



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, March 9, 2022

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. [22-165](#) Minutes of the February 9, 2022 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of February 9, 2022 be adopted as circulated.

Attachments: [Minutes - February 9, 2022](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option 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.

5.1. Presentations

5.2. Delegations

6. CONSENT AGENDA

- 6.1. [22-146](#) Community Emergency Preparedness Fund: Union of British Columbia Municipalities Emergency Support Services 2022 Grant Application
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.
(NWA)
- Attachments:** [Staff Report: Comm Emerg Prepared Fund-UBCM ESS 2022 Grant App](#)
 [Appendix A: UBCM ESS Grant Application](#)
- 6.2. [22-153](#) Appointment of Officers
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Zachary Willson be appointed as an Assistant Bylaw Officer.
(NWA)
- Attachments:** [Staff Report: Appointment of Officers](#)
- 6.3. [22-106](#) Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement Renewal
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to enter into a service agreement as attached to provide general emergency radio communications services.
(NWA)
- Attachments:** [Staff Report: CREST Agreement Renewal](#)
 [Appendix A: Staff Report 21-685 CREST Agreement Renewal](#)
 [Appendix B: Revised 2022 Service Agreement, w/ track changes](#)
- 6.4. [22-066](#) Capital Regional District External Grants Update
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District External Grants Update be received for information
(NWA)
- Attachments:** [Staff Report: CRD External Grants Update](#)
 [Appendix A: CRD Grants Dashboard](#)
- 6.5. [22-067](#) Capital Regional District Investment Portfolio Holdings and Annual Performance Update
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Investment Portfolio Holdings and Annual Performance Update be received for information.
(NWA)
- Attachments:** [Staff Report: CRD Investment Portfolio Update 2022](#)
 [Appendix A: Market Analysis](#)

6.6. [22-069](#) Socially and Environmentally Responsible Investing

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That the amended CRD Investment Policy be adopted; and
2. That this staff report and the adopted CRD Investment Policy be forwarded to member municipalities for consideration.
(NWA)

Attachments: [Staff Report: Socially & Environmentally Responsible Investing](#)
[Appendix A: Staff Report 19-785, Oct 2019, Investment Options](#)
[Appendix B: CRD Investment Policy 2021](#)
[Appendix C: MFA ESG Framework](#)
[Appendix D: Excerpt MFA Presentation Jan 2022](#)
[Appendix E: MFA ESG & MFA Pooled Investment Funds](#)
[Appendix F: Amended CRD Investment Policy 2022 \(Redlined\)](#)

6.7. [22-144](#) Regional Housing Affordability Strategy Status Report

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That the Regional Housing Affordability Strategy Status Report be received for information.
(NWA)

Attachments: [Staff Report: Reg'l Housing Affordability Strategy Status Rpt](#)
[Appendix A: Reg'l Housing Affordability Strategy Status Rpt 2022](#)

6.8. [22-149](#) 2022 Regional Parks Committee Terms of Reference - Revised

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:
That the Regional Parks Committee 2022 Terms of Reference, attached as Appendix A, be approved as amended.
(NWA)

Attachments: [Staff Report: 2022 RPC Terms of Reference – Revised](#)
[Appendix A: 2022 RPC Terms of Reference](#)
[Appendix B: 2022 RPC Terms of Reference \(redlined\)](#)
[Appendix C: Board Approved 2022 RPC Terms of Reference](#)

6.9. [22-139](#) Conservation Strategy Framework Review

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the 2010 Framework for the Conservation Strategy for Capital Regional District - Regional Parks: Providing strategic direction for parkland management not be adopted on an interim basis, and a new conservation plan be developed by staff for Board decision following the strategic plan update.
(NWA)

Attachments: [Staff Report: Conservation Strategy Framework Review](#)
[Appendix A: Draft Conservation Strategy Framework - March 2010](#)

6.10. [22-129](#) 2021 Regional Parks Compliance and Enforcement Program

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the 2021 Regional Parks Compliance and Enforcement Program staff report be received for information.
(NWA)

Attachments: [Staff Report: Regional Parks Compliance & Enforcement Program](#)
 [Appendix A: Regional Parks Compliance & Enforcement Summary](#)

6.11. [22-025](#) 2022 Transportation Committee Terms of Reference

Recommendation: The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Committee 2022 Terms of Reference attached as Appendix A be approved as amended.
(NWA)

Attachments: [Staff Report: 2022 Transportation Committee Terms of Reference](#)
 [Appendix A: Amended 2022 Transportation Committee Terms of Reference](#)
 [Appendix B: Amended 2022 Transportation Cttee TOR \(Redlined\)](#)
 [Appendix C: Brd Approved 2022 Transportation Cttee TOR \(Redlined\)](#)

6.12. [22-116](#) Transportation Equity

Recommendation: The Transportation Committee recommends to the Capital Regional District (CRD) Board:
1. That staff be directed to work in partnership with the Community Social Planning Council to draft an equity lens to inform CRD transportation priority implementation, advocacy and future planning.
2. That staff be directed to work in partnership with the Community Social Planning Council on a pilot study to test the application of an equity lens by reviewing gender imbalance in active transportation, focusing on the CRD regional trail network.
(NWA)

Attachments: [Staff Report: Transportation Equity](#)

7. ADMINISTRATION REPORTS**7.1. [22-169](#) Bylaw No. 4483, to amend Bylaw No. 3343 being "Officers', General Managers' and Management Staff's Bylaw No.1, 2006"**

Recommendation: 1. That Bylaw No. 4483, cited as "Officers', General Managers' and Management Staff's Bylaw No. 1, 2006, Amendment Bylaw No. 7, 2022" be introduced and read a first, second, and third time;
2. That Bylaw No. 4483 be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: BL 4483 to amend BL 3343 "Officers, GM's and Mgmt Staff"](#)
 [Appendix A: Bylaw No. 4483](#)

7.2. [22-160](#) 2022 Provincial Budget Highlights

Recommendation: That the 2022 Provincial Budget Highlights report be received for information.
(NWA)

Attachments: [Staff Report: 2022 Provincial Budget Highlights](#)
 [Appendix A: Highlights of the 2022 Provincial Budget](#)

8. REPORTS OF COMMITTEES**Electoral Areas Committee****8.1. [22-151](#) Amendment to Bylaw No. 3727, to change the Commission name to
Salt Spring Island Community Economic Sustainability Commission**

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw 4482, "Salt Spring Island Community Economic Development
Commission Bylaw, 2010, Amendment No. 1, 2022" be introduced and read a first,
second, and third time.
2. That Bylaw 4482, "Salt Spring Island Community Economic Development
Commission Bylaw, 2010, Amendment No. 1, 2022" be adopted.
(NWA, 2/3 on adoption)

Attachments: [Staff Report: Amendment to Bylaw No. 3727](#)
 [Appendix A: Bylaw No. 4482](#)

Juan de Fuca Land Use Committee**8.2. [22-070](#) Development Permit with Variance for Lot 1, Section 18, Otter District,
Plan VIP53538, Except Part in Plan VIP77828 - 4460 Rannveig Place**

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000076, for Lot 1, Section 18, Otter District,
Plan VIP53538, Except Part in Plan VIP77828, to authorize a three-lot subdivision and
to vary Juan de Fuca Land Use Bylaw No. 2040, Part 1, Section 3.10(4) by reducing the
frontage requirement for proposed Lot 1 from 10% (67.27 m) of lot perimeter to 1.1%
(7.31 m), and for proposed Lot 2 from 10% (56.36 m) of lot perimeter to 1.6% (9.35 m),
as shown on the plans prepared by J.E. Anderson, dated January 4, 2022, be
approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: [Staff Report: Development Permit with Variance - 4460 Rannveig Place](#)
 [Appendix A: Subject Property Map](#)
 [Appendix B: Zoning Map](#)
 [Appendix C: Plan of Subdivision](#)
 [Appendix D: Permit DV000076](#)

Regional Parks Committee

8.3. [22-055](#) Elk/Beaver Lake Remediation - Project Update

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the CRD Regional Parks Elk/Beaver Lake Remediation Update be received for
information.
(NWA)

Attachments: [Staff Report: Elk/Beaver Lake Remediation - Project Update](#)

9. BYLAWS**10. NOTICE(S) OF MOTION****11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING****12.1. [22-170](#) Motion to Close the Meeting**

Recommendation:

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [2 items]
2. That the meeting be closed for Labour Relations under Section (90)(1)(c) of the Community Charter. [3 items]
3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [2 items]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [2 items]
5. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [6 items]

13. ADJOURNMENT**Voting Key:**

NWA - Non-weighted vote of all Directors

NWP - Non-weighted vote of participants (as listed)

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

Meeting Minutes

Capital Regional District Board

Wednesday, February 9, 2022

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT:

C. Plant (Chair), R. Mersereau (Vice Chair), D. Blackwell (EP), P. Brent (for D. Howe), S. Brice (EP), J. Brownoff (for F. Haynes) (EP), B. Desjardins (EP), L. Helps (EP), M. Hicks (1:06 pm) (EP), G. Holman (1:03 pm) (EP), B. Isitt (1:01 pm) (EP), J. Loveday, R. Martin (EP), C. McNeil-Smith (EP), K. Murdoch (EP), G. Orr (EP), J. Ranns (1:15 pm) (EP), D. Screech, L. Seaton (EP), M. Tait (EP), N. Taylor (EP), K. Williams (EP), R. Windsor (EP), G. Young (1:01 pm) (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; S. Carey, Senior Manager, Legal Services; C. Gilpin, Manager Arts and Culture; 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 1:00 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Alternate Director Brent provided the Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Alternate Director Brent, **SECONDED** by Director Loveday,
That Consent Agenda Item 6.5. be considered as agenda item 8.1.b. and that the
agenda for the February 9, 2022 Session of the Capital Regional District Board be
approved as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. [22-099](#) Minutes of the January 12, 2022 Capital Regional District Board Meeting

MOVED by Director Mersereau, **SECONDED** by Director Screech,
That the minutes of the Capital Regional District Board meeting of January 12,
2022 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

We have a full agenda today ahead of us thus I will endeavor to keep my remarks succinct. It is hard for one not to feel frustrated, or be overwhelmed and I would offer we are ALL tired right now as the result of the past two years. We are witnessing social upheaval after two long years of societal sacrifices and protective measures. Our Board has now spent more time operating under the restrictions of COVID than without them during this term. And while there has been so much disruption during the past two years, I am proud of this Board and our staff that our collective work has continued to advance our priorities. And yet I wish to encourage us all to continue the hard work we have been doing the past 3-plus years. We still have 8 months (or 16% of our term) left before this term is over. On May 11, 2022 we will be holding our annual Strategic Plan check-in and this will allow us a final opportunity this term to collectively review our progress and to consider new or additional priorities. Next month we will have a Special Board meeting on March 16, 2022 to discuss and finalize our 2022 budgets. We passed a provisional budget in the fall and I would ask you to please contact staff or myself if you have any questions about our budget or wish to propose significant changes at this meeting. We do not have a lot of time after this meeting to have future debate or meetings as we must have our budget submitted soon and I think we all know we have better debate when staff can provide us the info we want or need. I look forward to our discussion. And finally I want to remind everyone of our Cultural Perspectives Training in two weeks on February 23, 2022. Thank you to the 20 people who have already signed up and I encourage everyone else to do so as well. This intercultural skills training will assist the Board in its commitment to reconciliation and to developing respectful government-to-government relations with First Nations. There is space for 35 participants, with priority for Directors, so if you haven't registered yet please do so by the end of this week. At the request of the facilitator this work will be conducted electronically and so you will be receiving a link to the meeting when it's available. On the same theme of First Nations Relations, I to update the Board that we have sent out letter to various First Nations that we have been engaging with and those that have not engaged with us as much, inviting them to participate on our committees. Now let's get on with the business of our meeting.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

- 5.2.1.** [22-132](#) Delegation - Marcie McLean; Resident of Highlands: Re: Agenda Item 8.4.: Bylaw No. 4453 - Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022

Highlands Councillor M. McLean spoke to Item 8.4.

- 5.2.2.** [22-133](#) Delegation - Josh Nobleman; Representing Vancouver Island Slacklining Association: Re: Agenda Item 8.7.: Regional Parks - Strategic Plan Update

J. Nobleman spoke to Item 8.7.

- 5.2.3.** [22-134](#) Delegation - Alison Spriggs; Resident of Victoria: Re: Agenda Item 8.7.:
Regional Parks - Strategic Plan Update

A. Spriggs spoke to Item 8.7.

- 5.2.4.** [22-135](#) Delegation - Vicky Husband; Resident of Highlands: Re: Agenda Item 8.7.:
Regional Parks - Strategic Plan Update

V. Husband spoke to Item 8.7.

6. CONSENT AGENDA

Item 6.5 was removed from the consent agenda and moved to be considered under Administration Reports as item 8.1.b.

**MOVED by Director Mersereau, SECONDED by Director Screech,
That consent agenda items 6.1. through 6.4. and 6.6. through 6.11. be approved.
CARRIED**

- 6.1.** [22-084](#) Grant Application for Anderson Cove (East Sooke) Water Service
Extension

**That staff be directed to prepare and submit an application for an Investing in
Canada Infrastructure Program - British Columbia - Green Infrastructure -
Environmental Quality grant for the water service extension to the Anderson
Cove area of the Juan de Fuca Water Distribution service area.
CARRIED**

- 6.2.** [22-098](#) Cedars of Tuam Water New Well Grant Application, Loan Authorization
and Water Conservation Plan

**1. That the Board supports an application for grant funding for the SSI: Cedars of
Tuam - New Well and Water Treatment Plant Project through the Investing in
Canada Infrastructure Program - Green Infrastructure - Environmental Quality
Program; and that the Board supports the project and commits to any associated
ineligible costs and cost overruns.
2. That the Board review, accept and endorse the Cedars of Tuam Water
Conservation Plan, Revised January 2022.
3. That staff be directed to proceed with preparing the Loan Authorization Bylaw,
authorizing the borrowing up to \$600,000 with the amortization term of 30 years.
4. That staff be directed to present the project and funding option to the
ratepayers; and bring forward a report to the Commission on the results of the
public engagement, and ratepayer's preferred electoral assent process.
CARRIED**

- 6.3.** [22-093](#) Investing in Canada Infrastructure Program - Green Infrastructure -
Environment Quality Grant Application for the Skana Water System
Storage Tank Replacement

**That staff be directed to submit an application for an Investing in Canada
Infrastructure Program - British Columbia - Green Infrastructure - Environmental**

Quality grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.
CARRIED

- 6.4. [22-111](#) Request for Governance Study by the Magic Lake Property Owners' Society, North Pender Island
- That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.
CARRIED
- 6.6. [22-039](#) 2020 Regional Greenhouse Gas Inventory
- That the 2020 Regional Greenhouse Gas Inventory report be received for information.
CARRIED
- 6.7. [22-034](#) Zero-Emissions Fleet Initiative - Final Study Report
- That the Zero-Emissions Fleet Initiative Final Study Report be received for information.
CARRIED
- 6.8. [22-074](#) First Nations Relations Operational Update
- That the First Nations Relations Operational Update report be received for information.
CARRIED
- 6.9. [21-642](#) Capital Regional District Board Policy on Regional Grants-in-Aid
1. That the Capital Regional District Board Policy on Regional Grants-in-Aid report be received for information.
2. That the policy of Grants-in-Aid levied only against the taxpayers of an individual municipality be removed, and the option of the Grants-in-Aid for individual electoral areas be retained.
CARRIED
- 6.10. [22-042](#) 2022 Performing Arts Facilities Select Committee Terms of Reference
- That the 2022 Performing Arts Facilities Select Committee Terms of Reference attached at Appendix A be approved.
CARRIED
- 6.11. [22-048](#) 2022 Regional Parks Committee Terms of Reference
- That the Terms of Reference be referred back to the Board Chair to work with staff, the Chair and Vice Chair of the Regional Parks Committee, and Chair of the Transportation Committee to bring back a Terms of Reference to reflect the intersectionality of regional trails between Parks and Transportation.
CARRIED

7. ADMINISTRATION REPORTS

7.1. [22-115](#) Bylaw No. 4478: Cedars of Tuam Loan Authorization Bylaw No. 2, 2022

N. Chan spoke to Item 7.1.

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
1. That Bylaw No. 4478, "Cedars of Tuam Loan Authorization Bylaw No. 2, 2022",
be introduced and read a first, second and third time.
CARRIED

MOVED by Director Holman, **SECONDED** by Alternate Director Brent,
2. That the referral of Bylaw No. 4478 to the Inspector of Municipalities for
approval be withheld until staff report back on the result of the grant application.
CARRIED

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. [22-090](#) Bylaw No. 4480 - Building Permit Information Reports - Fee Increase

MOVED by Alternate Director Brent, **SECONDED** by Director Holman,
1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment
Bylaw No. 3, 2022" be introduced and read a first, second, and third time.
CARRIED

MOVED by Alternate Director Brent, **SECONDED** by Director Hicks,
2) That Bylaw No. 4480 be adopted.
CARRIED

8.1.b. [22-125](#) Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island

Discussion ensued regarding:

- Business licenses
- Costs and benefits

MOVED by Director Hicks, **SECONDED** by Alternate Director Brent
1. That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt
Spring Island report be received for information.
2. That staff prepare a report on the financial impacts of business licenses on Salt
Spring Island and Southern Gulf Islands, and the costs and benefits of the
speculation and vacancy tax as applied to Salt Spring Island.
CARRIED

Governance Committee

8.2. [22-094](#) Cost Recovery Options and Cost Allocations for Freedom of Information (FOI) Requests

MOVED by Director Murdoch, **SECONDED** by Director Screech,
2. That staff be directed to further investigate and establish appropriate

categories of building and property records which are available to the public without a FOI request in accordance with section 71 of the Freedom of Information and Protection of Privacy Act and the Copyright Act, including setting prescribed fees for providing copies of available records; and,

3. That staff report back with proposed amendments to Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010" to include a list of routinely available records and their associated fees.

CARRIED

Opposed: Isitt

8.3. [22-095](#)

Bylaw No. 4479 - "Delegations Amendment to Board Procedures Bylaw"

MOVED by Director Murdoch, **SECONDED** by Alternate Director Brent,

1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.

CARRIED

Opposed: Isitt, Loveday

MOVED by Director Murdoch, **SECONDED** by Director Screech,

2. That Bylaw No. 4479 be adopted.

CARRIED

Opposed: Isitt, Loveday

8.4. [22-097](#)

Bylaw No. 4453 - "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022"

Director Loveday recused himself due to conflict of interest.

Director Loveday left the meeting at 1:39 pm.

Discussion ensued regarding:

- Legal representation
- Committee support for proposed bylaw
- Withdrawal provision

MOVED by Director Murdoch, **SECONDED** by Director Mersereau,

1. That Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022", be introduced and read a first, second, and third time.

CARRIED

Opposed: Isitt

MOVED by Director Murdoch, **SECONDED** by Director Mersereau,

2. That Bylaw No. 4453 be adopted.

CARRIED

Opposed: Isitt

MOVED by Director Murdoch, **SECONDED** by Director Mersereau,

3. That staff be directed to advise service participants of Bylaw No. 4453.

Opposed: Isitt

Director Loveday returned to the meeting at 1:44 pm.

Juan de Fuca Land Use Committee

- 8.5. [22-016](#) Zoning Amendment for Lot 28, Section 15, Otter District, Plan VIP87643 - 3312 Otter Point Road

MOVED by Director Hicks, **SECONDED** by Alternate Director Brent,
1. That the referral of proposed Bylaw No. 4454, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 154, 2021", to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Ministry of Forests, Lands, Natural Resource Operations and Rural Development, FLNR - Water Protection, Island Health, Ministry of Environment & Climate Change Strategy - Environmental Protection and Sustainability, Ministry of Transportation & Infrastructure, Otter Point Fire Department, RCMP, Sc'ianew First Nation, and T'Sou-ke First Nation be approved and the comments received.
CARRIED

MOVED by Director Hicks, **SECONDED** by Director Mersereau,
2. That proposed Bylaw No. 4454 be introduced and read a first time and read a second time.
CARRIED

MOVED by Director Hicks, **SECONDED** by Director Mersereau,
3. That in accordance with the provisions of section 469 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4454.
CARRIED

Performing Arts Facilities Select Committee

- 8.6. [22-040](#) Costs and Timeline Associated with a Region-Wide Referendum on a Full Regional Performing Arts Facilities Service

N. Chan spoke to Item 8.6.

MOVED by Director Holman, **SECONDED** by Director Martin,
That the Costs and Timeline Associated with a Region-Wide Referendum on a Full Regional Performing Arts Facilities Service report be received for information and policy options for sub-regional performing arts facilities services be considered.

Director Mersereau left the meeting at 1:54 pm

Discussion ensued regarding:

- Committee discussion
- Alternative approval process
- Regional support
- Alternative approaches to a regional service
- Sub-regional service

Director Martin left the meeting at 2:23 pm.

Referral Motion

MOVED by Director Screech, **SECONDED** by Alternate Director Brent,
That the matter be referred to the strategic planning session of the new CRD Board.

Discussion ensued regarding:

- Merits of referral motion
- Divisiveness of issue
- Strategic planning session

The question was called on the referral motion.

That the matter be referred to the strategic planning session of the new CRD Board.

CARRIED

Opposed: Hicks, Isitt, Loveday, Ranns, Taylor, Williams, Windsor

Regional Parks Committee

8.7. [22-056](#) Regional Parks - Strategic Plan Update

L. Hutcheson spoke to Item 8.7.

MOVED by Director Young, **SECONDED** by Director Ranns,

1. That the proposed values and mission statements and proposed priorities be accepted for stakeholder, First Nations and public input.

Discussion ensued regarding:

- Priorities
- Indigenous relationships
- Conservation and protection of biodiversity

MOVED by Director Helps, **SECONDED** by Director Loveday,

That the main motion be amended to add the following words after the words "public input":

“and that a lens of conservation and protection of biodiversity be applied to these priorities and process”.

Discussion ensued regarding:

- Biodiversity
- Mission statement, values and principles
- Balance of recreation and conservation
- Pre-ambule statement

Staff stated that public engagement materials will reflect the over-arching priority of conservation and protection of biodiversity.

MOVED by Director Williams, **SECONDED** by Director Helps,

That the amending motion be further amended by removing the fifth bullet beginning with “strengthening the balance” in Appendix C.

CARRIED

Director Mersereau returned to the meeting at 3:33 pm.

The question was called on the amendment as amended:

Add the following words after the words "public input":

"and that a lens of conservation and protection of biodiversity be applied to these priorities and process, and that the fifth bullet beginning with "strengthening the balance" in Appendix C be removed".

CARRIED

Opposed: Brent, McNeil-Smith, Mersereau, Murdoch, Plant, Ranns, Seaton, Tait, Young, Windsor

The question was called on the main motion as amended:

1. That the proposed values and mission statements and proposed priorities be accepted for stakeholder, First Nations and public input, and that a lens of conservation and protection of biodiversity be applied to these priorities and process, and that the fifth bullet beginning with "strengthening the balance" in Appendix C be removed.

CARRIED

MOVED by Director Young, SECONDED by Director Ranns,

2. That the following stakeholder groups be considered:

a) That the following parties that deliver key services throughout Sooke and JDF Region, be invited to participate as key stakeholders in the strategic planning process:

Sooke Region Historical Society (Museum and Visitor Info Centre), Wildwise Sooke and the Sooke Region Community Health Network (SRCHN),

b) Our Earth Our Future, Climate Justice Victoria, Salt Spring Island Trail and Nature Club, Victoria Community Association Network, Saanich Community Association Network, and community associations in Colwood, Oak Bay, Highlands and elsewhere in the region.

MOVED by Director Taylor, SECONDED by Director Loveday,

That the main motion be amended to add the Vancouver Island Slacklining Association to 2b.

CARRIED

The question was called on the main motion as amended:

2. That the following stakeholder groups be considered:

a) That the following parties that deliver key services throughout Sooke and JDF Region, be invited to participate as key stakeholders in the strategic planning process:

Sooke Region Historical Society (Museum and Visitor Info Centre), Wildwise Sooke and the Sooke Region Community Health Network (SRCHN),

b) Our Earth Our Future, Climate Justice Victoria, Salt Spring Island Trail and Nature Club, Victoria Community Association Network, Saanich Community Association Network, and community associations in Colwood, Oak Bay, Highlands and elsewhere in the region, and the Vancouver Island Slacklining Association.

CARRIED

MOVED by Director Young, SECONDED by Director Ranns,

3. That the South Island Disc Golf Society be added to the list of stakeholders.

MOVED by Director Murdoch, SECONDED by Director Screech,

That the main motion be amended to add the words "for consideration" after the word "stakeholders".

Discussion ensued regarding

- Stakeholders
- Public engagement process
- Committee consideration of stakeholders

The question was called on the amendment:

That the main motion be amended to add the words "for consideration" after the word "stakeholders".

CARRIED

Opposed: Brent, Brice, Isitt, Loveday, Mersereau, Young

The question was called on the main motion as amended:

3. That the South Island Disc Golf Society be added to the list of stakeholders for consideration.

CARRIED

MOVED by Director Young, SECONDED by Director Ranns

4. That the following proposed vision statement be accepted for the new CRD Regional Parks Strategic Plan prior to seeking input from stakeholders, First Nations and the public:

We work cooperatively and respectfully to steward and expand an exceptional system of regional parks and trails that is rich in biodiversity and cultural heritage, resilient to change, connects people to nature and provides healthy outdoor experiences for all.

CARRIED

Director Windsor left the meeting at 3:48 pm

Discussion ensued regarding

- Public input
- Strategic planning process

9. BYLAWS

9.1. [22-109](#)

Bylaw 4085 - "SSI Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021"

**MOVED by Director Holman, SECONDED by Director Mersereau,
That Bylaw 4085 - "SSI Liquid Waste Disposal Additional Local Service
Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021" be adopted.
CARRIED**

9.2. [22-105](#)

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

**MOVED by Director Mersereau, SECONDED by Alternate Director Brent,
That Bylaw 4468 - "Capital Regional District Climate Action and Adaptation
Service Establishment Bylaw, 2008, Amendment Bylaw No. 2, 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. [22-100](#) Motion to Close the Meeting**

MOVED by Director Mersereau, **SECONDED** by Director Loveday,

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

CARRIED

MOVED by Director Mersereau, **SECONDED** by Director Loveday,

2. That the meeting be closed for Labour Relations under Section (90)(1)(c) of the Community Charter.

CARRIED

MOVED by Director Mersereau, **SECONDED** by Director Loveday,

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

CARRIED

MOVED by Director Mersereau, **SECONDED** by Director Loveday,

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

CARRIED

MOVED by Director Mersereau, **SECONDED** by Director Loveday,

5. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter.

CARRIED

The Capital Regional District Board moved to the closed session at 3:58 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:44 pm and reported on the following items:

In accordance with the Regional Housing Advisory Committee Terms of Reference, that the following be appointed to the Regional Housing Advisory Committee for a term expiring December 31, 2023: Andrea Hudson, Bill Brown, Brian Green, Danielle Deni, David Corey, Kathy Whitcher, Kerriann Coady, Kirsten Baillie, Lindsay Chase, Nadine Kawata,

In accordance with Bylaw No. 3727, that the following be appointed to the Salt Spring Island Community Economic Development Commission for a term expiring December 31, 2023: Gerard Zentner, Theresa Duynstee

In accordance with Bylaw No. 3693, that the following be appointed to the SSI - Fernwood and Highland Water Service Commission for a term expiring December 31, 2023: Carolin Wentworth

In accordance with Victoria Family Court and Youth Justice Constitution, that the following be appointed to the Victoria Family Court and Youth Justice Committee for a term expiring December 31, 2023: Bill McElroy

That a CAO Recruitment Selection Committee consisting of the CRD Board Chair (Chair of the Committee); the CRHD Board Chair; the CRHC Board Chair; and the Chairs of the CRD Board Standing Committees, as set out in Appendix A, be approved, and that in the event that someone declines the Chair be given the opportunity to appoint a replacement.

14. ADJOURNMENT

MOVED by Director Mersereau, SECONDED by Director Desjardins,
That the February 9, 2022 Capital Regional District Board meeting be adjourned at 5:45 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, MARCH 09, 2022

SUBJECT **Community Emergency Preparedness Fund: Union of British Columbia Municipalities Emergency Support Services 2022 Grant Application**

ISSUE SUMMARY

The Capital Regional District (CRD) is responsible for providing emergency management support to the Electoral Areas (EAs), and includes Emergency Support Service (ESS) delivery to residents displaced by an emergency. The CRD has applied for a grant through the Union of British Columbia Municipalities (UBCM) to increase EA ESS capacity. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

UBCM provides funding for a range of community based projects, including ESS. A 2022 grant opportunity is available to support local governments as they build capacity to deliver ESS. The Community Emergency Preparedness Fund Emergency Support Services Grant program supports activities to bolster short term supports to residents forced from their homes by fire, flood, or other emergencies. ESS is a provincially administered program. Under the *Emergency Program Act*, municipalities and regional districts are responsible to provide ESS within their jurisdiction.

The ESS Grant funding would benefit all three CRD EA Emergency Programs by modernizing legacy procedures, improving volunteer recruitment and retention, and augmenting resources for emergency reception centers and group lodging facilities. The total grant request is \$22,502.40 and projects must be completed within one year.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.

Alternative 2

That staff be directed to withdraw the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund Emergency Support Services grant program.

IMPLICATIONS

Financial Implications

The grant would not impact annual EA Emergency Program budgets, but provides an opportunity for one-time projects that increase ESS capacity.

Operational Implications

Under the *Emergency Program Act*, the CRD is obligated to provide ESS to residents. Grants provide opportunity for one-time projects that increase emergency program capacity to support residents impacted by a disaster. This grant will support modernization of EA ESS programs, improve volunteer recognition and retention, and increase capacity to activate reception centers and group lodging facilities during an emergency.

CONCLUSION

The CRD is responsible for delivering ESS programs in the EAs. The UBCM ESS grant program is an opportunity to improve existing capacity in the EAs and meet the regional district's mandate under the *Emergency Program Act*.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Support Services 2022 grant program and direct staff to provide overall grant management.

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

ATTACHMENT

Appendix A: UBCM Emergency Support Services Grant Application

Community Emergency Preparedness Fund

Emergency Support Services

2022 Application Form

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: The Capital Regional District	Date of Application: January 28 th , 2022
Contact Person*: Paul Wechselberger	Position: Electoral Area Emergency Services Coordinator
Phone: 250 360 3096	E-mail: pwechselberger@crd.bc.ca

** Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).*

SECTION 2: For <u>Regional Projects Only</u>
1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program & Application Guide for eligibility.
2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

SECTION 3: Project Information
3. Project Information <div style="margin-left: 20px;"> A. Project Title: ESS Modernization Project B. Proposed start and end dates. Start: March 1st 2022 End: March 1st 2023 </div>

4. Project Cost & Grant Request:

Total proposed project cost: \$22,502.40 Total proposed grant request: \$22,502.40

Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

No

5. Project Summary. Provide a brief summary of your project in 150 words or less.

This project is designed to update critical elements in the CRD's ESS program in Southern Gulf Islands (SGI), Salt Spring Island (SSI), and the Juan de Fuca (JDF) Electoral Areas (EA). The three categories of this project are:

- Increase registration of local business supplier and billet host families
- Issue volunteers ESS apparel and ESS personnel vehicle identification plates
- Procure ESS reception centre signage kits

These initiatives will improve the region's ability to house evacuees in their home community, improve ESS volunteer identification and public visibility, and increase capacity to effectively activate group lodging in areas with limited alternative accommodation options for evacuees.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

This project will specifically support level 1, 2, and 3 ESS requirements outlined in the Capital Regional District's Emergency Plan as legislated in the Emergency Program Act.

By registering accommodation suppliers and billet host families in the community, residents can be housed in their communities when evacuated which is advantageous for recovery. This project also meets JDF, SGI, and SSI's need for ESS accommodation if isolated from the capital region by a closure of Highway 14 (JDF) or BC Ferries outage (SGI and SSI). By improving ESS accommodation options residents evacuated can be housed locally even if the electoral areas becomes isolated.

Improved signage will increase accessibility of CRD ESS support to residents in level 2 and 3 ESS activations.

CRD ESS volunteers must be identified and their safety ensured during an activation of a level 1, 2, or 3 event. Procuring relevant and identifiable apparel will ensure their safety and program visibility during an emergency response outlined in the local Emergency Plan.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

Increase registration of local business suppliers and billet host families

Hire a local ESS technical specialist contractor to support the project. CRD staff do not have capacity to cover the additional workload associated with delivering this project.

1. Document existing supplier agreements in JDF, SGI, and SSI
2. Identify ESS service gaps in all three EAs and determine what types of suppliers are needed. Assess all ESS suppliers for accessibility to evacuees with disabilities, mobility challenges, or transportation barriers.
 - a. Assess accommodation options for hotel/motels and billet host families.
3. Work with the Emergency Program Coordinators from SGI, SSI, and JDF to develop supplier and billet host family registration plan. Determine how to use ERA to improve and modernize how the ESS program is delivered in the CRD Electoral Areas.
4. Update Electoral Emergency Plans with new policy for supplier and billet host family registration, communication, and training
5. Conduct outreach and training to register suppliers and billet host families in all three areas.
6. Consult Pacheedaht First Nation, PEMO, and the District of Sooke on updated supplier list and plans.
7. Suppliers are recognized for their support of the ESS program with a certificate of recognition.

Issue volunteer ESS apparel and ESS personnel vehicle identification plates

Apparel and personnel vehicle identification license plates will ensure ESS responder safety and identification during an emergency with the secondary benefit of promoting awareness of the Emergency program in the community and boosting volunteer pride in the ESS program.

1. Purchase 11 jackets for ESS responders. Jacket features include weatherproofing, ESS volunteer identification, and high visibility for safety.
 - b. Purchase 48 vests for ESS responders to wear when deployed to group lodging centre. Vest features will include ESS volunteer identification and are designed for comfort and warmth in a reception centre.
2. Purchase 25 ESS personnel vehicle identification licence plates

Procure ESS reception centre signage kits

1. Procure four reception centre sign kits to deploy in communities to establish group lodging sites.

8. Modernization of local ESS programs. How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

The ESS teams in the JDF, SGI, and SSI primarily use paper registration and referrals due to limited phone connectivity. This project will identify ways ESS responders can utilize ERA as a tool to improve evacuees access to supplier services. This project will

encourage the use of ERA, which will make registration and referrals during a larger evacuation more efficient for evacuees to be registered.

In the event of a large number of residents being evacuated from JDF, SGI, or SSI ERA will be a more effective tool for registration and referrals and will be compatible with neighbouring receiving ESS reception centers and access suppliers in the Greater Victoria Area who are primarily using ERA.

9. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

-Increase registration of local business suppliers and billet host families

This project will improve evacuee access to ESS services in their own community. Business in SSI, SGI, and JDF have limited hours and are spread out geographically; a variety of supplier options must be available to ensure an evacuated family will be able to utilize their ESS supports. Registering billet host families will improve local accommodation options beyond hotels and motels for evacuated families that would otherwise be required to leave their community for accommodation in the Greater Victoria Area.

-Issue Volunteer ESS apparel and ESS personnel vehicle identification plates

Issuing ESS volunteers apparel and responder vehicle plates will ensure ESS volunteer safety and identify them as response personnel during an emergency. The secondary benefits of issuing these items will build program awareness in the community and improve the pride volunteers will take in their ESS team. This will indirectly support volunteer retention and recruitment and increase emergency response capacity.

-Procure ESS reception center signage kits

By procuring four reception centre signage for ESS reception centres will be easier to identify for evacuees and the registration and referral process will be improved at the centre during an emergency.

10. Host Community Capacity. Describe how the proposed project will increase emergency response capacity as a host community?

By using ERA referrals with SSI, SGI, and JDF ESS suppliers during local level one ESS situations their capacity to provide ESS services as a host community will be improved. Should JDF, SGI, and SSI become a host community for evacuees, local suppliers should be registered with the ESS program to efficiently submit referral paperwork to EMBC for reimbursement.

Improving deployable reception centre signage in the region will also improve the area's ability to set up a level 3 reception centre as a host community.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.).

The resources associated with this project will directly benefit Pacheedaht First Nation whose ESS program is integrated with the JDF ESS program.

12. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together and enhance mutual aid.

Pacheedaht First Nation: The JDF ESS program would work closely with Pacheedaht First Nation business and community members for supplier registration and billet host families.

Peninsula Emergency Measure Organization (PEMO) representing Sidney, North Saanich, Central Saanich: PEMO provides ESS to the Saanich Peninsula and would be the primary host community for evacuees leaving SGI or SSI. PEMO would be consulted to discuss SGI or SSI evacuees' accessing ESS supports in Sidney, Central Saanich, and North Saanich.

The District of Sooke: The District of Sooke would be consulted on this project to discuss JDF evacuees accessing ESS supports in Sooke.

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.)

Increase registration of local business suppliers and billet host families

Will be assessed by:

1. An up to date list of suppliers is created
2. New suppliers and billet host families are registered in areas where ESS service gaps exist.
3. All suppliers have been trained to process paper or ERA referrals for reimbursement Apparel and Licence Plates

1. Apparel and licence plates are procured and distributed.

Procure Reception Centre Kits

1. Kits are procured and distributed and volunteers are trained at an event

14. Progress to Date. If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

NA

15. Additional Information. Please share any other information you think may help support your submission.

NA

SECTION 5: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- ☒ Council or Board resolution, Band Council resolution or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ For regional projects only: Council or Board resolution, Band Council resolution or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Jonathan Reimer

Title: Manager, Electoral Area Fire and
Emergency Programs

Signature*: Jonathan Reimer
Jonathan Reimer (Jan 28, 2022 15:19 PST)

A certified electronic or original signature is required.

Date: January 28, 2022

** Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

LGPS-CEPF-2022-ESS-Application-Final

Final Audit Report

2022-01-28

Created:	2022-01-28
By:	Jollette Holland (jholland@crd.bc.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB2B9RUAgY21ysGUL-b9xJp0Wap1dv0Fc

"LGPS-CEPF-2022-ESS-Application-Final" History



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Document e-signed by Jonathan Reimer (jreimer@crd.bc.ca)

Signature Date: 2022-01-28 - 11:19:07 PM GMT - Time Source: server



Agreement completed.

2022-01-28 - 11:19:07 PM GMT

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 09, 2022**

SUBJECT Appointment of Officers

ISSUE SUMMARY

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

BACKGROUND

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

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Zachary Willson be appointed as an Assistant Bylaw Officer.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the Capital Regional District Bylaw and Animal Care Services Division.

CONCLUSION

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

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Zachary Willson be appointed as an Assistant Bylaw Officer.

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

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, MARCH 02, 2022**

SUBJECT Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement Renewal

ISSUE SUMMARY

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) expired on Dec 31, 2021, and requires renewal.

BACKGROUND

At the December 8, 2021, CRD Board meeting, the Board approved a recommendation from the Planning and Protective Services Committee:

That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

Subsequent to Board approval, staff have continued to negotiate with CREST on finalizing an agreement. Changes from the previous draft agreement are highlighted in the staff report below and appendix B. These changes include an upper limit on inflation impacts (3%), reporting on financial accountability, and an annual presentation or update to the CRD Board.

For additional reference, staff have included in appendix A the previous staff report detailing the history and formation of CREST in the member agreement bylaw, where the commitment to fund was capped to the Call Answer Levy (CAL) revenue received. The agreement in appendix B would fund CREST beyond the (CAL) and increase annual contributions by CPI with an upper limit of 3%.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to enter into a service agreement as attached to provide general emergency radio communications services.

Alternative 2

The Finance Committee recommends to the Capital Regional District Board:
That this report be referred back to staff for additional information.

IMPLICATIONS

The revised 2022 agreement with tracked changes is included in Appendix B. The following concordance table summarizes revisions since December.

Section	Draft (December 2021)	Final (March 2022)
3. Services	No change from the 2017-2021 agreement	Keeps 3.1, but adds new 3.2 and 3.3; old 3.2 becomes 3.4
<ul style="list-style-type: none"> consistent with existing CRD governance requirements of other like services; annual reporting to the Board is now included now includes the option for CRD to request financial information in alignment with the provisions of the <i>Financial Information Act</i> as if it applied to CREST; information to be provided upon request 		
4. Payment Matters	Adds sub-sections 4.1.(i), (ii), and (iii)	Adds text to 4.1.(ii) and revises a phrase in 4.1.(iii).
<p>Incorporates additional terminology to:</p> <ul style="list-style-type: none"> actual increases of the annual contribution will be the actual measure of CPI from BC Stats versus an estimate in the case of negative CPI, guarantees the base prior year fee, and in the case of excess inflation, the index used to calculate the increase is capped at 3%, in alignment with CREST's targeted operational cost increase of 2.9% 		

Service Delivery Implications

The CRD has the authority within Bylaw No. 2891, "Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001", to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, and as a Not for Profit and primarily publically funded Corporation, is delivering this service to users within the regional district. However, the agreement expired on December 31, 2021.

Renewal of the service agreement (Appendix B) will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD. Service levels and operational oversight are provided by and approved by the CREST Board annually through their planning approval processes.

All other implications have already been included in the initial report to Board in December 2021.

CONCLUSION

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) was set to expire on Dec 31, 2021, and requires renewal. The CRD has the authority within Bylaw No. 2891, "Capital Regional District

Service of Emergency Communications Service Establishment Bylaw No. 1, 2001”, to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district. Renewal of the service agreement will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to enter into a service agreement as attached to provide general emergency radio communications services.

Submitted by:	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: November 2021 Staff Report 21-685

Appendix B: Revised 2022 Service Agreement, with tracked changes

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 17, 2021**

SUBJECT Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement Renewal

ISSUE SUMMARY

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) is set to expire on Dec 31, 2021, and requires renewal.

BACKGROUND

The CRD has the authority within Bylaw No. 2891, "Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001", to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district.

The CRD under Bylaw No. 2893, "CREST Members' Agreement Bylaw No. 1, 2001", entered into a membership agreement with CREST, together with the other partners. Each member, including municipalities, the Provincial Government, and other public agencies hold a single share except the CRD, where the regional district holds three, one for each Electoral Area (EA). The list of members is included in Appendix D.

Each member appoints a representative to the CREST Board of Directors equal to the number of shares held. For the CRD, the appointees represent each EA and are not required to be the elected official. The CREST Board approves the annual operating and capital budgets, appoints the CREST General Manager and approves all other permanent positions.

Within the Member agreement, the "CRD Charge" is capped at the net fees collected under Bylaw No. 2911, Emergency Communications Charge Bylaw No. 1, 2001". The bylaw establishes a fee charged to consumers with active phone lines each month in the region. Currently the rate is set at 66 cents per land phone line per month, commonly referred to as the Call Answer Levy (CAL). Revenue requirements over and above the "CRD Charge" are recovered from members by way of cost sharing. A graphical summary of agreements and the cost sharing methodology is included in Appendix A.

The CRD is billed for the member share of costs for the Electoral Areas and recovers the costs by raising requisition directly from each EA under Bylaw No. 2891.

CAL Revenues vary by year and have been trending down since 2013. The decline in land phone line revenue creates a difference in CREST's revenue requirements. To balance, the CRD has been requisitioning costs over and above the CAL. Historical contributions are included in Appendix B.

Up until 2014, the CRD contribution to CREST equaled net fees collected from the CAL. In 2015 the contribution to CREST exceeded net fees collected and has since been funded regionally, cost apportioned by population.

The expected value of a 5 year renewal agreement exceeds the delegated authority limit to the Chief Administrative Officer.

ALTERNATIVES

Alternative 1

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

Alternative 2

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

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

IMPLICATIONS

Service Delivery Implications

Renewal of the service agreement (Appendix C) will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD. Service levels and operational oversight are provided by and approved by the CREST Board annually through their planning approval processes.

Legislative Implications

The review by staff identified the fees and charges collected under Bylaw No. 2911 have been lower than the revenue requested by CREST for a number of years and is now trending significantly lower. A review of the service establishment bylaw, fees and charges bylaw and accompanying membership agreement is recommended and will be included in service planning in future years.

Financial Implications

In 2020, CRD contributions equalled 21.6% or \$1,681,602 of total CREST revenue, compared to \$1,262,187 of CAL revenue collected from telephone land lines, resulting in a regional contribution of \$419,415. The 2021 planned contributions under the expiring agreement are \$1,715,234 (a growth of 2% from prior year). With renewal of the service agreement, beginning in 2022, the annual contribution will be adjusted to actual CPI measured within the calendar year by BC Stats.

As included in the 2022 Provisional Plan, CAL revenues are anticipated to be \$1,191,596. Based on renewal of the current agreement with inflation adjustments, the CREST contribution would be

\$1,749,539. The resulting difference is \$557,943. While the annual CRD contribution grows by CPI, the funding difference between CAL and the total CREST contribution grows at a higher rate due to reductions in telephone land line levies. The resulting difference grew by 19.8% in 2021 and 11.0% in 2022.

CONCLUSION

The service agreement between the Capital Regional District (CRD) and Capital Region Emergency Service Telecommunications Inc. (CREST) is set to expire on Dec 31, 2021, and requires renewal. The CRD has the authority within Bylaw No. 2891, "Capital Regional District Service of Emergency Communications Service Establishment Bylaw No. 1, 2001", to provide an emergency communication service or to make a financial contribution towards the cost of an emergency communication service operated by another person or organization. CREST, under agreement with the CRD, is delivering this service to users within the regional district. Renewal of the service agreement will result in continuance of CRD contributions to CREST and in turn, the required operations of an emergency communications service on behalf of the CRD.

RECOMMENDATION

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.

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: CREST Relationship Diagram
Appendix B: Historical Payments to CREST
Appendix C: Service Agreement between CRD and CREST
Appendix D: Membership Agreement

FT2021-014

EMERGENCY COMMUNICATIONS SERVICE AGREEMENT

(the "Agreement")

THIS AGREEMENT dated for reference the _____ day of _____ 20__

BETWEEN:

CAPITAL REGIONAL EMERGENCY SERVICE TELECOMMUNICATIONS INC.
110 2944 W Shore Pkwy
Victoria, BC
V9B 0B2
("CREST")

OF THE FIRST PART

AND:

CAPITAL REGIONAL DISTRICT
625 Fisgard Street,
Victoria, BC
V8W 2S6
("CRD")

OF THE SECOND PART

WHEREAS the CRD Board has adopted Bylaw No. 2891, the Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001 to establish a service of emergency communications in the service area, including contributing to the cost of an emergency communications service operated by a third party;

AND WHEREAS CREST is a non-profit corporation established under the *Emergency Communications Corporations Act*, to provide a unified system of inter-municipal radio and electronic communication services;

AND WHEREAS the CRD Board has also adopted Bylaw No. 2893, the CREST Members' Agreement Bylaw No. 1, 2001 authorizing the CRD to hold three shares in CREST and appoint three Directors annually to the CREST Board;

NOW THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the CRD has requested CREST provide the Services defined herein and the CREST has agreed to provide those Services in accordance with the Agreement, as follows:

1. INTERPRETATION

In this Agreement, the following terms have the following meanings:

- (a) **"Service Payment"** means the net monies raised and collected as user fees by the CRD pursuant to Emergency Communications Charge Bylaw No. 01, 2001 (as

amended, re-enacted or replaced) available for disbursement to CREST, and additional payments as determined by the CRD Board.

- (b) **“Service Area”** means the Service Area established under Bylaw No. 2891 “Capital Regional District Emergency Communications Service Establishment Bylaw No. 01, 2001”.

2. TERM

- 2.1 The Term of this Agreement will be for a period of five (5) years commencing on January 1, 2022, and continuing until December 31, 2026, unless sooner terminated pursuant to section 5.

3. SERVICES

- 3.1 In consideration of the CRD making the payments required under this Agreement and performing its other obligations under this Agreement, CREST will provide and maintain a radio communications system to provide emergency communications and related services for municipalities and the CRD as members of CREST (the **“Services”**).

3.2 Each year, at least once annually on a date determined by the CRD, CREST will present to the CRD Board on CREST's annual operational and financial plans, including on performance against strategic plan, project plans, and other organizational and financial matters requested by the CRD.

3.3 Upon request from the CRD, CREST will provide financial information in alignment with the provisions of the *Financial Information Act* as if the Act applied to CREST as a regional district service (e.g. schedules of remuneration for board directors and staff >\$75,000) in relation to the regional district service.

3.23.4 Inability to Provide Service

Despite any other provision of the Agreement, the CRD acknowledges that CREST is not obliged to provide these Services where its systems are not operational by reason of acts of God, strike, lockout, or other labour dispute, acts of war, terrorism, sabotage or any other causes beyond the reasonable control and not the result of the fault or neglect of CREST.

4. PAYMENT MATTERS

4.1 Payment Amounts

- (i) The CRD will make an annual contribution to CREST (the “Annual Contribution”) in monthly installments. In 2022 the annual contribution amount will be \$1,715,234 based on the 2021 Board approved contribution (One million, seven

hundred and fifteen thousand, two hundred and thirty-four dollars) (the "Base Year Fee") representing the service payment and an additional contribution.

- (ii) Commencing in 2022, and for each year of the Term thereafter, the Annual Contribution will be adjusted in accordance with the percentage change in the All Items Consumer Price Index for Victoria, British Columbia, published by Statistics Canada (the "CPI") in January each year and as calculated in accordance with this section. The Base Year Fee will be multiplied by the yearly percentage change in the CPI since 2021 (the "CPI Adjustment") and will be added to the Base Year Fee to determine the Annual Contribution for that year; however, if the CPI is more than 3%, the CPI will be capped at 3% for the purposes of the annual calculation. If the All Items Consumer Price Index for Victoria is discontinued, a comparable index will be selected by the CRD, acting reasonably.
- (iii) If the CPI Adjustment is a negative change for any year in the Term, the Annual Contribution for that year will be the Base Year Fee previous year's fee.
- (iv) Any monthly contribution due in the calendar year prior to the annual release of the CPI will be made in the amount of the previous year's monthly installment, and will be reconciled in the monthly payments due for the remainder of that year.

4.2 Taxes

Any sales, use or goods and services taxes arising with respect to the Services will be paid by the CRD.

4.3 Services as Exempt Supply

The parties have determined, acting in good faith, that the Services are an exempt supply under the Excise Tax Act (Canada).

5. TERMINATION

5.1 Termination Rights

- (i) This Agreement will terminate at the end of the term set out in section 2.1
- (ii) CREST will have the right to terminate this Agreement for cause if:
 - a. The CRD fails to pay any amount under the Agreement when due, or
 - b. The CRD commits any material breach of its obligations under this Agreement (other than pursuant to subsection 5.1(ii)(a) above) that is not cured to the satisfaction of CREST, acting reasonably, within 120 (one hundred twenty) days after written notice to the CRD describing the material breach in reasonable detail.

- (iii) The CRD will have the right to terminate this Agreement immediately for cause if CREST commits any material breach of its obligations under this Agreement that is not cured to the satisfaction of the CRD, acting reasonably, within 120 (one hundred twenty) days after written notice to CREST describing the breach in reasonable detail.

5.2 Obligation Upon Termination

Unless the parties enter into a new Agreement, the parties will cooperate fully with each other to provide for an orderly transition of the Services to a successor service provider. CREST will continue to provide Services and to be paid for such Services during the period of transition to a successor provider to a maximum of 120 (one hundred twenty) days after the effective date of termination.

6. PROTECTION OF PRIVACY

- 6.1 Each party will abide by applicable laws relating to the collection, use and disclosure of personal information or information to which the *Freedom of Information and Protection of Privacy Act* (British Columbia) applies.

7. DISPUTE RESOLUTION

7.1 Process

If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to this Agreement that is not settled by agreement between the parties within a reasonable time will, on agreement of both parties, be settled by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be in Victoria, British Columbia. The arbitration will be governed by the *Arbitration Act* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia Domestic Arbitration Rules ("Rules"), except that the provisions of this Agreement will prevail over the Rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration including each parties own legal fees. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than two (2) months after the arbitrator is selected.

7.2 Award Final

The award of the arbitrator will be final and binding on each party. Judgment upon the award may be entered in any court of competent jurisdiction.

8. GENERAL PROVISIONS

8.1 No Third Party Beneficiaries

Nothing contained in this Agreement will create a duty or liability on the part of CREST, the CRD or their respective directors, officers, members, public officials, employees or agents to any member of the public. There are no third party beneficiaries to this Agreement.

8.2 Notices

Any notice required under the terms of this Agreement must be in writing. Any such notice will be deemed delivered:

- (a) on the day of delivery in person;
- (b) ten (10) days after date of deposit by prepaid registered mail, or upon confirmation receipt;
- (c) on confirmation of delivery by courier;
- (d) on the date sent by electronic mail if receipt is confirmed in writing by other party to whom it is directed, set forth below:

Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6
Email:_____

-And-

CREST
110 2944 W Shore Parkway
Victoria, BC V9B 0B2
Email:_____

-Or- to such other address or contact person as that party may notify the other in accordance with this section.

8.3 Assignment

The CRD will not have the right to assign, transfer (whether directly or indirectly) or otherwise dispose of any of its interest in all or any part of this Agreement, whether gratuitously or for consideration, without the prior written consent of CREST and any attempt to do so will be void. CREST will have the right at any time to assign, transfer

or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that the CRD approves the assignment in writing, not to be unreasonably withheld, and the subsidiary or affiliate company assumes all of the obligations of CREST under this Agreement.

8.4 Benefit

This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

8.5 Entire Agreement

This Agreement constitutes the entire agreement of the parties relating to the Services and supersedes any previous agreement with respect to the Services whether written or verbal.

8.6 Severability

If any provision of this Agreement is held to be unenforceable then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.

8.7 Waiver

The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.

8.8 Relationship of Parties

This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.

8.9 Governing Law

This Agreement is governed by, and if interpreted and construed in accordance with the laws applicable in British Columbia.

8.10 Counterpart

This Agreement may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date first written above.

CAPITAL REGIONAL DISTRICT by its)
authorized signatories:)

_____))
Name)

_____))
Name)

CAPITAL REGION EMERGENCY)
SERVICE TELECOMMUNICATIONS INC.)
by its authorized signatories:)

_____))
Name)

_____))
Name)

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, MARCH 02, 2022**

SUBJECT Capital Regional District External Grants Update

ISSUE SUMMARY

A bi-monthly update on external grants activity for the period of December 14, 2021 through February 7, 2022.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented at the January 2022 Board meeting. Additionally, the CRD External Grants Dashboard (Appendix A) details grant applications, awards, and status of projects in progress.

IMPLICATIONS

Financial Implications

Grants / Contributions Awarded

Five grants are under news embargo.

1. \$148,400 through Federation of Canadian Municipalities – Green Municipal Fund – Community Buildings Greenhouse Gas Reduction Pathway Feasibility Study Grant to support the Reducing Emissions at Capital Regional District Recreation Centres Project.

Applications Submitted

Two applications were submitted:

1. \$2,500 through Scotts' Gro for Good Grant to support the Greenglade Community Garden Enhancement Project.
2. \$22,502.40 through UBCM's Community Emergency Preparedness Fund – Emergency Support Services 2022 intake to support the ESS Modernization Project.

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. As of the deadline of this report, the CRD has received the P3 Funding from Infrastructure Canada in the amount of \$35.8M. Cumulatively, the CRD has received \$456.5M of the estimated total of \$462M in grant revenues.

Service Delivery Implications

New Grant Opportunities

Twenty-seven new grant calls were issued during the reporting period and two 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
150 Time Immemorial Grant Program – Heritage BC	24-Dec-21	Three streams to support projects that advance reconciliation, learning, diversity and inclusion: 1. Cultural Heritage Infrastructure 2. Cultural Heritage Awareness 3. Community and Heritage Planning
CleanBC Building Innovation Fund	10-Jan-22	Provides funding through five streams to support building sector innovation projects: 1. Material, Component and System Manufacturing 2. Digital Technology Solutions 3. Demonstration Projects 4. Open Call for Innovations 5. Information Sharing and Market Transformation
Young Canada Works	1. 21-Jan-22 2. 03-Feb-22	Provides wage subsidies for summer student funding: 1. Young Canada Works in Heritage Organizations 2. Young Canada Works in Both Official Languages
Habitat Stewardship Program for Species at Risk	25-Jan-22	Provides funding for habitat projects for species at risk.
Canada Summer Jobs – Employment and Social Development Canada	25-Jan-22	Provides grant funding to organizations who employ youth (ages 15-30) for summer work.
Celebration and Commemoration Program — Reopening Fund	31-Jan-22	Provides funding for commemorative / celebratory events and educational/awareness materials to support local economics impacted by COVID-19.
Funding for Great Lakes Protection	31-Jan-22	Provides funding to support projects that address environmental challenges affecting Great Lakes water quality and ecosystem.

Grant	Deadline	Information
Wildfire Community Preparedness Day 2022	31-Jan-22	Provides funding to support an annual event to prepare for Wildfires.
Early Learning and Child Care small projects component – Enabling Accessibility Fund	Extended to 14-Feb-22	Provides funding to improve accessibility and safety in regulated/licensed ELCC centres.
Environmental Quality Program Stream – Green Infrastructure – Investing in Canada Infrastructure Program	Extended to 23-Feb-22	Third intake to provide infrastructure funding to support stormwater, wastewater, potable water, solid waste, and remediation projects.
Emergency Operations Centres & Training – Community Emergency Preparedness Fund – UBCM	25-Feb-22	Provides funding for supplies, equipment, and capacity for Emergency Operations Centres.
Scotts' Gro for Good	28-Feb-22	Provides funding to projects that create or maintain a garden with a beneficial purpose.
Low Carbon Economy Challenge – Expressions of Interest	25-Mar-22	Supports projects that reduce Greenhouse Gas Emissions towards Canada's 2030 target.
Active Transportation Fund	31-Mar-22	Two streams to support active transportation planning and stakeholder engagement projects as well as new or enhancing active transportation infrastructure: 1. Planning and Design Projects 2. Capital Projects
Canada Arts Presentation Fund – Professional Arts Festivals and Performing Arts Series Presenters	01-April-22	Provides funding to support existing professional arts festivals and performing art series presenters.
Capital Projects Stream – Rural Transit Solutions Fund	07-Apr-22	Provides funding to support delivery of rural transit solutions.
2022 Strengthening Communities' Services – UBCM	22-Apr-22	Part of Safe Restart Funding to provide support to unsheltered homeless populations and address community impacts.

Grant	Deadline	Information
Community Anniversaries – Building Communities Through Arts and Heritage	30-Apr-22	Provides funding for one-time events/capital projects that celebrate the 100th (or 125th/150th /175th, etc.) anniversary of a significant historical event/personality.
CleanBC Communities Fund – Green Infrastructure – Investing in Canada Infrastructure Program	25-May-22	Third intake to fund renewable energy, clean energy transportation, energy efficiency, and clean energy infrastructure projects.
Zero Emission Transit Fund	Continuous	Two components to support public transit and school bus operators to electrify their fleets: 1. Planning projects 2. Capital projects.

Forthcoming Grants

1. CleanBC Go Electric Public Charger Program Spring 2022 intake (TBA).
2. UBCM Asset Management Planning Program 2022 intake (TBA).

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














Grants Administration Dashboard

Externally Sourced Grant Funding

STATUS LEGEND:  Intent to apply  Work in Progress ( =delay)  Application Done - Outcome pending  Project Done ( =payment pending)  Application Declined  Links to information								
Grant Program Links		Application Deadline	Project	Status	Board Resolution	Comments	Grant Ask	% of Total Project (Eligible & Ineligible Costs)
GRANT APPLICATIONS IN PROGRESS	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-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%
	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%
	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%
	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
	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%
	Natural Resources Canada Zero Emission Vehicle Awareness Initiative	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. Approved for \$148,400.	\$ 148,400.00	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%
	Community Resiliency Investment Program - 2022 FireSmart Community Funding & Supports	08-Oct-21	Capital Region FireSmart Program Establishment Project		8-Dec-21	Protective Services is the lead	\$ 283,719.00	100.00%
	Disaster Mitigation and Adaptation Fund - Large-Scale Project Stream	15-Oct-21	Capital Regional District - Regional Water System Upgrades - Disaster Mitigation and Adaptation Improvement Project		Required	IWS is the lead	\$ 36,900,000.00	42.41%
	UBC Sustainability Scholars Program - BC Hydro	Nov-21	Understanding Pathways to Equitable Energy Retrofits of Purpose-Built Rental Multi-Unit Residential Buildings in the CRD		N/A	Climate Action is the lead. Withdrawn.	\$ 6,900.00	100.00%
	Community Emergency Preparedness Fund - 2022 Evacuation Route Planning Stream	19-Nov-21	Capital Regional District Evacuation Route Planning Project		12-Jan-22	Protective Services is the lead	\$ 25,000.00	83.33%
	Civil Forfeiture Office Grant Program for Specialized Equipment and Training for Police and Related Agencies	24-Nov-21	CRD Regional Parks Compliance and Enforcement Program		N/A	Regional Parks is the lead	\$ 8,079.75	100.00%
	Community Emergency Preparedness Fund - 2022 Emergency Support Services	28-Jan-22	ESS Modernization Project		Required	Protective Services is the lead	\$ 22,502.40	100.00%
	Scotts’ Gro for Good Grant	28-Feb-22	Greenglade Community Garden Enhancement Project		N/A	Panorama Recreation is the lead	\$ 2,500.00	100.00%
TOTAL GRANT ASKS IN PROGRESS (EXCLUDING CORE AREA LIQUID WASTE MANAGEMENT)							\$ 192,953,827	




























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	\$ 35,750,000
	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	\$ 248,000,000
	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	\$ 456,500,002





























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	Bike BC Cycling Infrastructure Program	PES	30-Jun-21	E&N Rail Trail Phase 3: Atkins Ave. to Savory School		PES: Infrastructure Engineering and Facility Management	\$	4,157,536	\$	1,000,000
	Building BC - Community Housing Fund	PPS	2023	Caledonia Housing Project		CRD Housing is the lead. Application is also seeking mortgage subsidy of \$666,500 per year. Supported by CRHC resolution 24-Jul-2018.	\$	50,225,725	\$	15,500,000
	FCM Green Municipal Fund - Pilot Project	F&T	31-Oct-21	Zero Emissions Fleet Initiative		Risk Management - Climate Action	\$	1,087,000	\$	350,000
	BC Rural Dividend	PES	22-Mar-21	Engineering Design for SGI Regional Trails		Regional Parks	\$	200,000	\$	100,000
	BC Rural Dividend	SSI	22-Mar-21	Shared Service Business Model		SSI Administration	\$	100,000	\$	90,750
	Child Care Space Creation Program	SSI	15-Apr-21	SSI PARC Licensed Preschool Child Care Space		SSI Administration	\$	296,460	\$	214,600
	Affordable Rental Innovation - CMHC	PPS	31-Dec-21	Regional Housing First Program		Regional Housing: Partners include CRD, BC Housing, CMHC at \$40M each.	\$	120,000,000	\$	120,000,000
	Reaching Home-Designated Communities	PPS	31-Mar-24	For community homelessness service projects		PPS: Regional Housing	\$	4,772,699	\$	4,772,699
	Reaching Home-Indigenous Homelessness	PPS	31-Mar-22	For community homelessness service projects		PPS: Regional Housing		TBC	\$	1,011,768
	Reaching Home-COVID-19 Response	PPS	30-Jun-21	For community homelessness service projects		PPS: Regional Housing		TBC	\$	3,231,049
	City of Victoria Housing Reserve Fund	PPS	2023	Michigan Housing Project		PPS-Regional Housing-CRHC	\$	1,395,000	\$	1,020,000
	UBCM-Community Emergency Preparedness Fund-Volunteer & Composite Fire Departments Equipment & Training	PPS	TBD	Joint CRD Volunteer Fire Department Equiptment and Training Project		PPS	\$	128,372	\$	114,191
	UBCM Housing Needs Reports Program Grant	PPS	2021	Regional Housing Needs Report-Capital Region		CRD Development and Planning Advisory Committee	\$	150,000	\$	150,000
	Community Child Care Space Creation Program	SSI	TBD	Multipurpose room for licensed child care and recreation programs		SSI Administration		TBC	\$	832,725
	Community Emergency Preparedness Fund - Emergency Support Services	PPS	2021	Electoral Area Equipment and Training for Emergency Support Services Modernization		Protective Services		TBC	\$	24,983
	BC Rural Dividend - Rural Community Development Grants	SGI	TBD	SGI Broadband Connectivity - Planning Project		SGI Administration		TBC	\$	50,000
	BC Active Transportation Infrastructure Grants Program: Active Transportation Network Planning Grant and Active Transportation Infrastructure Grant	SSI	Mar-21	Lower Ganges Road Pathways Phase 2: Booth Canal to Baker Road		SSI Administration	\$	700,000	\$	490,000
	Investing in Canada - Community, Culture, Recreation	PES	TBD	Mayne Island Regional Trail - Phase One Development		PES - Regional Parks		TBC	\$	2,778,393
	2020 Emergency Operations Centres and Training Program-Community Emergency Preparedness Fund	PPS	2021	Electoral Areas (JDF, SSI, SGI) EOC Supplies Procurement Project		Protective Services	\$	25,000	\$	25,000

Grants 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										
PROJECTS IN PROGRESS	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	2022	Active Transportation Plan for the Southern Gulf Islands		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	2022	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 Preparedness Fund	PPS	2021	CRD Electoral Area EOC Functional Exercises		Protective Services	\$	25,000	\$	25,000
	Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program	IWS	31-Mar-26	Magic Lake Estates Wastewater System Renewal		IWS - Infrastructure Engineering	\$	12,150,000	\$	5,653,266
	Investing in Canada Infrastructure Program-COVID-19 Resilience Infrastructure Stream	SSI	2023	SSI Drake Road Trail Upgrade Project		SSI Parks and Recreation	\$	176,401	\$	90,127
	Strengthening Communities' Services-UBCM	SSI/PPS	31-Jul-22	Salt Spring Island Homelessness COVID Response project		SSI and Regional Housing	\$	325,570	\$	308,520
	BC Active Transportation Network Planning Grant Program	SSI	31-Mar-23	Pedestrian and Cycling Master Plan Update - Salt Spring Island edition 2021		SSI Administration	\$	60,000	\$	30,000









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										
PROJECTS IN PROGRESS	TD Friends of the Environment Foundation Program	SGI	05-Oct-22	Galiano Island Parks and Recreation Commission Zuker Native Plant Restoration		SGI Administration and Galiano Island Parks and Recreation Commission	\$	42,964	\$	6,500
	2021-22 Reaching Home-Government of Canada	PPS	2022	Designated Communities (\$2,401,331) and Indigenous Homelessness (\$1,315,537).		Regional Housing	\$	3,716,868	\$	3,716,868
	Climate Action Revenue Incentive Program	Finance	2021	2020 CARIP Grant Report		Finance and Climate Action	\$	87,073	\$	87,073
	Canada Summer Jobs	HR	2022	SEAPARC; Regional Parks; IWS; Panorama – Tennis; Panorama – Aquatics; Panorama – Summer camp; Panorama – Greenglade; and SSI – Parks & Rec.		Human Resources	\$	118,474	\$	89,912
	CRD Traffic Safety Commission	PES	2022	CRD Walk and Wheel to School 2021 project		Climate Action	\$	5,000	\$	3,000
	Salt Spring Island Foundation	SSI	2022	Child Care Space Creation - Equipment for New Day Care		SSI Parks and Recreation	\$	15,000	\$	3,000
	Enabling Accessibility Fund-Small Projects	PES	2022	Improving Accessibility - Panorama Recreation & SEAPARC		Panorama and SEAPARC	\$	115,000	\$	100,000
	Canada Nature Fund’s Species at Risk Priority Places – Environment and Climate Change Canada Program	PPS	2023	Species at Risk Assessment, Planning and Habitat Restoration at Mill Hill Regional Park (2021-2023)		Regional Parks	\$	155,750	\$	65,000
	BC Hydro Community Energy Manager Program	PES	2023	Community Energy Specialist from Sept. 2021–Sept. 2023		Climate Action		TBC	\$	100,000
	National Housing Strategy’s – Canada Mortgage and Housing Corporation – Rapid Housing Initiative – Major Cities Stream	PPS	TBC	865 Catherine Street Supportive Housing Project, 45 units		Regional Housing	\$	16,989,848	\$	11,290,921
GRANTS AWARDED as of February 7, 2022							\$	274,938,625	\$	215,223,044









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		Launch Date	Application Deadline	Resolution Needed	Departments Alerted	Status
GRANT CALLS IN PROGRESS	Community Gaming Grant	Ongoing		Not applicable; CRD's role can be to support a not-for-profit in pursuing these grants.	All	Grant alert sent
	Human and Social Programs		30-Nov-21			
	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
	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	
	Ship-source Oil Pollution Fund	Ongoing	Ongoing	TBD	Standing Item	Grant alert sent
	Ecological Gifts Program	N/A	Ongoing	Not Specified	All	Grant alert sent
	Family Violence Initiative	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
	Recovery Funding for Professional Arts Presentation Organizations – Canada Arts Presentation Fund	N/A	13-Dec-21	Not Specified	All	Grant alert sent
	2022 Platinum Jubilee of Her Majesty Queen Elizabeth II – Community Projects	N/A	20-Dec-21	Required	All	Grant alert sent
	150 Time Immemorial Grant Program – Heritage BC	N/A	24-Dec-21	Not Specified	All	Grant alert sent
	CleanBC Building Innovation Fund	17-Nov-21	10-Jan-22	Not Specified	All	Grant alert sent
	Habitat Stewardship Program for Species at Risk	N/A	10-Jan-22	Not Specified	All	Grant alert sent
	Young Canada Works in Heritage Organizations	N/A	21-Jan-22	Not Specified	All	Grant alert sent
	Habitat Stewardship Program for Species at Risk	N/A	25-Jan-22	Not Specified	All	Grant alert sent
	Nature Smart Climate Solutions Fund	N/A	25-Jan-22	Not Specified	All	Grant alert sent
	Canada Summer Jobs	N/A	25-Jan-22	Not Specified	All	Grant alert sent
	Emergency Support Services – Community Emergency Support Service-UBCM	N/A	28-Jan-21	Required	All	Grant alert sent
	Celebration and Commemoration Program — Reopening Fund	N/A	31-Jan-22	Not Specified	All	Grant alert sent
	Funding for Great Lakes Protection	N/A	31-Jan-22	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	Wildfire Community Preparedness Day 2022	N/A	31-Jan-22	Not Specified	All	Grant alert sent
	Young Canada Works in Both Official Languages	N/A	03-Feb-22	Not Specified	All	Grant alert sent
	Poverty Reduction Planning and Action Program – UBCM	N/A	11-Feb-22	Required	All	Grant alert sent
	Early Learning and Child Care small projects component – Enabling Accessibility Fund	03-Dec-21	14-Feb-22	Not Specified	All	Grant alert sent
	Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program Stream	08-Oct-21	23-Feb-22	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
	Scotts’ Gro for Good Grant	N/A	28-Feb-22	Required	All	Grant alert sent
	Low Carbon Economy Challenge – Expressions of Interest	27-Jan-22	25-Mar-22	Not Specified	All	Grant alert sent
	Active Transportation Fund	N/A	31-Mar-22	Not Specified	All	Grant alert sent
	Canada Arts Presentation Fund – Professional Arts Festivals and Performing Arts Series Presenters	N/A	01-Apr-22	Not Specified	All	Grant alert sent
	Rural Transit Solutions Fund – Capital Projects Stream	N/A	07-Apr-22	Not Specified	All	Grant alert sent
	2022 Strengthening Communities’ Services – UBCM	N/A	22-Apr-22	Required	All	Grant alert sent
	Community Anniversaries – Building Communities Through Arts and Heritage	N/A	30-Apr-22	Not Specified	All	Grant alert sent
	CleanBC Communities Fund – Green Infrastructure – Investing in Canada Infrastructure Program	26-Jan-22	25-May-22	Required	All	Grant alert sent
	CleanBC Go Electric Fleets Program	N/A	31-Mar-23	Not Specified	All	Grant alert sent
	Zero Emission Transit Fund – Infrastructure Canada	N/A	Continuous	Not Specified	All	Grant alert sent
	Cultural Spaces Fund – Making Cultural Spaces Safe During COVID-19 Initiative	N/A	Continuous	Not Specified	All	Grant alert sent
	MITACS – Municipal Support Grants	N/A	Continuous	Not Specified	All	Grant alert sent
	Community Buildings Retrofit Initiative- FCM	N/A	Continuous	Required	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-FCM	N/A	Continuous	Required	All	Grant alert sent
	Economic Development Readiness Program-ICET	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
	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
UBCM Local Government Program Services 2022		List of Local Government Programs and Services	
GRANTS FORECAST			CleanBC Go Electric Public Charger Program, Spring 2022, TBD UBCM Grants: Age-Friendly Communities, TBD Celebrate Canada-Canadian Heritage Grants Island Health Community Wellness Granting Program 2022 intake, TBD UBCM GRANTS: Asset Management, TBD

FUNDING INITIATIVES: ONGOING SCAN

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, MARCH 02, 2022**

SUBJECT **Capital Regional District Investment Portfolio Holdings and Annual Performance Update**

ISSUE SUMMARY

Provide an annual update on Capital Regional District (CRD) investment holdings and performance for the period ended December 31, 2021.

BACKGROUND

The CRD invests operating, capital, and reserve funds in accordance with the *Local Government Act*, *Community Charter*, and Board approved Investment Policy. The Investment Policy applies to the investment activities for all funds maintained by the CRD, the Capital Region Housing Corporation (CRHC) and the Capital Regional Hospital District (CRHD). The types and terms of investments purchased are evaluated on four fundamental objectives: safety of principal, liquidity, responsible investing, and return on investment in alignment with the policy.

The policy also provides minimum ratings of investment vehicles which can be purchased. Currently, investments in chartered banks or savings institutions must have a risk rating of R-1 (low) or higher for short-term investment and A- for long-term as published by major credit rating agencies. Both ratings indicate a superior credit rating on all investments.

Investments are continuously monitored to ensure the appropriate strategy through current and forecasted economic conditions. The CRD invests funds in a mix of products including high-interest savings accounts (HISA), fixed term guaranteed investment certificates (GICs) and Municipal Finance Authority (MFA) pooled funds. The placement or divestiture of investments are timed with forecasted cash requirements.

Investments through 2021 have been made in alignment with the Board approved Investment Policy. Although economic and market conditions resulted in a low rate environment and drove uncertainty in the portfolio, performance exceeded expectations for the year ended December 31, 2021, as detailed in the report.

IMPLICATIONS

Financial Implications

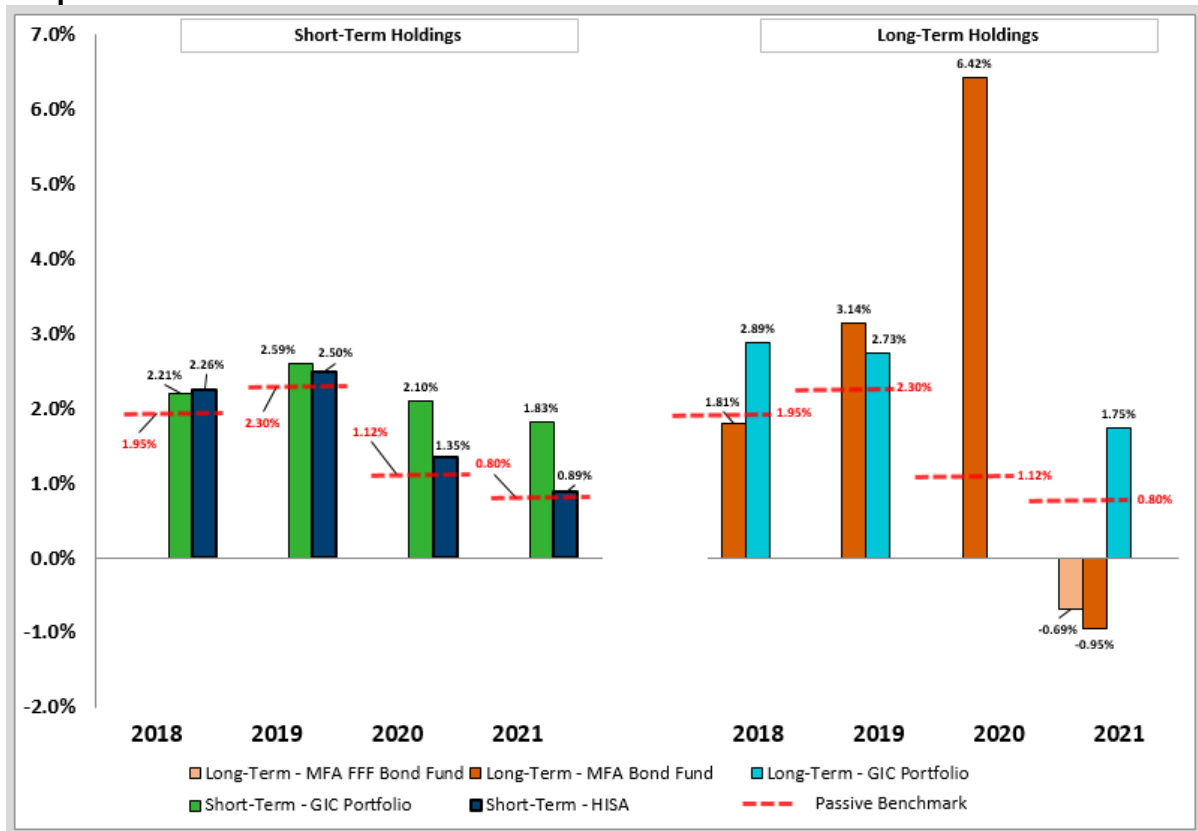
Performance

In comparison to 2020, 2021 returns were lower, driven by historically low rates attributed to Bank of Canada policies and the fixed income market. Returns in excess of benchmark were a result of active portfolio management and improvements in cashflow forecasting throughout the year.

With the completion of the Core Area Wastewater Treatment Project in 2021, total monthly CRD cashflow stabilized and became increasingly predictable. Additionally, continued improvements in reserve forecasting and long term financial planning enabled portfolio balancing into longer

term, higher potential return investments such as the Fossil Fuel Free Bond Fund (FFF), and the Mortgage Fund. Graph 1 below provides a summary on portfolio yields split by short and long term holdings.

Graph 1: Portfolio Yields - 2021



The passive benchmark represents the expected return from a liquid investment strategy without active management. Passive rates over the past 4 years were 1.95%, 2.30%, 1.12% and 0.80% respectively.

During 2021, short-term and long-term GIC investments returned 1.83% and 1.75%, respectively, and short-term HISA's returned a low of 0.89%. The MFA Bond Fund and the MFA Fossil-Fuel Free (FFF) Bond Fund returned (0.95%) and (0.69%) respectively due to the inverse relationship between interest rates and the long term bond yield. This is in contrast to the annual return in 2020 of 6.42% when interest rates dropped sharply due to coordinated monetary policy responses to the global pandemic. When evaluating performance of long term holdings, it is preferable to set a longer time horizon. Since 2014, the compounded annual return is 2.3%, resulting in approximately \$7 million in investment growth over this period.

Table 1 below summarizes the three-year trend on investment income. Realized income is distributed annually on a pro-rata basis to CRD services based on reserve balances and monies held in trust where applicable.

Table 1: Investment Income 3-Year Trend (\$ Millions)

	2019		2020		2021	
Passive Income	2.3%	\$4.1M	1.1%	\$2.7M	0.8%	\$2.1M
Unrealized gain (loss)	0.1%	\$0.2M	0.5%	\$1.7M	-0.4%	-\$1.6M
Active Management	0.3%	\$1.3M	0.8%	\$2.5M	0.6%	\$2.5M
Total	2.7%	\$5.6M	2.4%	\$6.9M	1.0%	\$3.0M

The total effective rate of return on investments during 2021 was 1.0% or 1.4% if unrealized losses in MFA pooled funds are excluded. Total investment income for 2021 was \$3.0 million including MFA pooled fund unrealized losses of -\$1.6 million. The overall decrease in annual investment income was due to historically low rates and losses in the MFA pooled funds. An active investment management strategy helped mitigate low yields and economic uncertainty through 2021.

Portfolio Holdings

At December 31, 2021, the CRD held \$316.3 million in short-term and long-term investments, as detailed in Table 2 below.

Table 2: Investment Holdings – as at Dec 31, 2021

Investments	Balance (\$millions)	% Share
Investments Short-Term (less than 2 years)		
Scotia Bank High Interest Savings Account (Cash)	29.3	9.2%
Scotia Bank Notice Plan	41.0	13.0%
Various GICs (< 2 year)	55.9	17.7%
Total Short-term:	126.2	39.9%
Investments Long-Term (more than 2 years)		
MFA Short-Term Bond Fund	33.7	10.7%
MFA FFF Bond Fund (NEW)	29.9	9.4%
MFA Mortgage Fund (NEW) *	30.0	9.5%
Various GICs (> 2 year)	96.5	30.5%
Total Long-term:	190.1	60.1%
Total Investments:	\$316.3	100%

*\$30 million committed for next mortgage fund intake, order placed but not yet called into the fund; \$30 million remains on deposit in Scotia Notice Plan until optioned by the MFA.

The portfolio was distributed between short-term and long-term investments in a 40/60 split. Investments with maturities or approaching maturities less than two years are classified as short-term. While the MFA Bond Fund is a liquid investment, investments placed in the fund are recommended for long term holdings only.

Construction of the Core Area Wastewater Treatment Plant historically required high levels of liquidity driving a higher short-term investment ratio. With the project complete in 2021, liquidity requirements decreased resulting in a portfolio aligned with cashflow requirements.

CONCLUSION

Overall, the Capital Regional District portfolio of investments reflects the four fundamental objectives of safety of principal, liquidity, responsible investing and return on investment. Investments have been made in keeping with requirements under the Investment Policy and investment performance exceeded expectations for the year ended December 31, 2021.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Investment Portfolio Holdings and Annual Performance Update be received for information.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Market Analysis

Market Analysis

Applies to the Capital Regional District (CRD), the Capital Regional Hospital District (CRHD), and the Capital Region Housing Corporation (CRHC)

As part of overall portfolio management, staff regularly monitor market trends and key metrics such as the Bank of Canada overnight interest rate, the Government of Canada bond rates and other market commentary issued by banks and investment brokers. Additionally, the Municipal Finance Authority (MFA) provides regular market commentary on new product developments and based on outlook reports provided by Phillips, Hager & North Investment Management (PH&N).

In 2021, the Bank of Canada held its key overnight constant at 0.25%. For most of 2021, both the short term high-interest savings accounts and short term GICs were offering competitive returns when compared to long-term GICs. The table below presents key indicator rates at December 31 for the period 2018 to 2021:

Table A1: Indicative Market Rates 2018 to 2020

Rate	2018	2019	2020	2021
Bank Of Canada – Overnight Rate	1.25% - 1.75%	1.75%	0.25% - 1.75%	0.25%
HISA	1.96% - 2.46%	2.46%	0.80% - 1.06%	0.80 – 0.95%
RBC – Bank Rate	1.70% - 2.30%	2.30%	0.80% - 2.30%	0.80%
Fixed GIC – 180 day / 1 Year (sample)	1.57% / 2.68%	1.68% / 2.30%	0.92% / 1.24%	0.40 – 0.70%

Investment Marketplace

Throughout 2021, HISA rates fell making them less competitive compared to fixed term GIC products. HISA allocations were driven by liquidity needs.

The CRD remains in the queue to invest in the MFA Mortgage Fund, which invests in existing PH&N pooled fund products, providing investment exposure to commercial investment grade mortgages.

The CRD placed \$30 million in the MFA introduced a Fossil Fuel-Free Bond Fund (FFF). The FFF Bond Fund invests in securities similar to the existing bond fund except that the FFF option excludes those holdings directly related to non-renewable energy extraction, processing, and transportation. This additional screening is estimated to exclude approximately 4% of the population of investible securities compared to the existing bond fund.

Over the full calendar 2021 year, the MFA Fossil-Fuel-Free Bond Fund (FFF Fund) underperformed the MFA Bond Fund on an annual basis by approximately 0.10% (-0.92% versus -0.82% respectively). This discrepancy was almost entirely due to the difference in corporate exposure between the two portfolios. The FFF Fund held a higher weight to the communications sector, which experienced the most significant widening over the year. Additionally, the FFF Fund had a lower weight in the energy sector, which experienced spread tightening on the back of recovering oil prices. Finally, the FFF Fund held a higher weight to the financial sector, which also experienced spread widening over the year. Cumulatively, these positioning changes resulted in the MFA Bond Fund outperforming the FFF Fund by approximately 0.10% over the full year 2021.

At the end of 2021, the MFA had plans to introduce a Diversified Multi-Asset Class (DMAC) Fund. This DMAC Fund will invest in a diverse universe of securities such as corporate fixed income, common stocks and alternative asset classes such as infrastructure and real estate. The first \$15 million CRD investment was placed in the DMAC fund upon its opening by the MFA on January 17, 2022

Staff will assess investment placements in new MFA pooled funds in the future, for the CRD, the CRHD, and the CRHC, as the need to place long-term funds arises.

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, MARCH 02, 2022**

SUBJECT **Socially and Environmentally Responsible Investing**

ISSUE SUMMARY

To amend Capital Regional District (CRD) Investment Policy (IP) and report on alignment of investments to socially and environmentally responsible investment objectives.

BACKGROUND

At the January 5, 2022, Finance Committee meeting, the Committee directed staff to “report back with options to move investments further into alignment with the CRD’s stated social and environmental values, including the declaration of a climate emergency, and that staff be directed to develop a draft policy regarding socially and environmentally responsible investing that could be considered by member local governments”.

The current CRD IP includes socially responsible investing (SRI) as one of the four principles guiding investment decisions which were driven by amendments in 2017 and 2021. The introduction of SRI as a priority added to the existing pillars of principle protection, liquidity and rate of return. The 2017 policy permitted SRI and green branded investment products as alternatives only where returns were within 5% of maximum available yields. This amendment recognized the balance between competitive market yields and social responsibility. Although designed to encourage these types of placements, no investments met the criteria.

In May 2019, staff were directed to report back on SRI options available to the CRD. Subsequently, impact guaranteed investment certificates (GICs), green bonds, principle protected notes, etc. were evaluated and reported to the Finance and Governance Committee in October 2019 (Appendix A). Additionally, the Municipal Finance Authority (MFA) was actively pursuing an SRI pooled fund, which was deemed the most viable option. However, due to low demand from local governments, the product was cancelled.

In early 2021, the CRD Board approved an update to the IP to replace existing constraints on SRI products (maximum yield) with a limit of SRI investments to 10% of the total portfolio (Appendix B). Following approval, staff placed \$20 million and later an additional \$10 million in the MFA Fossil Fuel Free (FFF) bond fund.

In late 2021, the MFA released an Environmental, Social and Governance (ESG) framework (Appendix C), and made a presentation to the Finance Committee on January 5, 2022 (Appendix D). The MFA reported on alignment of products with the ESG framework developed for local governments. Based on the MFA framework, all pooled funds qualify as SRI & ESG integrated funds managed by signatories to the United Nations Principles of Responsible Investment (Appendix E).

As a result, an amendment should be made to the IP to remove total portfolio limits in favor of the MFA ESG framework definitions (Appendix F). A copy of the amended CRD IP could then be forwarded to all member municipalities to complete the January 5 Finance Committee direction.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That the amended CRD Investment Policy be adopted; and
2. That this staff report and the adopted CRD Investment Policy be forwarded to member municipalities for consideration.

Alternative 2

That this report and draft revised CRD Investment Policy be referred back to staff for additional information.

IMPLICATIONS

The MFA ESG framework defines SRI as investments in institutions not directly involved in oil & gas production, extraction or transportation. As such, the framework classifies investments in bank-sponsored GICs and investment deposit products, such as high interest savings accounts, be qualified as SRI options.

Additionally, the MFA continues to add product options including a pooled mortgage fund (January 2020) and the aforementioned Fossil Fuel Free (FFF) Bond Fund (May 2020). The CRD placed \$20 million in the FFF pooled fund in March 2021 and an additional \$10 million in August 2021.

Current CRD holdings that are non-ESG compliant include the MFA Bond fund which has been in the portfolio since 1999. This long-term fund has provided compounded annual returns of approximately 3% since inception and is in line with expectations for this asset class. Divestiture of the MFA Bond Fund will be considered at future re-balancing opportunities.

A review of the CRD alignment with the MFA ESG framework is summarized in Table 1 below:

Table 1: CRD alignment with SRI (MFA Framework)

	2018	2019	2020	2021
ESG Aligned	70%	83%	86%	89%
Non ESG	30%	17%	14%	11%
Total	100%	100%	100%	100%

The proposed CRD Investment Policy amendment includes reference to the MFA ESG framework to provide clarity on definition and qualified SRI products in the portfolio. Current CRD investment holdings are nearly 90% aligned with the MFA ESG framework. As a result, there is limited opportunity to further align the CRD investment activities with ESG objectives beyond divesting further from the MFA Bond Fund.

CONCLUSION

Staff were requested to provide options to move investments further into alignment with the CRD's stated social and environmental values and to develop a draft policy regarding socially and environmentally responsible investing (SRI) that could be considered by member local governments. The CRD has actively pursued options to align investments in treasury activities

since 2017. Since the last policy update in 2021, the MFA has introduced an Environmental, Social and Governance (ESG) framework for responsible investing and reported on alignment of MFA products. Based on the MFA framework, all pooled funds qualify as SRI & ESG integrated funds managed by signatories to the United Nations Principles of Responsible Investment resulting in nearly 90% of the CRD portfolio aligned with the MFA ESG framework. The CRD Investment Policy should be amended to remove total portfolio limits in favor of the MFA ESG framework definitions. The Investment Policy could then be forwarded to member municipalities for consideration.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That the amended CRD Investment Policy be adopted; and
2. That this staff report and the adopted CRD Investment Policy be forwarded to member municipalities for consideration.

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: Staff Report 19-785, October 2, 2019 – Socially Responsible Investment Options
Appendix B: CRD Investment Policy (2021)
Appendix C: MFA ESG Framework
Appendix D: Excerpt MFA Presentation January 5, 2022 – Debt Management & Other Topics
Appendix E: MFA ESG and MFA Pooled Investment Funds
Appendix F: Amended CRD Investment Policy (2022)



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19-785

REPORT TO THE GOVERNANCE AND FINANCE COMMITTEE MEETING OF WEDNESDAY OCTOBER 02, 2019

SUBJECT **Socially Responsible Investment Options**

ISSUE

To provide a summary of socially responsible investment (SRI) options available to the Capital Regional District (CRD).

BACKGROUND

At the May 8, 2019, Board meeting, staff were directed to report back on socially responsible investment options available to the CRD. During this meeting the Municipal Finance Authority (MFA) reported that, in the near term, it would not pursue a pooled SRI fund due to low subscribership commitments.

Per Section 183 of the *Community Charter*, beyond MFA as an option, the CRD can invest in securities where principal and interest are guaranteed by Canada or by a Province, securities of a municipality, regional district or greater board, investments guaranteed by a chartered bank and deposits in savings in a credit union. The CRD is not able to invest in securities issued by the private sector directly. This means the CRD is unable to hold shares or debt of for-profit organizations.

Investment decisions are guided through the CRD Investment Policy (IP) on the basis of key objectives. