists in reducing greenhouse gas emissions. The regional trails create greenway corridors that protect natural vegetation buffers and enable wildlife movement. Environmental implications are considered when undertaking actions on the regional trails.

Alignment with Board & Corporate Priorities

The implementation of the RTMP aligns with the Board's Climate Action & Environmental Stewardship priority. The RTMP also aligns with the corporate priority of parks and natural area protection and support for recreational access to inter-municipal trails.

Alignment with Existing Plans & Strategies

The CRD Board declared a climate emergency in 2019, and Board Priorities for 2019-2022 identify green and affordable multi-modal transportation and reduced greenhouse gas emissions as desired outcomes. The RTMP aligns with these priorities and with the Regional Climate Action Strategy, Regional Transportation Plan and Regional Growth Strategy, and with policies from other agencies, such as the National Active Transportation Strategy; Clean BC; B.C.'s Active Transportation Strategy – Move, Commute, Connect; and the South Island Transportation Strategy.

CONCLUSION

The Regional Trails Management Plan (RTMP) guides the development, operation and management of regional trails over a 15-year period. Staff have been implementing actions identified in the RTMP and will be researching opportunities to increase access to alternative funding streams.

RECOMMENDATION

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

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Regional Trails Management Plan
Appendix B: Regional Trails Map

APPENDIX A

Regional Trails Management Plan

Capital Regional District | **October 2016**

Capital Regional District Regional Parks
490 Atkins Avenue, Victoria BC V9B 2Z8
T: 250.478.3344 www.crd.bc.ca/parks

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Acknowledgements

CRD Regional Parks would like to gratefully acknowledge the following people for their contributions to the planning process.

Municipal/Provincial/CRD Advisory Group

Rick Daykin, Township of Esquimalt
Karl Erskine, Central Saanich
Ryan Evanoff, Ministry of Transportation and Infrastructure
Mike Goldsworthy, District of Saanich
Dan Green, Ministry of Transportation and Infrastructure
Ron Hamilton, CRD, Juan de Fuca Electoral Area
John Hicks, CRD, Regional Planning and Protective Services
Kevin House, Ministry of Transportation and Infrastructure
Helen Lockhart, City of Colwood
Sheila Mackay, District of Metchosin
Baohua Duan, District of North Saanich
Brian Robinson, Town of Sidney
John Rosenberg, Town of View Royal
Leigh Sifton, City of Victoria
Jane Waters, City of Langford

First Nations

Janice Rose, Esquimalt Nation
Christine Clarke, Songhees Nation
Ken Cossey, Songhees Nation
Gwen Underwood, Tsawout Nation
Jennifer Claxton, Tsawout Nation
Israyelle Claxton, Tsawout Nation
Tsawout community members that provided comments
Michelle Thut, T'Sou-ke Nation
Karen George, T'Sou-ke Nation
Christine George, T'Sou-ke Nation

Cover photo: Galloping Goose Regional Trail, Selkirk Trestle, Victoria

CRD Staff

Jennifer Black, Acting (2014) Active Transportation Program Manager, Regional Planning and Protective Services
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Kim St Claire, Manager of Visitor Services and Community Development, Regional Parks
Carolyn Stewart, Park/Trail Planner, Regional Parks
Mike Walton, Senior Manager, Regional Parks
Jeff Ward, Manager of Planning, Resource Management, and Development, Regional Parks
Sarah Webb, Active Transportation Program Manager, Regional Planning and Protective Services

Public

Our thanks also go to the public who participated in developing this Management Plan.

Galloping Goose Regional Trail, Metchosin

Executive Summary

The Capital Regional District (CRD) has prepared a management plan to guide development, operations and management decision-making for Regional Trails.

The Regional Trails Management Plan includes overarching guidance and policies for regional trails as a whole, as well as specific policies and priority management actions for three Regional Trails—the Galloping Goose, the Lochside, and the E&N Rail Trail-Humpback Connector. These trails are an important part of the cycling and walking network and provide transportation and recreation opportunities for visitors and residents alike.

The public participation program used in developing the management plan included a 2013 Regional Trails Survey, a Municipal/Provincial/CRD Advisory Group; liaison with First Nations that have lands adjacent to the three trails, on-line and in-person public participation opportunities, and municipal presentations. Input was sought from at the beginning of the project, before the plan was drafted. Themes and ideas raised through the initial participation processes were considered in developing the plan. A second round of participation was undertaken once the Draft Regional Trails Management Plan was prepared. This included on-line and in-person public participation opportunities and referrals of the draft plan to local governments and First Nations. Comments received through the second participation process were considered before finalizing the Regional Trails Management Plan.

The Vision for Regional Trails is:
"As the Regional Trails system grows and matures, a network of interconnected trails emerges. The trails connect the Capital Region's communities and facilitate access to key destinations within and beyond the region. The network facilitates active, healthy lifestyles for people of all ages and abilities by providing opportunities for both recreation and active transportation. We work together to create and maintain regional trails as greenway corridors that accommodate a diversity of users. The Capital Regional District promotes respect among users and supports positive experiences for all."

Section 2 of the plan provides strategic policies that relate to management of and decision-making for all regional trails. The policies cover topics including trail use and safety, planning and development, trail operations and maintenance, enforcement, and partnering opportunities. Strategic actions are also identified. Sections 3, 4 and 5 provide management plans for each of the regional trails, including further background about the trail, the mission of the trail, a development concept, and priority actions. Section 6 outlines plan implementation, monitoring and evaluation.

Some of the priority actions for implementation include:

- work with municipalities to improve safety at road-trail crossings and where trails are on-street,

and to create links between the regional trails and key regional destinations;

- develop a trail-related public awareness and outreach program regarding safety, trail rules and respectful trail practices;
- assess feasibility of separating trail uses or widening the Galloping Goose to 5-6 m between the Selkirk Trestle and the Switch Bridge and the Lochside between Switch Bridge and McKenzie Avenue;
- complete development of the E&N Rail Trail; and
- complete a regional trail plan for the Southern Gulf Islands and Salt Spring Island.

The Regional Trails Management Plan will be used to assist in setting regional trail priorities and planning for the overall management of the regional trails. It becomes effective upon adoption by the CRD Board. At least ten years will be needed to implement the actions proposed in the Regional Trails Management Plan and implementation is subject to the availability of staff and budget resources, as supported by CRD-wide strategic priorities.

Periodic reviews will be undertaken to assess progress on plan implementation. If substantive changes in direction are required, due to significant issues or new information, an amendment or plan update process will be initiated. A review of the Plan and its implementation should occur after 10 years.

Lochside Regional Trail, Saanich Photo: John Luton

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E&N Rail Trail – Humpback Connector, Langford

1 Introduction and Context

The Capital Regional District (CRD), though Regional Parks, has been developing and managing regional trails for more than 25 years. Management Plans have been developed in the past for the Galloping Goose Regional Park Corridor (1989) and for the Lochside Regional Trail (2001). The Regional Trails Management Plan (RTMP) provides strategic direction for all regional trails and management plans for the Galloping Goose Regional Trail (Galloping Goose), Lochside Regional Trail (Lochside) and E&N Rail Trail – Humpback Connector (E&N Rail Trail).

The RTMP is consistent with CRD's Regional Parks Strategic Plan (2012) and has been developed with consideration given to the CRD's Regional Transportation Plan (2014), including the Pedestrian and Cycling Master Plan. The RTMP provides more specific direction and will guide decision-making relating to the planning, development, management, and operation of the regional trails system.

A glossary of terms is included in Appendix 1 to aid the reader in understanding acronyms and technical wording used in this management plan.

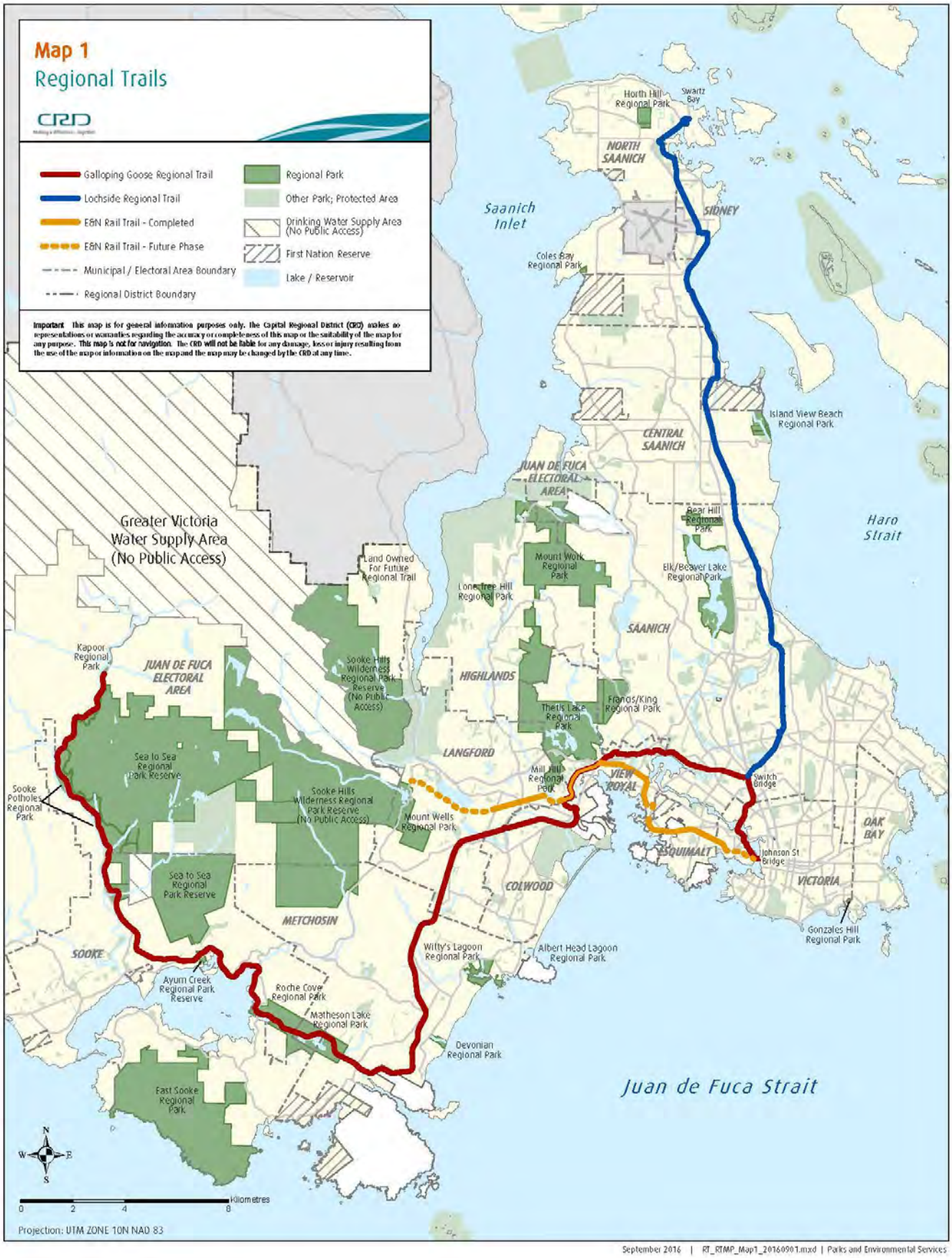
1.1 Purpose of the Plan

The purpose of the plan is threefold:

1. to provide strategic direction for regional trails, including a vision for the regional trail system, management principles, overarching policies, and key strategic actions;
2. to provide specific policy direction and priority actions for each of the three existing regional trails — Galloping Goose, Lochside, and E&N Rail Trail; and
3. to identify an implementation strategy for regional trail priorities to assist the CRD in its priority setting and budget planning processes.

1.2 Description of the Current Regional Trails

The three regional trails addressed specifically in the RTMP are the Galloping Goose, Lochside, and E&N Rail Trail (Map 1). The following provides a short description of the regional trails.


Map 1
Regional Trails
CRD
Galloping Goose Regional Trail
Lochside Regional Trail
E&N Rail Trail - Completed
E&N Rail Trail - Future Phase
Municipal / Electoral Area Boundary
Regional District Boundary
Regional Park
Other Park; Protected Area
Drinking Water Supply Area (No Public Access)
First Nation Reserve
Lake / Reservoir
Important this map is for general information purposes only. the Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.
Greater Victoria Water Supply Area (No Public Access)
Saanich Inlet
Haro Strait
Juan de Fuca Strait
North Hill Regional Park
Swartz Bay
NORTH SAANICH
SIDNEY
Coles Bay Regional Park
Island View Beach Regional Park
CENTRAL SAANICH
JUAN DE FUCA ELECTORAL AREA
Bear Hill Regional Park
Mount Work Regional Park
Elk/Beaver Lake Regional Park
Land Owned For Future Regional Trail
Lone Tree Hill Regional Park
SAANICH
HIGHLANDS
Kapoor Regional Park
Sooke Hills Wilderness Regional Park Reserve (No Public Access)
Thetis Lake Regional Park
Francis/King Regional Park
LANGFORD
Sea to Sea Regional Park Reserve
Mill Hill Regional Park
VIEW ROYAL
Switch Bridge
Sooke Potholes Regional Park
Mount Wells Regional Park
OAK BAY
ESQUIMALT
Johnson St Bridge
COLWOOD
VICTORIA
METCHOSIN
Gonzales Hill Regional Park
Witty's Lagoon Regional Park
Albert Head Lagoon Regional Park
SOOKE
Ayum Creek Regional Park Reserve
Roche Cove Regional Park
Matheson Lake Regional Park
Devonian Regional Park
East Sooke Regional Park
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September 2016 | RT_RTMP_Map1_20160901.mxd | Parks and Environmental Services

Galloping Goose Regional Trail

This 55 km trail was established in 1987 along a former railway corridor. The majority of the route is owned by the Province of BC and a lease allows the CRD to develop, operate and maintain a regional trail within the corridor. Approximately 1.6 km of the route, south of the Selkirk Trestle to the Johson Street bridge, is owned and managed by the City of Victoria and the CRD liaises with the City on this section of trail.

Starting in the City of Victoria and ending at Kapoor Regional Park in the Juan de Fuca Electoral Area, the Galloping Goose Regional Trail (Galloping Goose) has both urban (20 km) and rural (35 km) sections. Horseback riding, cycling and pedestrian uses are permitted in the rural section, which is classified in the Regional Parks Strategic Plan as a Multiple Use Trail; cycling and pedestrian uses are permitted in the urban section, which is classified as a Bike and Pedestrian Trail. In 2015, the trail had nearly 2 million visits (CRD Regional Parks).

Lochside Regional Trail

The 29 km Lochside Regional Trail (Lochside) was established in 2001 and runs mainly along a former railway corridor. Approximately 12 km of the route are off-street while 17 km are located on roads. The former rail corridor is owned by the municipalities through which it runs. Some sections of the trail are located on lands within the Patricia Bay Highway corridor owned by the Province. Agreements with the municipalities and the Province permit the CRD to establish and operate a regional trail within the corridor and set out roles and responsibilities for maintenance of the trail and corridor.

Starting at the "Switch Bridge" on the Galloping Goose in Saanich and ending at the Swartz Bay ferry terminal in North Saanich, the Lochside travels through both urban and rural areas. This trail is classified in the Regional Parks Strategic Plan as a Bike and Pedestrian Trail. As of 2015, it receives approximately 1 million visits per year (CRD Regional Parks).

E&N Rail Trail – Humpback Connector

The E&N rail corridor is owned by the Island Corridor Foundation (ICF), a consortium of municipalities and First Nations and is identified by the federal government as an active railway. The CRD has an agreement with ICF allowing the development, operation and maintenance of a regional trail within the rail corridor, making this the only 'rail with trail' in the CRD. Construction of the 17 km E&N Rail Trail was initiated in 2009 and the trail is being developed in five phases. This urban trail is classified in the Regional Parks Strategic Plan as a Bike and Pedestrian Trail and will run from the Johnson Street bridge in Victoria to the City of Langford. The intention is to extend/link the trail to the Humpback Reservoir area in Sooke Hills Wilderness Regional Park Reserve.

1.3 Links to Other Plans

The CRD Board sets overarching priorities for the CRD through the Regional Growth Strategy and the Board's Corporate Plan (2014-2018). Flowing from these, the various departments develop strategic documents to guide their work. Regional trails play a role in both the Regional Parks (recreation) function and in the Regional Planning & Protective Services (transportation) function. A brief discussion is provided below relating to the links between the Regional Parks Strategic Plan (RPSP), the Regional Transportation Plan (RTP) and the Regional Trails Management Plan (RTMP).

Regional Parks Strategic Plan (2012-2021)

The RPSP, which was approved by the CRD Board in 2012, sets out strategic direction for both regional parks and regional trails. The RPSP provides an overarching vision for a regional system of parks and trails, management goals, a trail classification system, and initial implementation priorities. Regional park and trail management plans must be consistent with the RPSP.

The vision in the Regional Parks Strategic Plan is:

> Capital Regional District (CRD) parks and trails secure the region's ecology and quality of life by establishing, in perpetuity, an interconnected system of natural lands. Parks protect and restore our region's biodiversity, offer compatible outdoor recreation and education opportunities and accessible, nourishing, joyful connection with the natural world and our cultural heritage. Regional trails connect communities and provide many outdoor recreation opportunities and an alternate non-motorized transportation network. Parks and trails support the health of our region, its inhabitants and the planet as a whole. In this century, regional parks and trails will become part of a larger, integrated and connected system of natural areas. Subscribing to the idea that "nature needs half", policies and action are explored through sustainability planning to significantly enhance the system of natural areas in the region in order to sustain life supporting ecological processes. By conserving at least half of the Capital Region's land and water base for nature, residents may live and work in harmony with the environment.

The RPSP sets out the following strategic priorities related to regional trails:

- Complete and update trail management plans for priority parks and trails;
- Continue construction of the E&N Rail Trail;
- In partnership with other public agencies, local government and private landowners, initiate planning for the regional trails system on Salt Spring Islands and the Southern Gulf Islands.
- Integrate First Nations interests into planning for and management and stewardship of regional trails;
- Undertake a visitor use survey;
- Partner with other levels of government and health agencies to promote the health benefits to the community of regional trails; and
- Provide more accessible opportunities for people of all ages and abilities to connect with nature.
- Complete the E&N Rail Trail – Humpback Connector and connect it to the Trans Canada Trail (TCT); and
- Plan for a network of regional trails in the Southern Gulf Islands and on Salt Spring Island.

Regional Transportation Plan (RTP)

Active transportation (cycling and walking) is promoted by the CRD and is facilitated by having a regional trail system connecting our communities. The Regional Transportation Plan (RTP) and the Pedestrian and Cycling Master Plan (PCMP) also provide guidance that is applicable to regional trails. The RTP discusses transportation challenges and opportunities, outlines a vision and principles to guide transportation actions, proposes regional outcome statements, and identifies actions and strategies to implement those actions.

The RTP vision is:

> A future where transportation is sustainable, offers choice, enables smart growth, and makes livable communities possible.

Flowing from the RTP vision, the following states are desired over time:

- A multi-modal and integrated approach to transportation exists;
- Cycling is an appealing, safe and viable transportation option for residents and visitors of all skill and confidence levels;
- Walking is an increasingly popular and desirable mode of transportation that is supported by safe, convenient, and accessible pedestrian infrastructure; and
- Existing regional trails are enhanced and funding exists for expansions of the regional trail system.

Pedestrian and Cycling Master Plan (PCMP)

The Regional Pedestrian and Cycling Master Plan (PCMP) was approved as part of the Regional Transportation Plan. It lays out a broad plan of action for achieving a significant shift in patterns and modes of transportation throughout the region. It sets out numerous objectives and covers topics including engineering, education, enforcement, encouragement, and evaluation. The PCMP identifies a primary inter-community cycling network and pedestrian priority areas, both of which include the regional trails.

The PCMP vision is:

> The Capital Region will be a truly livable and environmentally sustainable community, where walking and cycling are key components of an innovative and integrated transportation system. Citizens of all ages in all parts of the region will find active travel irresistible on a seamless network of Class 1 on and off-street facilities appropriate for users of all abilities. In 2038 CRD will be lauded for its 25% mode share for cycling in urban centers and 15% region wide, as well as 15% mode share for pedestrian travel for all trip purposes.

Some of the points raised in the PCMP include:

- Within the region a concerted effort is needed to shift new trips and portions of existing trips from motor vehicles to walking, cycling and transit;
- It is important to establish a cycling network that is safe and comfortable for all – not just the courageous and intrepid cyclist; and
- CRD will manage a multi-use regional trail system that provides regionally significant pedestrian corridors.

The Regional PCMP does not provide specific direction for a trail network in the southern Gulf Islands. In 2013, a Salt Spring Island pedestrian and cycling master plan was developed and in 2017, Regional Parks will take the next step and develop a Regional Trail Plan for the Southern Gulf Islands and Salt Spring Island (Appendix 6).

Based on direction provided in these strategic plans, creating linkages from regional trails to key regional destinations is important future trail planning work. The CRD will also advocate for linkages to be developed by other agencies or municipalities that will further the trail network envisioned within the region as illustrated in the Regional Parks Strategic Plan.

2 Regional Trails Strategic Direction

2.1 Vision for Regional Trails

This vision for regional trails illustrates the desired state that the CRD is working toward. It outlines what CRD hopes to achieve over the life of this plan, and beyond.

As the Regional Trails system grows and matures, a network of interconnected trails emerges. The trails connect the Capital Region's communities and facilitate access to key destinations within and beyond the region. The network facilitates active, healthy lifestyles for people of all ages and abilities by providing opportunities for recreation and active transportation. We work together to create and maintain regional trails as greenway corridors that accommodate a diversity of users. The Capital Regional District promotes respect among users and supports positive experiences for all.

2.2 Management Principles

Management principles are sometimes referred to as the values or basic understandings we hold. The following ten principles provide an overarching philosophy to guide management and decision-making over the next ten years.

1. **Consider Vision in Decision-making** - The vision for regional trails should be considered in all decision-making.
2. **Provide Opportunities for Both Active Transportation and Active Recreation** - Active transportation and active recreation opportunities are equally important for a healthy region and the regional trails system should accommodate both. Generally, the trails allow for non-motorized uses only.
3. **Consider All Ages and Abilities** – While every trail may not be suited to all ages and abilities, the overall trail system should provide opportunities for a diversity of non-motorized uses for people of all ages and abilities.
4. **Working Together is Essential** - Liaison and cooperation with local and provincial authorities is critical to creating an integrated trail system and the CRD should promote partnership opportunities in areas of mutual interest.
5. **First Nations Relationships are Important** - Developing and maintaining relationships with First Nations with lands close to the trails is important and the CRD should promote partnership opportunities in areas of mutual interest.

6. **Public Awareness and Education are Important** - public awareness and education should be considered an integral part of all projects to help ensure effective trail management and positive user experiences.
7. **Adjacent Land Use and Development Should Enhance the Trail System** – land uses and new development should not negatively impact the specific trail corridor and, where possible and appropriate, liaison with developers and local governments should aim to enhance the corridor.
8. **Respect for nature is important** – maintenance of the greenway character is important and, where possible and appropriate, natural buffer vegetation should be maintained or enhanced. Environmental implications will be considered in decision-making.
9. **Consistent with Management Plan** - Any new uses being considered must be consistent with the policies of this Regional Trails Management Plan and other CRD strategic direction.
10. **Use Adaptive Management** – Adaptive management should be used to address changing needs or information, recognizing that any substantive changes will require a plan amendment.

2.3 Outcome Statements

The following statements set the main 'outcomes', or 'intentions' that the CRD will work toward over the next ten years. These targets flow from the vision and reinforce the long term direction in the plan. They will be used to document and evaluate progress when the management plan is reviewed in the future.

A network of interconnected trails connects the Capital Region's communities.
The regional trail system facilitates access to key destinations within and beyond the region.
The regional trail system facilitates active, healthy lifestyles by providing opportunities for active (non-motorized) transportation and active recreation.
The regional trail system accommodates multiple uses and people of all ages and abilities.
The CRD works collaboratively with municipal and provincial governments to ensure an integrated trail system is created within the region.
The regional trails provide greenway corridors within the region.
Regional trail management promotes and supports respect among trail users and positive experiences for all.
The public is aware of, supports, and is satisfied with management of, the regional trail system.

Lochside Regional Trail, Central Saanich Photo: John Luton

2.4 Overarching Policies for Regional Trails

The following policies are broken down into categories that relate to management issues or needs that were identified during the development of the management plan.

2.4.1 General

1. Each regional trail will be classified as per the classification system in the Regional Parks Strategic Plan, or other appropriate approved strategic document. Information regarding the trail classification will be noted on the CRD's website.
2. Generally, the regional trail system allows for active transportation and active recreation uses, as follows:
   - Bike and Pedestrian Trails allow for cycling, walking, running, skateboarding, and rollerblading;
   - Multiple Use Trails allow for cycling, walking, running, and horseback riding;
   - Hiking and Walking Trails allow for walking, hiking and running.
   - In the future, additional single use trails may be added to the system (e.g., cycle-only, pedestrian-only, or equestrian-only).

- Regional trails that allow bicycle use will accommodate bicycle trailers up to a maximum width of 1.2 m;
- Motor-assist cycles, as defined by the *Motor Vehicle Act*, are permitted on regional trails that allow bicycle use;
- Generally, motorized wheelchairs and mobility scooters (used by mobility-challenged individuals) are permitted on regional trails, though not all trails will be suitable for these;
- For the safety of trail users, their pets, and wildlife, all pets must be on-leash at all times while on regional trails (see Appendix 2 for designated municipal off-leash and leash-optional areas within the CRD). Pet owners or guardians should ensure that their pets remain both on the trail and on the proper side of the trail; and
- Trail management plans may further clarify and/or restrict the types of permitted uses and locations of uses based on considerations such as geography, sensitive ecosystems, site capacity, and public input.

3. The regional trail system as a whole will be managed to accommodate users of different ages and abilities, although not all sections or trails will necessarily accommodate people of all ages and abilities.
4. The CRD will use a variety of communication tools to inform the public about key initiatives, safety, trail rules, and trail etiquette.
5. The CRD will collaborate with trail corridor landowners to establish and maintain necessary agreements regarding trail development, operations, and maintenance responsibilities.
6. A CRD Park Use Permit will be required in advance for any event or special use planned on or along a regional trail.
7. The CRD supports municipalities and the Ministry of Transportation and Infrastructure (MOTI) establishing and maintaining murals and public art on municipal and MOTI lands/structures along the regional trail routes. The CRD may support other art opportunities along a trail corridor where it is felt that such an opportunity will significantly improve the character of the trail route, will deter graffiti, and will not cause undue maintenance requirements.

2.4.2 Trail Use & Safety

1. Users are responsible for their own safety.
2. For safety reasons and recognizing the multiple uses on regional trails, the CRD highly recommends, and will promote, that:
   - cyclists, skateboarders, rollerbladers, and equestrians wear helmets at all times when using regional trails;
   - all trail users should use lights that provide adequate visibility (both to see and to be seen) and wear light coloured and/or reflective clothing if they are using trails after sunset, before sunrise, and/or in poor weather conditions;

- cyclists slow down when pedestrians or horses are in the vicinity;
- when using off-street sections of regional trails, all users keep right except to pass other users;
- parents and pet owners ensure their children and pets remain on the right hand side of the trail;
- when using on-street sections, the applicable rules of the road be followed;
- all users should only pass other users when there is adequate space to do so in a safe manner;
- cyclists notify other users before passing (by bell or voice);
- all trail users move to the right if stopping.

3. People using regional trails during or after inclement weather should do so with extra caution.
4. The CRD supports regionally-consistent practices where possible, and will advocate for municipalities to:
   - develop local bylaws or implement appropriate signage, as per the *Motor Vehicle Act* requirements, to allow cyclists to cycle across crosswalks where they join two sections of a regional trail route;
   - mark all road-regional trail crossings and provide advance warning of the trail crossing to road vehicles (e.g. crosswalks and advance warning signs);
   - work with the CRD to identify and maintain acceptable sight lines for road and trail users where regional trails cross public roads; and
   - work with the CRD, MOTI, and interest groups to explain trail-road crossing rights-of-way and to promote safe practices to trail and road users.
5. The CRD will promote respect among users and fair and practical trail etiquette practices to facilitate positive, enjoyable experiences for all trail users.
6. The CRD will encourage municipalities to close/remove any road-trail crossings that are unnecessary.
7. The CRD will regularly collect data and monitor types and levels of use on regional trails.

2.4.3 Trail Planning and Development

1. Priority will be given to developing regional trails as off-street facilities, where feasible. Preference for routing along road or railway corridors will be used where possible and practical. In some cases, on-street sections will exist. The CRD will recommend that municipalities/MOTI incorporate road calming and/or road sharing measures for cyclists (e.g. reduced speed limits, bike lanes, sharrows) and walking space for pedestrians (sidewalks, wide road shoulders) where on-road sections of regional trails exist.
2. Where feasible, regional trails will interlink in order to connect the region's communities and to create loop-route opportunities. In some cases, regional trails will provide a "spine" that connects key areas and to which other trails connect.

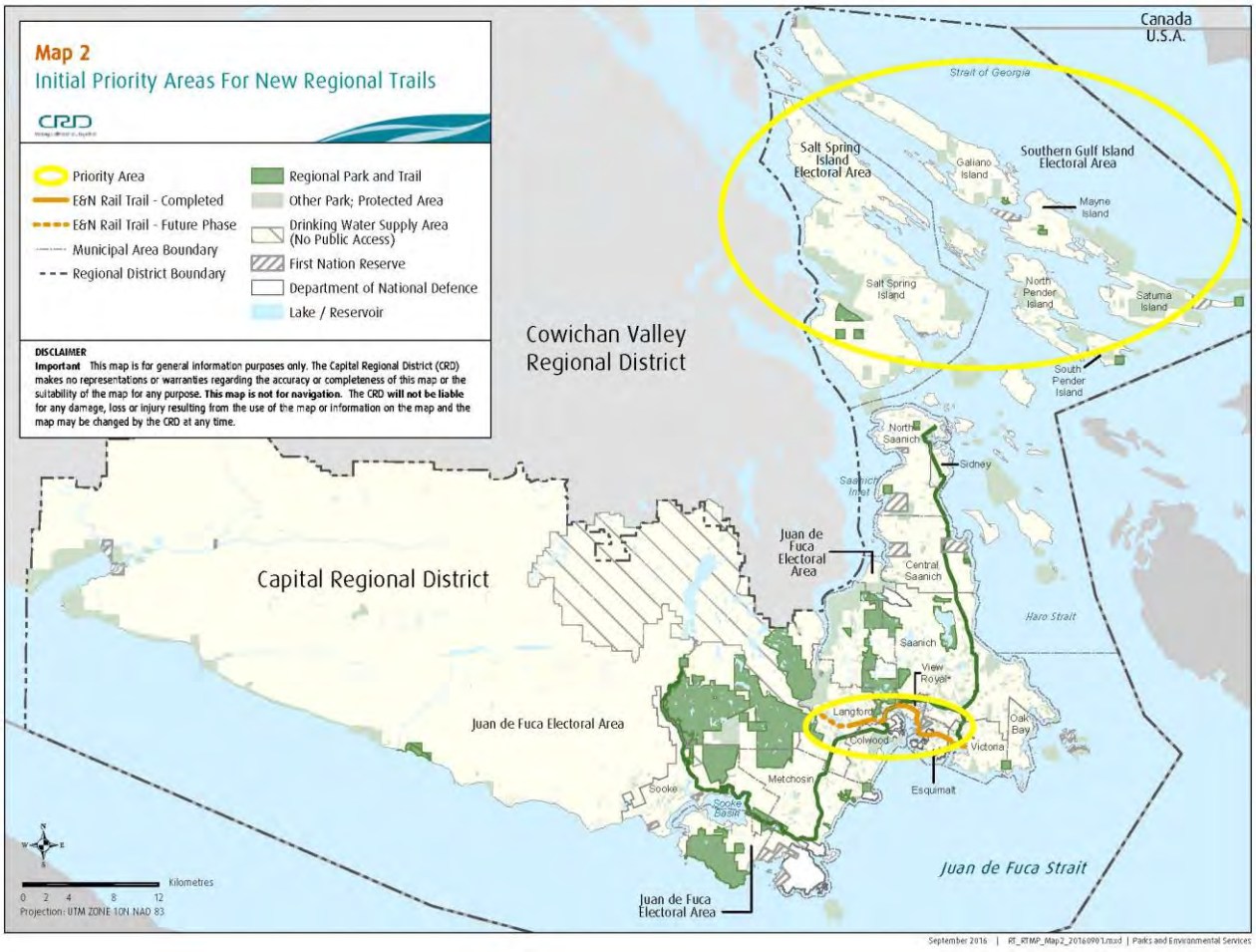
3. Where feasible, regional trails should provide access to, or link with, other key transportation routes that provide access to regionally significant areas (e.g. key parks, regional employment centers, colleges/universities, regional commercial hubs, regional tourism attractions, and transportation hubs).
4. Although both transportation and recreation needs will be considered in trail planning, in high-use urban areas the transportation role of trails will be given first consideration in planning and management. In wilderness, rural and low-use urban areas, the recreation role will be given first consideration in planning and management.
5. Universal accessibility will be considered in trail planning. Trails that are universally accessible will be noted in public information. Where significant hills exist along trails that generally provide universal accessibility, they will be highlighted.
6. The trail development guidelines in Appendix 3 will guide regional trail development. Additional or revised guidance may be developed, from time to time, to augment or update these guidelines without requiring an amendment to the RTMP.
7. The CRD will consider widening trails or separating trails based on consideration of criteria, including:
    - public feedback;
    - volume of each type of use;
    - accidents/near misses reported to the CRD;
    - feasibility based on corridor width and characteristics;
    - environmental impacts;
    - cost;
    - opportunities through adjacent development projects; and
    - other potential options/solutions.
8. Generally, visitor facilities will be located at key access points. Where feasible, affordable, and needed, vehicle parking, toilets, drinking water, benches, bike racks, information kiosks, and garbage containers will be combined at these locations. Outside of key accesses, facilities may be considered, as follows:
    - vehicle parking - where there is a significant need or potential for a 'park and ride' facility and/or partnership opportunities exist;
    - toilet facilities – where there is significant need, limited alternate opportunities, and/or partnership opportunities exist;
    - drinking water - where there is a significant need, limited alternate opportunities, a cost-effective option, and/or partnership opportunities exist;
    - benches - where there is a significant change in elevation or a scenic vista;
    - bike racks – where there is a significant transit hub along the trail that may provide combined bike and transit commuting opportunities or at trail locations proximate to key regional destinations;

- information kiosks – at other key locations where there is significant need for welcoming, interpretive and regulatory information; and
- garbage containers – where there is a significant need, easy access for maintenance, and limited alternate opportunities.

9. The CRD will promote that bike charging stations be provided at key regional destinations that are close to the trail, such as regional employment centers and regional shopping centers.
10. Public engagement will be undertaken if significant changes are proposed to this Regional Trails Management Plan (e.g. amendment or update) or if significant projects not identified in the Management Plan are proposed.
11. Initial priorities for new regional trail development will include (see Map 2):
    - completion of the E&N Rail Trail – Humpback Connector including a link to Sooke Hills Wilderness Regional Park Reserve; and
    - planning for a network of regional trails in the Southern Gulf Islands and Salt Spring Island Electoral Areas (see Appendix 6).
12. Emergency and maintenance access needs will be considered in trail planning.
13. Regional Trails will be named by the CRD using the following criteria:
    - Trail location, geographic feature, or historical reference and
    - "Regional Trail" will be included in the official name of all regional trails.

2.4.4 Trail Maintenance

1. The CRD will conduct a formal annual maintenance inspection of each trail to identify possible hazards and maintenance requirements. Requirements will be prioritized for action, subject to the existing maintenance budget and staff resources.
2. The public is encouraged to notify the CRD regarding maintenance and public safety issues on the trails. New maintenance needs identified throughout the year will be assessed and, as appropriate, be added to the maintenance list.
3. Trail maintenance is conducted during regular CRD work hours.
4. Extra-ordinary maintenance requirements, such as tree blow down removal or ice management, are assessed following significant weather events.
5. The CRD will develop an assessment and replacement strategy for significant trail structures and facilities through an asset management program. A key focus will be trail trestles and bridges.
6. The CRD will work with municipalities and adjacent businesses, as needed, regarding municipal infrastructure and garbage along the trails.



2.4.5 Signs

1. The CRD will use standardized signs for welcoming, trail etiquette, wayfinding, caution, and regulatory needs. Each trail will have a separate identifier that will be incorporated into or with trail route wayfinding signs. The sign guidelines in Appendix 4 will guide development of regional trail signage. Additional signs may be developed, from time to time, to augment or update these guidelines without requiring an amendment to the RTMP.
2. The CRD will develop a Sign Plan for each regional trail, will review the Sign Plan at least every ten years, and update as necessary.
3. Wayfinding methods such as signage, maps, and pavement markings may be used to help users orient themselves, make route decisions, and identify destinations that may be accessible from the trail.
4. The CRD will work with local municipalities to improve wayfinding between regional trails, local active transportation routes, and key regional destinations.

5. Where multiple trails are co-located along a single route, the CRD will work with the appropriate organization to ensure wayfinding for each trail is addressed in some way (e.g. Trans Canada Trail).

2.4.6 Enforcement

1. The CRD will work cooperatively with police and municipal bylaw enforcement services for enforcement needs on regional trails.
2. The public should contact police directly if criminal activities are noted on the trails.
3. The CRD will, and the public should, notify the appropriate municipality if local bylaw issues are noted on the trails.
4. The CRD will notify the owners of the trail corridor (municipalities, MOTI, ICF) when significant encroachments from adjacent land uses are noted within the corridor. If the encroachment directly affects trail infrastructure, the CRD may take further action.

2.4.7 Adjacent Land Use

1. The CRD will work with municipalities and developers to ensure that adjacent developments enhance the trail corridor and/or do not negatively impact the trail corridor.
    - The following criteria, along with comments specific development, will be used to advise landowners, developers and municipalities about regional trail interests relating to development proposals on lands adjacent to the regional trails:
    - Where regional trail corridors are owned by others (e.g. the Province, municipalities, Island Corridor Foundation), the CRD will recommend that the proponent also contact the corridor landowner regarding the proposed project;
    - In the interests of public safety, no new road crossings of existing regional trails should be permitted;
    - No negative drainage impacts or new drainage flows should be directed onto or be created within the trail corridor;
    - Temporary property boundary fencing should be required prior to any construction occurring;
    - During construction, no encroachments on the trail corridor should occur without prior written approval and permitting from the CRD and closure of the trail will not typically be permitted.
    - No permanent encroachments on the trail corridor should occur without written approval and/or appropriate tenure from the trail corridor owner.
    - Consideration should be given to whether the development provides opportunities to expand or enhance the regional trail system;
    - No individual residential or commercial accesses should be developed to the trail without prior written approval of the trail corridor landowner and the CRD;

- Natural vegetative buffers on the adjacent lands should be maintained wherever possible. Where this is not possible, native vegetation or fencing along the property line should be required to maintain the greenway character of the trail corridor or to minimize potential for creation of individual accesses to the trail corridor;
- A CRD park use permit is required in advance if any work needs to be undertaken from/within the trail corridor; and

2.4.8 Environmental

1. The CRD will assess invasive plant management needs along regional trail corridors, as part of a larger ecological management program, based on ecological risk.
2. The CRD will notify and work with the trail corridor landowner if species at risk are documented along the regional trail corridors.
3. The greenway character of trail corridors will be maintained wherever possible, giving consideration to public safety.

2.4.9 Partnering Opportunities

1. The CRD supports public involvement through donations and partnering opportunities and will identify potential projects.
2. Partnering proposals will be considered based on:
   - need;
   - fit with the character of the trail;
   - environmental considerations;
   - project costs to be covered by the CRD;
   - on-going maintenance costs; and
   - other considerations raised in reviewing the proposal.
3. The CRD will build relationships with, and work cooperatively with municipalities, First Nations, tourism organizations, and others to facilitate partnering opportunities for trail-related projects of mutual interest and benefit.
4. The CRD will provide regional trail-related volunteer opportunities as part of a larger regional volunteer program.

View from the Galloping Goose Regional Trail, Sooke

2.5 Strategic Actions

The following actions relate to more than one specific trail, relate to overall aims and interests, or address some of the broad management issues raised through the management planning process:

1. Develop and implement a public outreach program including but not limited to:
   - road/trail crossing priority;
   - trail safety;
   - trail rules; and
   - respectful trail use practices (Appendix 5 outlines some key etiquette messages).
2. Work with the municipalities and/or the MOTI on:
   - road/trail crossings including, but not limited, to consideration of the following:
     - assessing traffic volumes and priority;
     - addressing sightlines and signage needs;
     - adequately marking and lighting road-trail crossings; and
     - improving crossings where needed.
   - allowing cycling across trail-related crosswalks, through bylaws or signage, as per the *Motor Vehicle Act* requirements;
   - improving on-street portions of trails, trail accesses, and high use/high conflict areas;

- establishing, mapping, and signing (wayfinding) links between regional trails and key regional destinations and active transportation routes; and
- partnering on public outreach regarding safe and respectful trail use practices.

3. Identify and develop needed agreements, policy, procedures, guidelines, and standards for regional trails.
4. Map the locations of CRD visitor facilities along the regional trails and incorporate the data into the CRD's Asset Management system.
5. Continue regional trail planning for the Southern Gulf Islands and for Salt Spring Island.
6. Undertake a trail lighting study. The study should include, but not be limited to, assessment of:
   - crime prevention through environmental design (CPTED) considerations;
   - where lighting should or should not be provided;
   - feasibility of using various types and styles of lighting (e.g. solar, electric, motion-sensing; low to ground, street light style, brightness);
   - environmental considerations;
   - impacts on neighbours;
   - costs to implement and maintain trail lighting; and
   - other potential options to increase visibility and user comfort after dark and in poor weather.
7. Establish a cooperative enforcement patrol program and enforcement protocols for regional trails with area police and bylaw enforcement services.
8. Improve the CRD's web-based data and mapping and develop mobile applications to provide increased trip planning capabilities and customizable trail information for the public.
9. Collaborate with interested First Nations along the trails to establish welcome signs identifying traditional First Nations territories and potential themes/cultural heritage messages for possible interpretation along regional trails.
10. Identify trail-related needs that can be undertaken and/or maintained through donations and partnerships.
11. Regional Parks and Regional Planning will collaborate on pedestrian and cycling data collection and use monitoring programs.
12. CRD will review the use of bollards on trails to determine if changes are needed for safety of people riding bicycles.

3 Galloping Goose Regional Trail Management Plan

3.1 Background and Context

The railway corridor within which the Galloping Goose Regional Trail is built was established between 1911 and 1924 by the Canadian Northern Pacific Railway (CNPR) and subsequently, the Canadian National Railway (CNR). It traversed 177 km (73 miles) between Victoria and Youbou, on Cowichan Lake. This rail line was largely used for transporting logs and freight, though some passenger service was provided. The passenger car was a gas-powered vehicle known as the "Galloping Goose". Between 1930 and the 1970s, rail use steadily declined, and in 1979 the rail line was abandoned. The railway corridor was taken over by the Province of British Columbia.

The initial concept of using the rail corridor for recreation and park purposes was studied in the early 1970s and the "Dogwood Provincial Parkway Proposal" recommended that the entire right-of-way from downtown Victoria to Cowichan Lake be established as a non-motorized Class "A" Provincial Park. The Provincial Park did not come to fruition; however, in 1987 the Province leased a 43 km portion of the corridor to the Capital Regional District for the purpose of a regional trail within a linear park. The lease provided the authority for the CRD to establish, manage and maintain the trail and park corridor from Atkins Avenue in View Royal to Leechtown, in the Juan de Fuca Electoral Area. In 1993, two additional sections of the former CNR corridor were leased to the CRD to extend the Galloping Goose trail and park corridor—from Atkins Road to Switch Bridge and from Switch Bridge to the south side of the Selkirk Trestle. In 2015, an updated and consolidated lease was signed between the Province and the Capital Regional District, for the trail from the Selkirk Trestle to Kapoor Regional Park (approximately 53.5 km). The section of the Galloping Goose Regional Trail south of the Selkirk Trestle to the Johnson Street bridge (approximately 1.5 km) is owned, operated and maintained by the City of Victoria. The Fortis Gas pipeline runs alongside, and in places beneath, the trail, for approximately 25 kms, largely between kilometer 15 and kilometer 40.

The Regional Parks Strategic Plan splits the Galloping Goose into two trail classifications. From Victoria to Luxton (Marwood Avenue in Langford), the trail is classified as a Bike and Pedestrian Trail. From Luxton to Leechtown (Kapoor Regional Park in the Juan de Fuca Electoral Area) it is classified as a Multiple Use Trail for pedestrians, cyclists and equestrians.

CRD statistics show that the Galloping Goose Regional Trail receives 2 million visits per year. Generally, the urban section is more heavily used on weekdays and the rural areas tend to see increased use on weekends. In recent years, the volume of cyclists using the urban section of the trail between 6-9am and 3-6pm has risen. The 2013 Regional Trails Survey found that 92% of respondents (2,068) indicated

they had used the Galloping Goose in the past 12 months and 55% of respondents (1,102) indicated the Galloping Goose Regional Trail was the regional trail they used most often.

3.2 The Mission of the Galloping Goose Regional Trail

The mission of a trail explains its role or function. The Galloping Goose is split into two trail classifications and each of the two sections has a slightly different mission, as noted below.

Victoria to Luxton (in Langford)

> As an urban Bike and Pedestrian Trail, the Galloping Goose Regional Trail provides a major route for active transportation and recreation. It provides access to key regional and local destinations within Victoria, Saanich, View Royal, Colwood and Langford for users of all ages and abilities. The trail links these communities together and, through connections with other trails and active transportation routes, provides access to places beyond the immediate area. The Galloping Goose Regional Trail supports an active, healthy community.

Luxton (in Langford) to Kapoor Regional Park (at Leechtown in the Juan de Fuca Electoral Area)

> As a rural Multiple Use Trail, the Galloping Goose Regional Trail provides active recreation and transportation opportunities for cyclists, pedestrians and equestrians. It facilitates use and enjoyment of the outdoors. The trail connects several regional parks and provides an off-street active transportation route from Langford to Sooke. The Galloping Goose Regional Trail supports an active, healthy community.

3.3 Management Goals and Direction Statement

3.3.1 Management Goals

- To provide a safe and enjoyable trail between Victoria and Kapoor Regional Park in the Juan de Fuca Electoral Area.
- To promote safe and respectful use practices on the trail to help ensure positive experiences for all users.
- To provide an arterial route within the larger active transportation and recreation network between Victoria and Luxton (in Langford).
- To provide a multi-use trail experience (pedestrians, cyclists and equestrians) between Luxton (Langford) and Kapoor Regional Park (in Juan de Fuca Electoral Area).
- To provide access to key regional destinations, such as regional parks.

3.3.2 Management Direction Statement

The vision, management principles, outcome statements, and strategic policies outlined in Chapter 2 apply to, and guide the management of, the Galloping Goose Regional Trail.

3.4 Development Concept

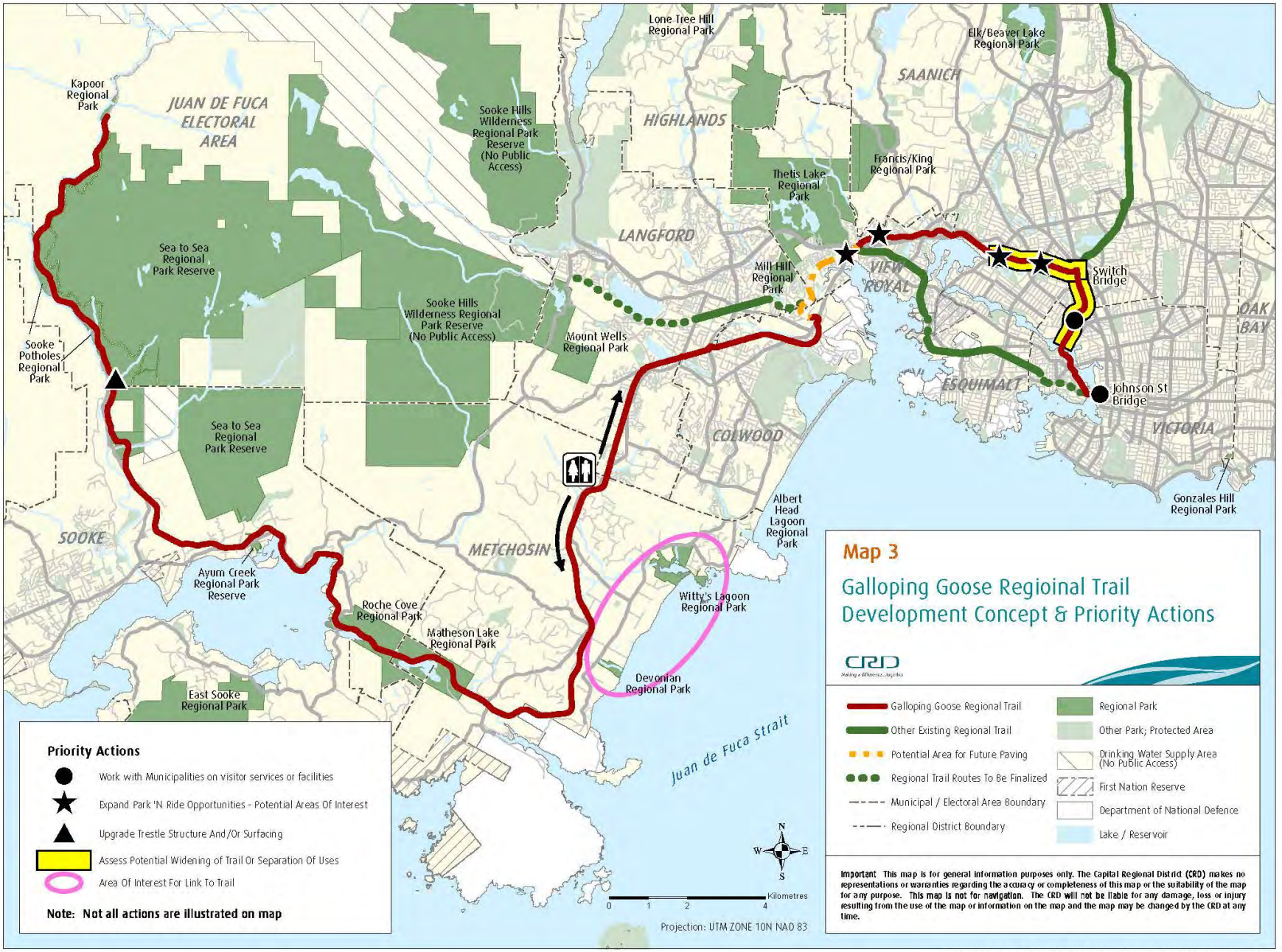
The Galloping Goose Regional Trail has existed for more than 25 years and use has increased significantly over the years. The focus during the timeline of this Management Plan will be to manage and improve the regional trail infrastructure, as needed. In the highest use urban sections of the trail, additional attention will be directed towards resolving conflicts between user groups. If patterns of use change over the timeframe of this management plan and paving of any gravel section within the Bike and Pedestrian Trail classification is proposed, consultation will be undertaken with stakeholders and neighbours.

Key aspects of the development concept and priority actions are illustrated on Map 3.

3.5 Priority Actions

1. Work with the municipalities and/or the MOTI as noted in Priority Action 2.5.2. Some key locations for consideration include:
   - Sooke Road (Hwy 14) at Glen Lake Road/Happy Valley Road in Langford;
   - Harriet Road in Saanich;
   - Rocky Point Road at Kangaroo Road in Metchosin; and
   - Gillespie Road in Sooke.
2. Develop an updated Sign Plan for the trail and update signage.
3. Conduct a comparative study to assess the engineering feasibility and costs/benefits of separating the trail into two adjacent dual-direction trails (one for pedestrian use, one for wheel uses) or widening the existing trail to 5-6 m between the Selkirk Trestle and McKenzie Avenue/Highway 1.
4. Undertake trestle and bridge structural upgrading and surfacing work, and upgrading of other major infrastructure as part of an on-going asset management program.
5. Negotiate agreements with landowners to formalize use of land for any sections of trail route that are outside of the MOTI lease area, as per Priority Action 2.5.3.
6. Work with BC Transit regarding the implications of transit development on the trail route and potential partnering opportunities.
7. Expand the Atkins Avenue parking lot or create an additional park and ride opportunity somewhere between Atkins Road (View Royal) and Tillicum Road (Saanich).
8. Work with the City of Victoria to communicate regional parks and trails information in the Cecelia Ravine and at the Johnson Street Bridge.
9. Work with the District of Metchosin to consider creating a pedestrian and cycling link/loop route from the Galloping Goose to Witty's Lagoon and/or Devonian Regional Parks.
10. Add a toilet facility at a suitable location between km 10 and km 32.
11. Consider paving the trail from east of Wale Road/Island Highway to Highway 14 at Royal Roads University (Colwood), subject to consultation with the City of Colwood and area residents in Colwood.

Galloping Goose Regional Trail, Atkins Rest Stop, View Royal


Lone Tree Hill Regional Park
Elk/Beaver Lake Regional Park
Kapoor Regional Park
JUAN DE FUCA ELECTORAL AREA
Sooke Hills Wilderness Regional Park Reserve (No Public Access)
SAANICH
HIGHLANDS
Thetis Lake Regional Park
Francis/King Regional Park
LANGFORD
Sea to Sea Regional Park Reserve
Mill Hill Regional Park
VIEW ROYAL
Switch Bridge
Sooke Hills Wilderness Regional Park Reserve (No Public Access)
OAK BAY
Sooke Potholes Regional Park
Mount Wells Regional Park
ESQUIMALT
Johnson St Bridge
Sea to Sea Regional Park Reserve
COLWOOD
VICTORIA
Gonzales Hill Regional Park
Albert Head Lagoon Regional Park
SOOKE
METCHOSIN
Ayum Creek Regional Park Reserve
Witty's Lagoon Regional Park
Roche Cove Regional Park
Matheson Lake Regional Park
Devonian Regional Park
East Sooke Regional Park
Juan de Fuca Strait
Priority Actions
Work with Municipalities on visitor services or facilities
Expand Park 'N Ride Opportunities - Potential Areas Of Interest
Upgrade Trestle Structure And/Or Surfacing
Assess Potential Widening of Trail Or Separation Of Uses
Area Of Interest For Link To Trail
Note: Not all actions are illustrated on map
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Projection: UTM ZONE 10N NAD 83
Map 3
Galloping Goose Regioinal Trail
Development Concept & Priority Actions
CRD
Galloping Goose Regional Trail
Other Existing Regional Trail
Potential Area for Future Paving
Regional Trail Routes To Be Finalized
Municipal / Electoral Area Boundary
Regional District Boundary
Regional Park
Other Park; Protected Area
Drinking Water Supply Area (No Public Access)
First Nation Reserve
Department of National Defence
Lake / Reservoir
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4 Lochside Regional Trail Management Plan

4.1 Background and Context

Beginning in 1917, the Canadian Northern Pacific Railway (CNPR) ran a daily train that transported up to 74 passengers and freight between Victoria and the steamship dock at Patricia Bay on the Saanich Peninsula, with connecting service to the Lower Mainland. Passenger service continued until the 1920s, when competition from cars, buses and other railways forced the CNPR into bankruptcy. The Canadian National Railway took over and operated freight trains on the line until the 1930s. Freight continued to be transported along a spur line past Swan Lake until 1990.

When the rail line was abandoned, it was turned over to the various municipalities along the route as a road allowance known as Lochside Drive. In some municipalities, the road was developed while in others, it remains unopened to motor vehicles.

The 1988 Official Regional Parks Plan included a proposal for a 225 km regional trail route from Swartz Bay (North Saanich) to Point-No-Point (Juan de Fuca Electoral Area), part of which included the 29 km that became the Lochside Regional Trail. At the time, the municipalities were asked to include the regional trail in their Official Community Plans and partnerships were envisioned for the purpose of developing and maintaining the trail. The CRD Parks Master Plan (2000), developed through an extensive three-year public consultation process, outlined in greater detail the vision, objectives and management direction for the regional trail system. At that time, the CRD's role was to advocate, coordinate and cooperate with public agencies, municipalities or private organizations to establish and operate the trail system. One of the strategic directions noted was to complete the Lochside Regional Trail and provide opportunities for outdoor recreation from Swartz Bay to the Galloping Goose Regional Trail. The various municipalities developed their respective sections of the Lochside Regional Trail, a Trail Management Plan was approved in 2001, and agreements were established allowing the CRD to operate the Lochside as a Regional Trail, working in cooperation with the municipalities and the MOTI.

The Lochside Regional Trail stretches from the Switch Bridge on the Galloping Goose Regional Trail to the Swartz Bay ferry terminal in North Saanich. The majority of the trail is along the former rail corridor, though some sections have been developed outside of that corridor, including sections within the Provincial Pat Bay Highway right-of-way and along McDonald Park Road. The following provides updated policy and management direction for the Lochside Regional Trail.

Lochside Regional Trail, Blenkinsop Trestle, Saanich Photo: John Luton

4.2 The Mission of the Lochside Regional Trail

In line with the Vision for Regional Trails, the mission of the Lochside Regional Trail is:

> As a Bike and Pedestrian Trail, the Lochside Regional Trail provides a major route for active transportation and recreation. It provides access to key regional and local destinations in Saanich, Central Saanich, North Saanich and Sidney for users of all ages and abilities. The trail links these communities together and, through connections with other trails and active transportation routes, provides access to places beyond the immediate area. The Lochside Regional Trail supports an active, healthy community.

4.3 Management Goals and Direction Statement

4.3.1 Management Goals

- To provide a safe and enjoyable trail between the Galloping Goose Regional Trail in Saanich and Swartz Bay in North Saanich.
- To promote safe and respectful use practices on the trail to help ensure positive experiences for all users.
- To allow continued equestrian use between Island View Road in Central Saanich and the Blenkinsop Greenway trail in Saanich.
- To provide access to key regional destinations, such as the Greater Victoria airport, ferries, and regional parks, along the trail and through links with other trails and active transportation routes.

4.3.2 Management Direction Statement

The vision, management principles, outcome statements, and strategic policies outlined in Chapter 2 apply to, and guide the management of, the Lochside Regional Trail.

4.4 Development Concept

The focus during the timeline of this Management Plan will be to update and improve the regional trail infrastructure, as needed. Cycling and pedestrian opportunities will be accommodated on the entire trail. Recognizing existing rural areas and on-going equestrian use between Island View Road in Central Saanich and Hunt Road in Saanich and between Royal Oak Avenue and the Blenkinsop Connector trail in Saanich, horseback riding will be accommodated between Island View Road and the Blenkinsop Greenway trail. If patterns of use change over the timeframe of this management plan and paving of any gravel area is proposed, consultation will be undertaken with stakeholders and neighbours to consider options to continue to accommodate equestrian use.

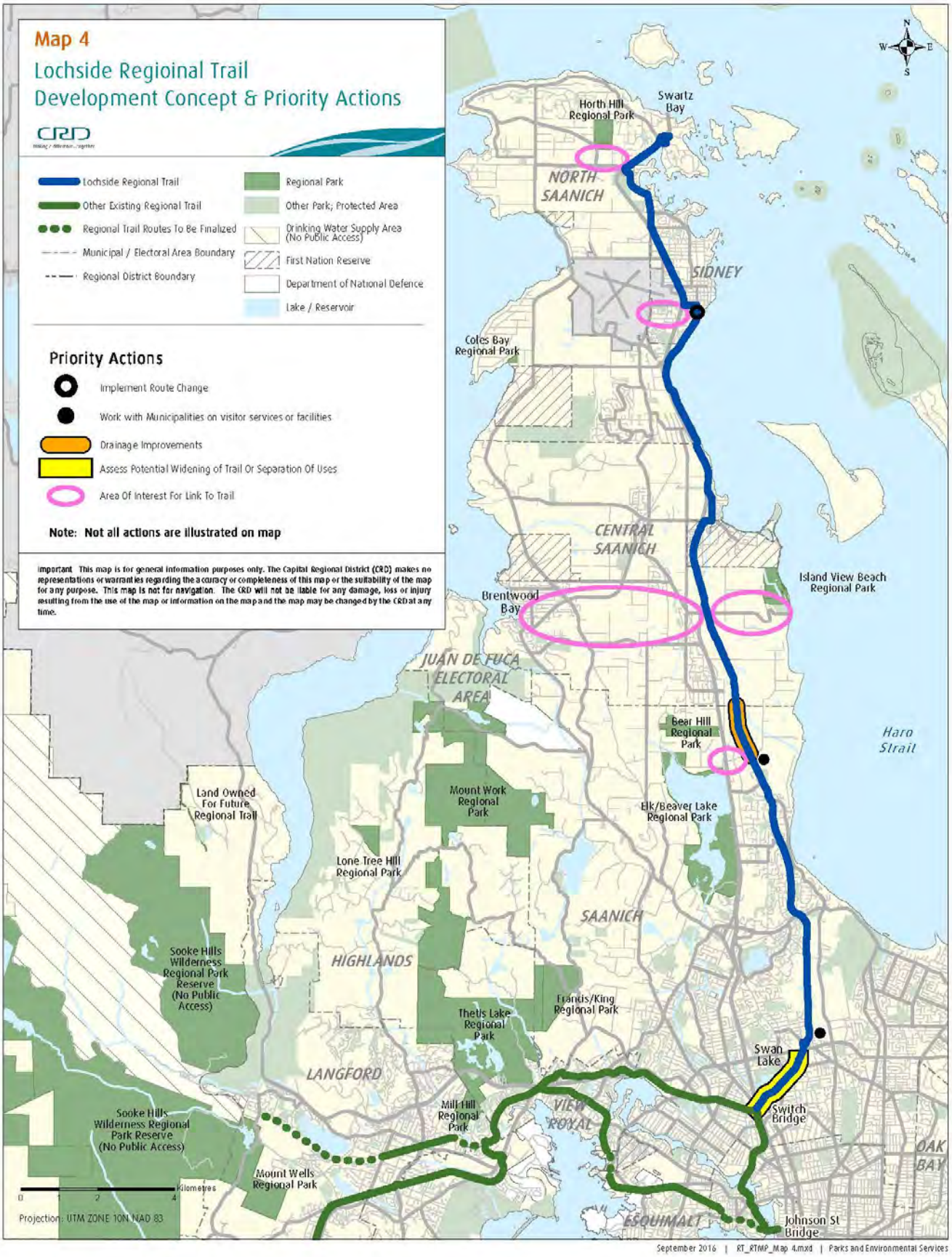
Key aspects of the development concept and priority actions are illustrated on Map 4

4.5 Priority Actions

1. Develop and implement an updated Sign Plan for the trail, including working cooperatively with key organizations to install a southbound trailhead information kiosk by the ferry.
2. Work with the municipalities and/or the MOTI as noted in Priority Action 2.5.2.

   Some potential links for consideration include between the regional trail and:
   - arterial roads with bike lanes and sidewalks;
   - regional parks (Elk/ Beaver Lake, Island View Beach and Horth Hill);
   - 'The Flight Path' trail around the Victoria International Airport;
   - Mt. Douglas Park and Swan Lake Nature Sanctuary in Saanich;
   - the Brentwood Bay and Sidney-Anacortes ferry terminals in Central Saanich and Sidney, respectively.

   Some high use/conflict areas for consideration include:
   - Lochside Park in Saanich and
   - some areas of Lochside Drive
3. Work with the Town of Sidney to implement a trail route change from Lochside Drive/Ocean Avenue to Weiler Avenue/MOTI highway right of way along Highway 17 to shift the route away from the Town's municipal works yard and to provide a connection to "The Flight Path" trail around Victoria International Airport via the existing highway overpass.
4. Assess the feasibility of widening the trail to 5-6 m from the Switch Bridge to McKenzie Avenue in Saanich.
5. Work with the District of Saanich to consider potential partnership projects such as:
   - Visitor facilities at Fowler Park (potentially including a toilet facility, drinking water fountain, bench, garbage can, and bike rack); and
   - A toilet facility in the vicinity of the Blenkinsop Greenway rest stop area or adjacent parking area.
6. Undertake trail drainage improvements in two low-lying locations between Hunt Road (Saanich) and Dooley Road (Central Saanich), subject to environmental considerations.
7. Negotiate agreements with landowners to formalize use of land for any sections of trail route that are outside of the Lochside Drive road allowance and/or former railway corridor, as per Priority Action 2.5.3.


Map 4
Lochside Regioinal Trail
Development Concept & Priority Actions
CRD
Lochside Regional Trail
Other Existing Regional Trail
Regional Trail Routes To Be Finalized
Municipal / Electoral Area Boundary
Regional District Boundary
Regional Park
Other Park; Protected Area
Drinking Water Supply Area (No Public Access)
First Nation Reserve
Department of National Defence
Lake / Reservoir
Priority Actions
Implement Route Change
Work with Municipalities on visitor services or facilities
Drainage Improvements
Assess Potential Widening of Trail Or Separation Of Uses
Area Of Interest For Link To Trail
Note: Not all actions are illustrated on map
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Horth Hill Regional Park
Swartz Bay
NORTH SAANICH
SIDNEY
Coles Bay Regional Park
CENTRAL SAANICH
Island View Beach Regional Park
Brentwood Bay
JUAN DE FUCA ELECTORAL AREA
Bear Hill Regional Park
Haro Strait
Land Owned For Future Regional Trail
Mount Work Regional Park
Elk/Beaver Lake Regional Park
Lone Tree Hill Regional Park
SAANICH
HIGHLANDS
Sooke Hills Wilderness Regional Park Reserve (No Public Access)
Francis/King Regional Park
Thetis Lake Regional Park
Swan Lake
LANGFORD
Mill Hill Regional Park
VIEW ROYAL
Switch Bridge
OAK BAY
Sooke Hills Wilderness Regional Park Reserve (No Public Access)
Mount Wells Regional Park
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Projection: UTM ZONE 10N NAD 83
ESQUIMALT
Johnson St Bridge
September 2016 | RT_RTMP_Map 4.mxd | Parks and Environmental Services

5 E&N Rail Trail – Humpback Connector Management Plan

5.1 Background and Context

Incorporated in 1883 by Robert Dunsmuir, the Esquimalt and Nanaimo (E&N) Railway played a significant role in the Province's coal and lumber industry, and for the Royal Navy base in Esquimalt. The original rail line traversed 115 kms between Esquimalt and Nanaimo and was extended to the City of Victoria in 1888. Owned and operated at various times by the Canadian Pacific Railway, ViaRail, and Rail America, the E&N railway is now wholly owned by the Island Corridor Foundation (ICF), a partnership of First Nations and municipal governments along the corridor. The rail line is considered active and ICF is in the process of updating its infrastructure with the objective of eventually reinitiating passenger travel.

As far back as 2000, a proposal for a recreation trail along the E&N rail line had local support. The Township of Esquimalt proposed that a new 3m wide, 8km long trail be built along the E&N rail line in Victoria, Esquimalt and View Royal to create a 17km loop route with the Galloping Goose Regional Trail. The proposed trail was referred to as the West Side Rail Trail. It was felt that this new linear parkway would achieve many goals including:

- providing a safe alternative route for pedestrians currently walking along the tracks;
- making Greater Victoria a more cycle-friendly community;
- improving pedestrian and cycling access in Victoria, View Royal, Esquimalt and for the Songhees and Esquimalt First Nations;
- transforming a neglected industrial corridor;
- Reducing the risk of fire, criminal behavior, and graffiti issues along the rail line; and
- improving property values for lands adjacent to the rail line.

In 2006, the CRD became involved and took it on as a larger regional trail project – extending the proposed route through Langford to Humpback Road. In 2007, ICF, the owner of the railway corridor, agreed to provide the CRD with a licence allowing it to develop and operate a trail adjacent to the rail line—the first "Rail with Trail" in the region. CRD contracted preliminary designs for the trail and was successful in obtaining initial grant funding for Phase 1 of the project.

Phase 1 of the trail consisted of approximately 6.5 km of new trail spread over four municipalities (Langford, View Royal, Esquimalt and Victoria) and paving 2.5 km of the Galloping Goose Regional Trail route, where the two trails are co-located. Phase 1 construction was initiated in 2009. Phase 2 construction, a further 2km in View Royal, was initiated in 2014. Three additional phases (two in

Langford and one in Victoria) will be developed in the future subject to funding availability. There is intent to extend the trail along Humpback Road to Sooke Hills Wilderness Regional Park Reserve, where it will link with the Sooke Hills Wilderness Trail.

Once complete, the 17 km trail will connect Langford, View Royal, Esquimalt and Victoria and provide a largely off-street bicycle and pedestrian trail. Along with the Galloping Goose and Lochside Regional Trails, the E&N Rail Trail facilitates active transportation and recreation pursuits within the CRD.

E&N Rail Trail – Humpback Connector, Portage Park Rest Stop, View Royal

5.2 The Mission of the E&N Rail Trail – Humpback Connector

In line with the Vision for Regional Trails, the mission of the E&N Rail Trail – Humpback Connector is:

> As an urban Bike and Pedestrian Trail, the E&N Rail Trail – Humpback Connector provides a major route for active transportation and recreation. It provides access to key regional and local destinations within Victoria, Esquimalt, View Royal and Langford for users of all ages and abilities. The trail links these communities together and, through connections with other trails and active transportation routes, provides access to places beyond the immediate area. The E&N Rail Trail supports an active, healthy community.

5.3 Management Goal and Direction Statements

The E&N Rail Trail is notable as the first 'Rail with Trail' in the CRD. It is expected that, in the future, passenger rail service will occur on the tracks located beside the trail. This, along with the transportation and recreation roles of the trail itself, must be considered as the trail development and management continue.

5.3.1 Management Goals

- To provide a safe and enjoyable trail between Victoria and Langford.
- To promote safe and respectful use practices on the trail to help ensure positive experiences for all users.
- To provide an arterial route within a larger active transportation network.
- To provide access to key regional destinations, such as downtown Langford and the Department of National Defence base in Esquimalt.

5.3.2 Management Direction Statement

The vision, management principles, outcome statements, and strategic policies outlined in Chapter 2 apply to and guide the management of the E&N Rail Trail.

5.4 Development Concept

The focus during the timeline of this Management Plan will be to complete the development of the E&N Rail Trail – Humpback Connector from downtown Victoria to the Sooke Hills Wilderness Trail. Acquiring external funding is critical to achieving this goal.

Phase 1 (9 km) is scheduled to be completed by the end of 2017 and phase 2 (2 km) is complete. The next section to be developed, Phase 3 (1.15 km) in Langford, is a key link and, when completed, 12 km of continuous trail will exist. Two additional phases, one in Victoria (1.3 km) and one in Langford (3.6 km) need to be developed to complete the planned trail. To connect the E&N Rail Trail to the Sooke Hills Wilderness Trail an additional 700m trail extension along Humpback Road and through the regional park is required. This should be included in the planning for the project.

Visitor facilities will be developed at primary and secondary hubs along the trail, allowing opportunities for users of varying ages to find options that suit their abilities. As sections of the trail are completed, they will be opened for use.

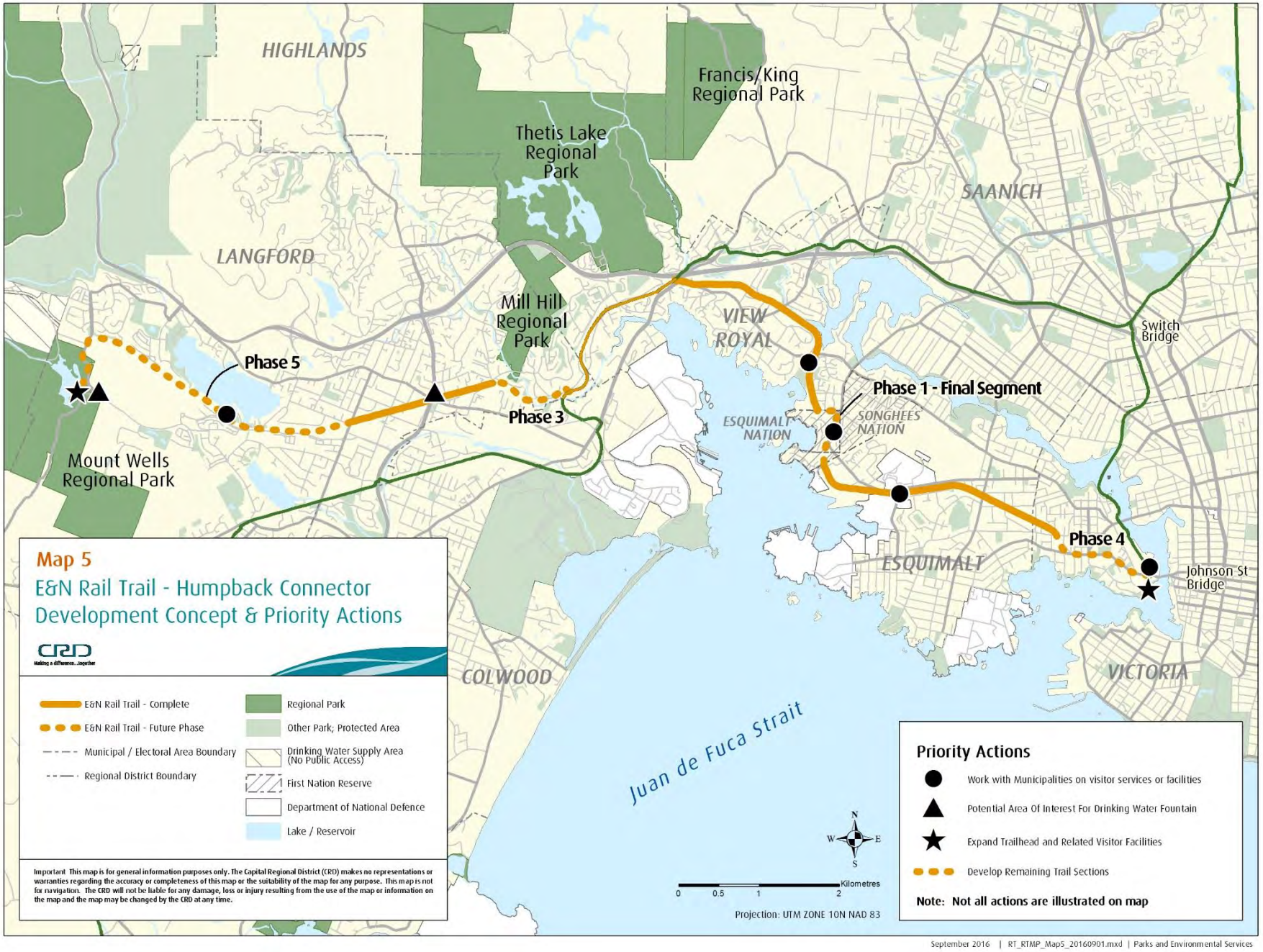
Key aspects of the development concept are illustrated on Map 5.

5.5 Priority Actions

1. Complete the trail development, including:
    - Hallowell Road in the Town of View Royal to Maplebank Road on the Songhees Nation Reserve (Phase 1);
    - Atkins Road to Savory School in the City of Langford (Phase 3);
    - Esquimalt Road to Johnson Street Bridge section in the City of Victoria (Phase 4);
    - Jacklin Road to Sooke Hills Wilderness Regional Park (Humpback Reservoir area) in Langford (Phase 5).

2. Work with the municipalities and/or the MOTI as noted in Priority Action 2.5.2. In particular, focus will be on allowing cycling across crosswalks along regional trail routes and public outreach.
3. Work with municipalities, First Nations and others to consider potential partnership projects such as:
    - E&N Rail Trail/Regional Parks and Trails information map at: Colville Park (with the Township of Esquimalt); Hereward Green (with City of Victoria); and Leigh Road Park (with the City of Langford);
    - a trailhead facility by the Johnson Street bridge (with the City of Victoria);
    - visitor facilities between Hallowell and Maplebank Roads (with Esquimalt and Songhees Nations and Department of National Defence);
    - toilet facility at Portage Park (with the Town of View Royal)
    - drinking water fountain(s) (with the City of Langford)

E&N Rail Trail – Humpback Connector, Esquimalt Road to Wilson Street, Victoria


HIGHLANDS
Francis/King Regional Park
Thetis Lake Regional Park
SAANICH
LANGFORD
Mill Hill Regional Park
VIEW ROYAL
Switch Bridge
Phase 5
Phase 3
Phase 1 - Final Segment
ESQUIMALT NATION
SONGHEES NATION
Mount Wells Regional Park
Phase 4
ESQUIMALT
Johnson St Bridge
COLWOOD
VICTORIA
Juan de Fuca Strait
Map 5
E&N Rail Trail - Humpback Connector
Development Concept & Priority Actions
E&N Rail Trail - Complete
E&N Rail Trail - Future Phase
Municipal / Electoral Area Boundary
Regional District Boundary
Regional Park
Other Park; Protected Area
Drinking Water Supply Area (No Public Access)
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Projection: UTM ZONE 10N NAD 83
Priority Actions
Work with Municipalities on visitor services or facilities
Potential Area Of Interest For Drinking Water Fountain
Expand Trailhead and Related Visitor Facilities
Develop Remaining Trail Sections
Note: Not all actions are illustrated on map
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6 Implementation, Monitoring and Evaluation

6.1 Plan Implementation

The Regional Trails Management Plan (RTMP) comes into effect upon CRD Board approval and continues to apply until a new or updated plan is approved by the Board. The RTMP replaces the existing Galloping Goose Regional Park Corridor Management Plan (1998) and the Lochside Regional Trail Management Plan (2001), provides a management plan for the E&N Rail Trail, and management direction for all new regional trails. This RTMP is expected to guide management of the regional trails for at least a 10 year period.

Recommended priority management actions are provided in Table 1. These recommendations have been developed having given consideration to input received from the public, interested First Nations, and municipal, regional, and provincial staff. Many of these actions will require additional resourcing, beyond current core funding, prior to implementation. This list is provided to assist Regional Trail managers in priority setting and budget planning processes (e.g. Service Plan, budget and capital project planning, and work planning) and to guide and assist decision-makers. Detailed project scoping and budgeting will be required before implementation of management actions can occur. Management actions will be undertaken as resources are available.

Table 1: Recommended Implementation Priorities

The actions within this table are identified as short, medium and longer term priorities. Within these categories (e.g. short term priority), the proposed actions are not further ranked or prioritized. They are listed in order as noted in the Management Plan (Strategic actions, then Galloping Goose Regional Trail actions, followed by Lochside Regional Trail actions, finally E&N Rail Trail – Humpback Connector actions). Generally,

Action	Strategic or Trail Specific	Recommended Priority
Develop and implement a public outreach program, particularly relating to trail rules, etiquette, and safety.	Strategic	Short Term
Work with municipalities and/or the MOTI on: • road/trail crossings; • allowing cycling across trail-related crosswalks;	Strategic (Galloping Goose Lochside E&N Rail Trail)	Short Term

• improving on-street portions of trails, trail accesses, and high use/high conflict areas; • establishing, mapping and signing links between regional trails and key regional destinations and active transportation routes; • partnering on public outreach.		
Map the locations of CRD visitor facilities along the regional trails and incorporate the data into the CRD's Asset Management Program.	Strategic	Short Term
Continue regional trail planning for the Southern Gulf Islands and Salt Spring Islands.	Strategic	Short Term
Regional Parks and Regional Planning will collaborate on pedestrian and cycling data collection and use monitoring programs.	Strategic	Short Term
CRD will review the use of bollards on trails to determine if changes are needed.	Strategic	Short Term
Develop and implement an updated Sign Plan for the Galloping Goose and Lochside Regional Trails.	Galloping Goose & Lochside	Short Term
Assess the engineering feasibility and costs/benefits of separating the Galloping Goose into two adjacent dual-direction paved trails (one for pedestrians; one for cycling) or widening the existing trail to 5-6 m between the Selkirk Trestle and McKenzie Avenue at Highway 1 and of the Lochside between Switch Bridge and McKenzie Avenue.	Galloping Goose Lochside	Short Term
Undertake trestle/bridge upgrading and surface work and upgrading of other major infrastructure	Galloping Goose	Short Term
Work with City of Victoria to install regional parks/trails information at the Johnson Street Bridge and in Cecelia Ravine park.	Galloping Goose and E&N Rail Trail	Short Term (some may shift to Medium Term given E&N Rail Trail construction)

Work with the Town of Sidney to implement a trail route change from Lochside Dr/Ocean Ave to Weiler Ave/MOTI Highway 17 right of way.	Lochside	Short Term
Undertake trail drainage improvements in two low-lying areas between Hunt Road (Saanich) and Dooley Road (Central Saanich), subject to environmental considerations.	Lochside	Short Term
Develop E&N Rail Trail/Regional Parks information map for Colville Park (with Township of Esquimalt);	E&N Rail Trail	Short Term
Undertake a regional trail lighting study.	Strategic	Medium Term
Establish a cooperative enforcement patrol program and enforcement protocols for regional trails with area police and bylaw enforcement services.	Strategic	Medium Term
Improve CRD's web-based data and mapping and develop mobile applications to provide increased trip planning capabilities and customizable trail information for the public.	Strategic	Medium Term
Collaborate with interested First Nations along the trails to establish welcome signs identifying traditional First Nations territories and potential themes/cultural heritage messages for possible interpretation along regional trails.	Strategic	Medium Term
Identify CRD's trail-related needs that can be undertaken and/or maintained through donations and partnerships.	Strategic	Medium Term
Identify and develop needed agreements, policies, procedures, guidelines, and standards for regional trails. This includes formalizing any sections of the regional trails that are outside of the tenure areas.	Strategic	Medium Term
Work with BC Transit re: implications of transit development on the trail route and potential partnering opportunities.	Galloping Goose	Medium Term

Add a toilet facility at a suitable location between km 10 and km 30.	Galloping Goose	Medium Term
Work with municipalities, First Nations and others to consider potential partnership projects such as: • regional parks/trails map at Colville Park (Township of Esquimalt), Hereward Green (City of Victoria), Leigh Road Park (City of Langford) • trailhead facility by the Johnson Street bridge (City of Victoria) • potential visitor facilities between Hallowell and Maplebank Roads (Town of View Royal, Esquimalt Nation, Songhees Nation) • toilet facility at Portage Park (Town of View Royal) • drinking water fountain(s) (City of Langford)	E&N Rail Trail	Medium Term (some may shift to Longer Term based on construction timing)
Expand Atkins Rd parking lot or create an additional park and ride opportunity somewhere between Atkins Rd (View Royal) and Tillicum Rd (Saanich)	Galloping Goose	Longer Term
Work with the District of Metchosin to consider/create pedestrian and cycling link/loop route from the Galloping Goose to Witty's Lagoon and/or Devonian Regional Parks.	Galloping Goose	Longer Term
Consider paving the trail east of Wale Road/Island Highway to Highway 14 at Royal Roads University (Colwood), subject to consultation with the City of Colwood and area residents.	Galloping Goose	Longer Term
Work with the District of Saanich to consider potential partnership projects at Fowler Park, and by the Blenkinsop Greenway.	Lochside	Longer Term

Develop a Legacy Project (for public donations) for2 additional drinking water fountains along the E&N trail.	E&N Rail Trail	Longer Term
Complete the E&N Rail Trail – Humpback Connector, including an extension/link to Sooke Hills Wilderness Regional Park Reserve (Humpback Reservoir area).	E&N Rail Trail	Longer Term

6.2 Plan Monitoring and Evaluation

The RTMP will be reviewed regularly by the CRD to link the recommended management actions into CRD planning and approval processes, such as capital planning, service planning and the annual budget process. Regular reviews should be undertaken to assess progress on implementing the recommended actions.

If significant issues or new information arise over the lifespan of the Management Plan that require a substantive change in policy or management direction to address, a plan amendment may be considered. Amendments to the RTMP must be approved by the CRD Board.

Prior to initiating a full Management Plan update, an evaluation of the current plan will be undertaken. The Evaluation will consider:

- if the vision, management principles and management outcomes have been useful in guiding management of the regional trails;
- if the vision, management principles and management outcomes are still relevant;
- if the strategic policies covered all or most of the major issues and management considerations that arose over the span of the management plan timeframe;
- if the strategic policies still apply or require updating/modification;
- to what extent the outcome statements and recommended actions were implemented;
- to what extent each trail development concept was met or advanced;
- if the plan was used by/helpful to staff responsible for managing regional trails;
- if minor or major changes to the plan's direction are needed; and
- if the outstanding actions are still relevant and should be undertaken.

Appendix 1: Glossary of Terms

Active Transportation: Active transportation includes all human powered forms of transportation, in particular walking and cycling, but also skateboarding, rollerblading and the use of mobility aids such as wheelchairs. Generally throughout this plan, the term active transportation relates to purposeful travel between two or more locations for functional reasons, such as commuting, shopping, getting to appointments, rather than for recreation, exercise, or leisure.

Adaptive Management: Allows one to take action given available information, assess the action taken, and modify the action if needed given the post-implementation assessment or when further information is available.

Bike and Pedestrian Trail: Regional trails that are designated primarily to accommodate a high volume of users for recreational and commuting cycling, and for walking and running. Non-motorized vehicle transportation corridors for commuters, they are the arterial cycling trails in the region. These trails have a paved surface, except where this plan directs otherwise.

Classification System: A classification system is a tool used to distinguish the different roles that individual trails play in achieving the overall purpose of regional trails. Classifications provide basic tenants of the mission and management direction for the different trails.

Corridor: Refers to the entire area of land that is the subject of an agreement with the CRD allowing the CRD to build, operate, and maintain a regional trail. The width of the corridor may vary between trails and along individual trails. The trail corridor may be the same as or different from the trail surface width.

CRD: Acronym used for the Capital Regional District, which provides regional and sub-regional services for the 13 municipalities and three electoral (unincorporated) areas and is governed by a Board of Directors, made up of elected municipal and electoral area representatives. The CRD's administration is overseen by a Chief Administrative Officer and an Executive Leadership Team that are appointed by the Board as officers of the corporation.

E&N Rail Trail – Humpback Connector: A regional trail located largely within the E&N Railway corridor, through portions of Victoria, Esquimalt, View Royal and Langford. This is the first 'Rail with Trail' in the CRD and it is anticipated that the rail transportation will be reinstated along this rail line in the future. This trail is also referred to as the E&N or the E&N Rail Trail.

Encroachment: The placement of any building, structure, or material by a landowner, or their designate, on land that is not owned by that landowner.

First Nations: An organized aboriginal group or community, especially any of the bands officially recognized by the Canadian government.

GIS: Acronym used for a Geographical Information System, which is at tool to capture, display and analyze mapped information.

GPS: Acronym for Global Positioning System, which is a tool to digitally record locational information for mapping purposes.

Hiking & Walking Pathways: Regional trails that link regional and other parks into one continuous pathway system in the capital region. They are corridors used for walking, running, hiking, and where possible, horseback riding. These regional pathways are modelled on the pathway system found in Great Britain. Pathways provide natural greenway connections between parks through suburban land and other landscapes, such as farms and resource lands. Regional pathways, as a general rule, will be a single-track trail that may, at times, be embedded in and parallel to a regional trail. The can also exist on streets.

Invasive species: Non-native/introduced species of plants or animals that out-compete native species in a specific habitat.

Key Destinations: These generally refer to regional-level centres or hubs of activity such as ferry terminals, regional hubs of employment, education, or commercial activity, and regional attractions and parks.

MOTI: The provincial Ministry of Transportation and Infrastructure.

Motor-assist Cycle: a two or three-wheeled vehicle that meet the definition within British Columbia's *Motor Vehicle Act*, as updated from time to time. At the time of approval of this management plan, key requirements to meet the motor-assisted cycle definition include:

- Electric Motor rated at 500 watts or less.
- Functioning pedals: At start-up, the motor must not engage until the bike reaches speeds of 3 km/hour. In addition, the motor must disengage when the operator stops pedaling, releases the accelerator or applies the brake.
- The motor must not be capable of propelling the cycle faster than 32 km/hour on level ground, without pedaling.

- Have a manufacture label stating that it is a "power assisted bicycle".

Multiple Use Trails: Regional trails that are designed for biking, hiking and horseback riding. The surface of these trails will be improved with gravel and designed to prevent degradation of the natural surface area through erosion and runoff.

Pedestrian: A pedestrian includes a person walking, running, in a non-motorized or motorized wheelchair, a mobility-challenged person driving a mobility scooter, or a person in a wheeled toy or wheeled equipment that generally requires pulling/pushing (e.g. wagon, stroller).

Positive Visitor Experience: When users are satisfied that both their needs and their expectations have been met or exceeded.

Public Consultation/Public Participation: A process through which the public is informed about questions or proposals and invited to submit input and comments.

Regionally Significant Destinations: Areas that are regional in nature, such as regional employment centres, regional scale commercial facilities, universities/colleges, transit stations, major tourist venues, regional parks and trails.

Regional Parks Strategic Plan: A strategic document that is system-wide in scope. It provides a vision and purpose for regional parks and trails. It also gives direction for protecting the natural environment and providing opportunities for outdoor experiences and activities.

Regional Trail: A trail developed, operated and/or maintained by the Capital Regional District that links communities within the region and provides long distance recreation and transportation opportunities.

Sharrows: A term used for shared-use lane markings on roadways. Two white chevron markings (inverted Vs) are used, usually with a bicycle symbol beneath, to raise awareness of both cyclists and motorists of the correct cyclist positioning in the lane.

Special use: Activities or uses that are specified as such in a CRD bylaw, including but not limited to, any activity or event that attracts participants and spectators, such as a festival, competition, tournament, show, or outdoor ceremony, commercial filming, commercial services or activities, use of group picnic shelters, research activities, and or special events/activities.

Universal Accessibility: Refers to the design of facilities or environments for people with disabilities.

The concept of accessible design includes both “direct access” (unassisted) and "indirect access" meaning compatibility with a person's assistive technology (e.g., wheelchairs).

Lochside Regional Trail

Appendix 2: Off-leash or Leash Optional Dog Areas in the Capital Regional District

As noted in section 2.4.1of this plan, for the safety of trail users, their pets, and wildlife, all pets must be on-leash at all times while on regional trails. Recognizing that some people prefer to exercise their dogs off-leash, the following identifies designated off-leash or leash optional dog areas that exist within the Capital Region (2014). This is a reference only and should not be relied upon as an accurate or complete synthesis of municipal park bylaw requirements. Additional requirements or restrictions may apply. All persons should check municipal bylaws before using the areas listed below for off-leash activities to ensure they have accurate and up-to-date information.

City of Victoria

Alexander Park (6:am-10am and 4pm-10pm)
Arbutus Park (6am-10pm)
Banfield Park (April 1-September 20, 6am-9am and 5pm-10pm; October 1-March 31, 6am-10pm)
Beacon Hill Park (south of Dallas Road, from Douglas Street to Cook St)
Clover Point Park (Cook Street to Clover Point)
Gonzales Beach (September 1-May 31)
Oswald Park (6am-10pm)
Pemberton Park (6am-10pm)
Redfern Park (6am-10am and 4pm-10pm)
Songhees Hilltop Park (6am-10pm)
Topaz Park (Off Leash Area: Monday-Friday, 6am-10am and 4pm-10pm; Saturday and Sunday, 6am-8am and 5pm-10pm)
Topaz Park (Alternate off leash area: 6am-10pm)
Vic West Park (6am-10pm)

District of Oak Bay:

Anderson Hill Park (January-December, Sunrise to Sunset; leash recommended April-June due to bird nesting season)
McNeil Bay Beach (January-December, Sunrise to Sunset)
McMicking Point, Trafalgar Park, Walbran Park (January-December, Sunrise to Sunset)
Cochrane's Commons (January-December, Sunrise to Sunset)
Marina Park/Beach (January-December, Sunrise to Sunset)
Mary Tod Island (January-December, Sunrise to Sunset)
Haynes Park (January-December, Sunrise to Sunset)

Cattle Point (January-December, Sunrise to Sunset; dogs must be leashed when on roadway and in parking lot; dogs must be in control around seabirds on shoreline)
Loon Bay Park Oakdown Park (January-December, Sunrise to Sunset)
Windsor Park (May 1-Sept 15 sunrise to 9am; Sept 15-April 30 sunrise to 11am; excluding playground area and rose garden)
Willow Beach (October 2–April 30)
Uplands Park (January-March and July-December

Town of Sidney:
Peter Grant Park

Town of View Royal:
Aldersmith Park (excluding Garry Oak Meadow)
Centennial Park (between October 1-March 31)
Knockan Hill Park
Portage Park
View Royal Park (northwest of footbridge)

Township of Esquimalt:
Highrock Park
Macauly Point (east of breakwater)
Captain Jacobson Park
Saxe Point Park (westerly side only)

In other jurisdictions in the Capital Region, dogs must be "under effective control" or "under direct and continuous control" when in public areas. Again, all persons should check the relevant municipal requirements to ensure compliance requirements.

Galloping Goose Regional Trail, Photo: John Luton

Appendix 3: Trail Development Guidelines

General Trail Development Guidelines for Regional Trails

1. Bike & Pedestrian Trails:
    - Primarily cycling and pedestrian use; skateboarding and roller blading may also occur;
    - In some areas equestrian use may be permitted through an approved Management Plan;
    - Double track/Two way travel;
    - Paved surface; in rural areas surface material may be gravel;
    - Maximum grade of 10% with short sections up to 15%. In some areas, due to natural terrain grades may exceed standards. In these cases, signage will be used to warn users of steep slopes;
    - Standard tread width 4m; may be up to 7m width in high use areas; may be as narrow as 3 m in areas with restricted corridors. In sensitive areas or low use rural or wilderness areas a 2m minimum tread may be considered;
    - Standard shoulder width (each side) 0.5m minimum; in sensitive areas or low use rural or wilderness areas a shoulder width of 0.25 may be considered;
    - Cleared width - tread width plus 1m on each side; and
    - Cleared height – 3 m minimum.
2. Multi-Use Trails:
    - Multiple uses including cycling, pedestrian (excluding roller blading and skateboarding), and equestrian uses;
    - Double track/Two way travel;
    - Gravel surface;
    - Maximum grade of 10% with short sections up to 15%. In some areas, due to natural terrain grades may exceed standards. In these cases signage will be used to warn users of steep slopes;
    - Standard tread width 4m; may be up to 6m width in high use areas, as narrow as 3 m in areas with restricted corridors. In sensitive areas or low use rural or wilderness areas a 2m minimum tread may be considered;
    - Standard shoulder width (each side) 0.5m minimum; in sensitive areas or low use rural or wilderness areas a shoulder width of 0.25 may be considered;
    - Cleared width – tread width plus 1 m on each side;
    - Cleared height – 3 m minimum; and
3. Hiking and Walking Trails:
    - Primarily single use for walking, hiking, and running use;
    - In some areas equestrian use may be permitted;
    - Single track/two way travel;

- Gravel surface;
- Standard tread width 2m;
- Standard shoulder width 0.25-0.5m
- Cleared width – tread plus 0.5 m on each side
- Cleared height – 3m minimum

4. Single Use Trails (new trail type):
    - Single use for cycling-only or equestrian-only use;
    - Double track/two way travel or single track/one way travel;
    - Paved surface (urban cycling-only trails);
    - Gravel surface (for mountain biking-only or equestrian-only trails);
    - Standard tread width for double track 3-4 m;
    - Standard tread width for single track 1–2 m;
    - Standard shoulder width – 0.25-0.5 m;
    - Cleared width – tread plus 0.5 m on each side; and
    - Cleared height – 3 m minimum.

Trail Markings

- A dashed centre line will be used on paved trail surfaces (including paved bridge decks), as long as the trail surface is a minimum of 3m in width. Where the trail tread is less than 3m wide no centre line will be used but instead, a narrow surface sign will be used at each end of the narrow surface and white edge lines will be used to provide a visual guide for users. Where significant sightline challenges exist, solid centerlines may be used.
- The solid centre line will be used on paved trail surfaces approximately 5 m in advance of bollards, a diamond shape will be painted around the centre bollard, and the solid line will extend toward the road.
- White edge lines will be used on paved trails to alert users to identify where curbs or fences located in close proximity to the trail may pose a hazard.
- Kilometre markings may be painted on the trail surface or posted on signs.
- Symbols for permitted or restricted uses may be painted on the trail surface and/or posted on signs.
- On single use trails a diamond and use symbol may be painted on the trail surface to identify the permitted use and/or posted on signs.
- Directional information may be painted on the trail surface and/or posted on signs.

Bollards

- Bollards will be used in advance of trail-road intersections to preclude motor vehicles from accessing the trail and to alert trail users that they are approaching an intersection.
- Generally, bollards will be located approximately 5 m back from the edge of road or edge of sidewalk. Depending on the terrain, in some cases bollards may be located differently or chicanes may be used in place of bollards to slow trail users.
- Bollard placement will be such that they allow for wheelchair and mobility scooter access and standard child bike trailer (1.3 m maximum width) access.
- Reflective tape will be used on bollards to increase visibility.
- Bollards will be aluminum (uncoated) or white (powder coated or painted) in colour.

Trail Widening/Use Separation

- As use increases widening of the trail surface or separation of trail users should be considered, as per the strategic policies in this management plan.
- Where regional trails are expected to accommodate significant numbers of in-line skaters or skateboarders, as well as cyclists and pedestrians, a minimum trail width of 4m should be used.
- If separation of uses is implemented, the ideal design, subject to space and resourcing, would be a dual direction pedestrian trail with a minimum 2m width, a separation/buffer between it and a wheeled use trail (cyclists, skateboarders, in-line skaters) of 3-5 m in width.

E&N Rail Trail – Humpback Connector, Esquimalt

Appendix 4: Example of Standard Regional Trail Signs

The following is provided as an example of standard types of signage used on regional trails. Additional signs may be added as appropriate without amendment to the Management Plan. The signs below are based on the E&N Rail Trail signage. Each regional trail will have a separate trail identifier incorporated into certain wayfinding signage. Sign sizing will be based on the Transportation Association of Canada's Bikeway Traffic Control Guidelines and/or other established regional guidelines, where appropriate.

Sign Type	Examples of Signs in this category	General Use
Regulatory Signs	Stop Yield Dismount & Walk CRD Regulations	To advise trail users of what is legally required, permitted and/or prohibited on the trail.
Caution/Warning Signs	Share the Road Stop Ahead Yield Ahead Signal Ahead Concealed Intersection Ahead Road Crossing Ahead Railway Crossing Slippery When Wet Hill Sign for bicycles Caution Slow Down or Slow Narrow structure	To alert trail users to the unusual or uncommon dangers that may occur along the trial
Wayfinding	Trailhead Orientation (kiosk) Trail identifier (logo) Trail direction (straight, left, right) Welcome to Municipality (at or near municipal boundaries) Cross at Lights Trail Ends	To provide trail users with comfort that they are on their chosen trail, know where the trail goes, and when they have reached key destinations along the trail.

	Road names Local connections (adjacent facilities) Regional Destination Wayfinding	
Information and Educational Signs	Trail use/etiquette Interpretive	To inform users of desirable trail use practices and to provide trail users with interesting natural or cultural history stories related to the corridor and area.
Temporary Signs	Work zone Detour Change in Use Pattern Special Event	To provide trail users with specific information for a temporary timeframe. May relate to work underway, detours, etc.

E&N Rail Trail – Humpback Connector, Langford

Appendix 5: Some Key Trail Use and Etiquette Messages

Regional Trails are Shared Spaces – these behaviors can have positive impacts on everyone's trail experience.

All users - Keep right except to pass.
All users - Be aware of your surroundings and check for other users regularly.
All users – Respect other users; be responsible; consider how your behavior may impact other users.
All users – If you are in a group do not take up the whole trail.
All users - Move to right if you are stopping or if someone is passing you.
All users – You do not have the right of way at most road crossings; slow down/stop, check for vehicles, and ensure the way is safe before proceeding across roads.
All users - Be seen – carry/use lights, wear reflective or bright clothing, especially after dusk.

Cyclists - Slow down when around other users; Yield to pedestrians and equestrians.
Cyclists - Other users may not hear you approaching. Give warning as you approach/before you pass (for pedestrians use bell or verbal warning; for equestrians use verbal warning only).
Cyclists - Pass only when there is adequate room; leave at least 1 m between you and others when passing.
Cyclists - obey all traffic signs and signals.

Pedestrians - Keep children and pets on right hand side of trail.
Pedestrians – Keep pets on leash and under control.
Pedestrians - Yield to equestrians – give verbal warning as you approach.

Equestrians – Move to the trail edge if your horse is evacuating so horse manure does not become a traffic hazard that cyclists and pedestrians must manoeuver around.

Appendix 6: Southern Gulf Islands-Salt Spring Island Regional Trail Planning

The Regional Parks Strategic Plan 2012-2021, under Strategic Priority 2, includes the following strategic action: "In partnership with other public agencies, local government and private landowners, initiate planning for the regional trails system on Salt Spring Island and Southern Gulf Islands".

The "Experience the Gulf Islands" initiative (ETGI) of the Southern Gulf Islands and Salt Spring Island Economic Sustainability Commissions recognizes the need for a pedestrian and cycling trail system in the islands. An ETGI Concept Plan is currently being prepared by the CRD. The development of a Regional Trail Plan for the Southern Gulf Islands and Salt Spring Island will advance the ETGI initiative.

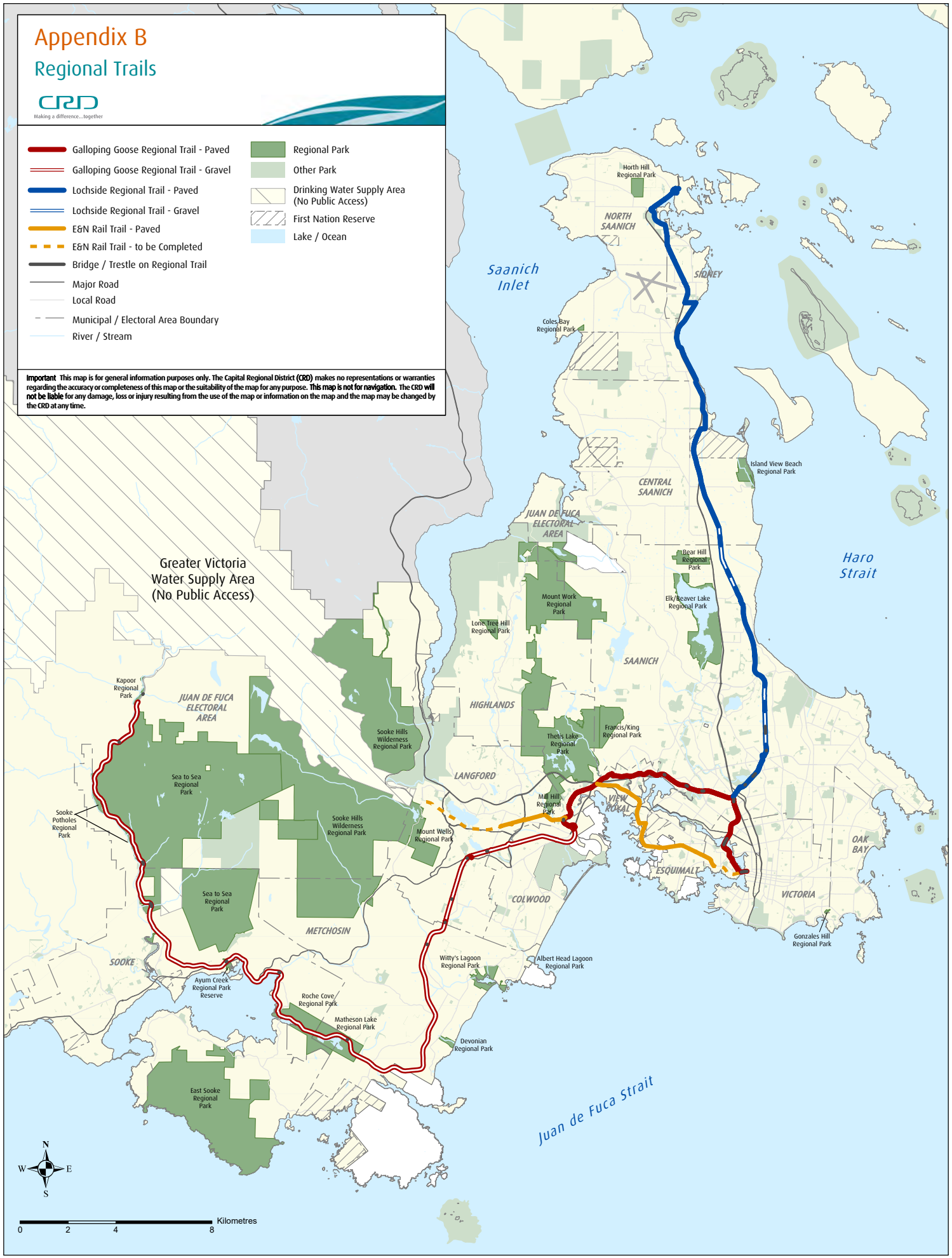
Regional Parks has undertaken initial trail planning work for the southern Gulf Islands in consultation with other government agencies, island Park and Recreation Commissions, island interest groups, and community members. This work has provided information about community interests, a vision for trails on the Gulf Islands, and ideas for potential regional trail routes. Information from the initial round of planning, and additional information from Salt Spring Island, will inform the development of a Regional Trail Plan for the Southern Gulf Islands and Salt Spring Island (SGI-SSI RTP) in 2017.

The currently proposed scope of the SGI-SSI RTP is to identify a conceptual regional trail route on each island. Each will provide a spine or loop within the community linking key regional destinations such as the ferry terminal and the main commercial center on island. Other community trails, established independently by local organizations, may connect to the regional spine or loop trails, creating a trail network. The regional trail plan will also include policy direction, such as how trail development priorities will be set, how community sustainability desires and public safety will be considered in determining trail widths, and development funding considerations.

In addition to funding provided by the CRD Regional Parks service, development of the proposed regional trails will be assisted through external funding sources such as grants and contributions.

Appendix B

Regional Trails



REGIONAL TRAILS MANAGEMENT PLAN
IMPLEMENTATION STATUS

October 2021

Action	Strategic or Trail Specific	Priority Term	Status	Comments
Develop and implement a public outreach program, particularly relating to trail rules, etiquette and safety.	strategic	short-term	ongoing	Trail etiquette outreach has been done annually since the management plan was approved and will continue. A compliance strategy was completed in 2021 and implementation is ongoing.
Work with municipalities and/or Ministry of Transportation and Infrastructure (MoTI) on road/trail crossings, cross-riding, on-street improvements, mapping/signage and partnering on public outreach.	strategic	short-term	ongoing	As opportunities arise.
Map the locations of CRD visitor facilities along the regional trails and incorporate the data into the CRD's Asset Management Program.	strategic	short-term	completed	Completed in 2017.
Continue regional trail planning for the Southern Gulf Islands and Salt Spring Islands.	strategic	short-term	completed	Gulf Islands Regional Trails Plan approved by CRD Board in 2018.
Regional Parks and Regional Planning will collaborate on pedestrian and cycling data collection and use monitoring programs.	strategic	short-term	ongoing	2 traffic counters installed in 2021. 6 traffic counters installed in 2020. 6 traffic counters installed in 2019.
CRD will review the use of bollards on trails to determine if changes are needed.	strategic	short-term	in progress	The CRD continues to use bollards on regional trails for safety reasons – to ensure motor vehicles cannot drive on trails. The CRD uses reflective stripes on bollards and caution paint around centre bollard for visibility. New 'edge' bollards are being located off the trail surface, where feasible, to provide additional travel space.
Develop and implement an updated sign plan for the Galloping Goose and Lochside regional trails.	Galloping Goose & Lochside	short-term	completed	Completed in 2017.

Action	Strategic or Trail Specific	Priority Term	Status	Comments
Assess the engineering feasibility and costs/benefits of separating the Galloping Goose or widening the existing trail to 5-6 m between the Selkirk Trestle and McKenzie Ave at Highway 1 and the Lochside between Switch Bridge and McKenzie Ave.	Galloping Goose & Lochside	short-term	completed	Feasibility study completed in 2020. Public engagement completed in 2021.
Undertake trestle/bridge upgrading and surface work and upgrading of other major infrastructure (Todd, Swan, Brett).	Galloping Goose	short-term	in progress	Bridge/trestle assessment completed in 2018; Swan and Brett trestles resurfaced in 2019; Todd Creek Trestle Rehabilitation completed in 2020; five more bridge upgrades planned for 2021-2023. Selkirk trestle rehabilitation will also be needed (timing TBD). Brett and Swan rehabilitation is scheduled for 2026.
Work with City of Victoria to install regional parks/trails information at the Johnson Street Bridge and in Cecelia Ravine Park.	Galloping Goose and E&N Rail Trail	short-term	shifted to medium-term (2022)	Initial request to City of Victoria staff for a regional trail information kiosk at Janion Square was unsuccessful (too large a structure). Further liaison needed with Victoria for a regional trails sign to direct people to the Goose, E&N and Lochside regional trail routes from this downtown Victoria trailhead area. Discussions will be initiated through the E&N Rail Trail phase 4 construction project in 2022.
Work with the Town of Sidney to implement a trail route change from Lochside Dr/Ocean Ave to Weiler Ave/MoTI Highway 17 right-of-way.	Lochside	short-term	in progress	Continue working with Sidney on remaining tasks to complete this route change.
Undertake trail drainage improvement in two low-lying areas between Hunt Rd (Saanich) and Dooley Rd (Central Saanich), subject to environmental considerations.	Lochside	short-term	completed	Completed in 2016.
Develop E&N Rail Trail/Regional Parks information map for Colville Park (with Township of Esquimalt).	E&N Rail Trail	short-term	in progress	

Action	Strategic or Trail Specific	Priority Term	Status	Comments
Contract a regional trail lighting study.	strategic	medium-term	partially completed	Lighting addressed with widening & separation study for a portion of the Galloping Goose and Lochside trails. Not looked at on policy or system wide basis.
Establish a cooperative enforcement patrol program and enforcement protocols for regional trails with area police and bylaw enforcement services.	strategic	medium-term	completed	Regional Trails Compliance Action Plan completed in 2021. Implementation is ongoing.
Improve the CRD's web-based data and mapping and develop mobile applications to provide increased trip planning capabilities and customizable trail information for the public.	strategic	medium-term	initiate between 2022-2026	Currently planned to begin in 2022.
Collaborate with interested First Nations along the trails to establish welcome signs identifying traditional First Nations territories and potential themes/cultural heritage messages for possible interpretation along regional trails.	strategic	medium-term	initiate between 2022-2026	
Identify CRD's trail-related needs that can be undertaken and/or maintained through donations and partnerships.	strategic	medium-term	initiate between 2022-2026	A partnership has been established with Emerald Foundation for paving of a portion of the Lochside in the Town of Sidney area.
Identify and develop needed agreements, policies, procedures, guidelines, and standards for regional trails. This includes formalizing any sections of the regional trails that are outside of the tenure areas.	strategic	medium-term	ongoing	As opportunities arise.
Work with BC Transit re: implications of transit development on the trail route and potential partnering opportunities.	Galloping Goose	medium-term	in progress	Regional Parks staff are on Transit Hub working group.
Add a toilet facility at a suitable location between km 10 and km 30.	Galloping Goose	medium-term	initiate between 2022-2026	

Action	Strategic or Trail Specific	Priority Term	Status	Comments
Work with municipalities, First Nations and others to consider potential partnership projects - regional parks/trails map at Coville Park, Hereward Green, Leigh Road Park, trailhead facility at Johnson Street bridge, potential visitor facilities between Hallowell and Maplebank roads, toilet facility at Portage Park, drinking water fountain on E&N in Langford.	E&N Rail Trail	medium-term	initiate between 2022-2026	
Expand Atkins Rd parking lot or create an additional park and ride opportunity somewhere between Atkins Rd (View Royal) and Tillicum Rd (Saanich).	Galloping Goose	long-term	in progress	Discussion with MoTI regarding potential parking on MoTI land at McKenzie Ave & Burnside Rd initiated 2021, following completion of McKenzie Interchange project.
Work with the District of Metchosin to consider/create pedestrian and cycling link/loop route from the Galloping Goose to Witty's Lagoon and/or Devonian regional parks.	Galloping Goose	long-term	initiate between 2027-2031	
Consider paving the trail east of Wale Rd/Island Highway to Highway 14 at Royal Roads University (Colwood), subject to consultation with the Town of Colwood and area residents.	Galloping Goose	long-term	initiate between 2027-2031	
Work with the District of Saanich to consider potential partnership projects at Fowler Park (toilet/water fountain) and by the Blenkinsop Greenway (washroom).	Lochside	long-term	completed	Projects moved forward: Toilet at Blenkinsop Greenway developed in 2020; Toilet by Fowler Park installed in 2021.
Develop a legacy project (for public donations) for two additional drinking water fountains along the E&N trail.	E&N Rail Trail	long-term	initiate between 2027-2031	

Action	Strategic or Trail Specific	Priority Term	Status	Comments
Complete the E&N Rail Trail – Humpback Connector, including an extension/link to Sooke Hills Wilderness Regional Park Reserve (Humpback Reservoir area).	E&N Rail Trail	long-term	in progress	Phases 1-3 of E&N Rail Trail are complete. Phase 4 is in progress (detailed design complete; construction to begin in 2022); Phase 5 still to be developed. The E&N Rail Trail extension route noted in RTMP (alongside Humpback Rd) has been developed by City of Langford as local trail.

The Right Honourable Justin Trudeau, Prime Minister of Canada
Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance
80 Wellington Street
Ottawa, ON K1A 0A2

Sent via email to: pm@pm.gc.ca and chrystia.freeland@canada.ca

RE: CANADA'S REQUIRED RESPONSE TO THE PROPOSED US PASSENGER VESSEL SERVICES ACT LEGISLATION

Dear Prime Minister Trudeau and Deputy Prime Minister Freeland,

Congratulations on your re-election to lead the Government of Canada. We look forward to working with you and the Minister of Transport on our shared interests in the months ahead.

We are writing to ask that the Government of Canada immediately engage with the U.S. federal government to develop a mutually beneficial and responsible approach which addresses the handling of cruise ships in our waters and ports, so that any future issues will not result in a significant halt to operations of the Alaska cruise itinerary.

It is important to recognize that efforts are required imminently to enhance and repair the relationships between government and industry in British Columbia, Alaska, Canada, and the USA. The cruise industry in Canada is worth more than $4.3 billion annually to the national economy, with more than $2.7 billion of that being generated on the West Coast. The industry in Canada supports approximately 30,000 jobs.

In Victoria, we are the nation's busiest port of call, welcoming more than 700,000 passengers and 300,000 crew to the city in 2019. Cruise is worth more than $143 million to the regional economy and supports more than 800 jobs in Greater Victoria. We look forward to welcoming this important part of the visitor economy back in 2022.

In May 2021 and in response to the closure of Canadian ports through 2021, the United States Congress passed the *Alaska Tourism Restoration Act,* a bill aimed at providing a temporary exemption to the *US Passenger Vessel Services Act* (PVSA) and with the purpose of allowing foreign-flagged cruise ships to circumvent federal laws that required them to make an international stopover on route to Alaska from an American port. The bill was subsequently signed into law by President Biden and effectively allowed cruise ships to bypass Canada for the 2021 season.

Prior to the bill's passage, the PVSA required foreign-flagged vessels carrying passengers between U.S. ports to make an intervening foreign port stop. In terms of cruising, this meant that foreign-flagged cruise ships that were carrying passengers on roundtrip voyages (e.g., U.S. West Coast/Alaska routes), to comply with the PVSA, stopped in Canada (i.e., Victoria). The brief stop in Canada allowed foreign-flagged cruise ships to not only meet their PVSA obligation but provided Canada (namely B.C. port cities) with significant economic value.

There is now an increased threat that this temporary legislation will become permanent as U.S. Senator Lisa Murkowski (R-AK) has proposed legislation that would provide a permanent exemption to the PVSA and allow Alaska-bound cruise ships to bypass B.C. destinations such as Vancouver, Victoria, Nanaimo, and Prince Rupert. In tandem, Rep. Don Young (R-AK) is preparing similar legislation on the House side

of the U.S. Congress. Should either of these pieces of legislation be enacted, they would decimate British Columbia's $2.7 billion cruise industry.

These pieces of U.S. legislation pose a potentially grave risk to the BC tourism industry and, by extension, the BC and Canadian national economies. In response, a collected and concerted approach is required by all levels of government in Canada, in collaboration with stakeholders across the spectrum, to lead constructive dialogue with their U.S. counterparts.

For decades, the entire Pacific Northwest and Alaska have benefitted from a continuous cruise journey in both Canada and the United States. The tourism sector relies on a robust cruise industry; there is a strong need for targeted engagement on behalf of the sector to ensure Canada remains as a stopping point along the increasingly popular Alaska cruise expedition.

We, as Chiefs and Mayors in Greater Victoria, are eager for you to work on these necessary advocacy efforts. We look forward to hearing from you as the this moves forward.

Sincerely,

CC: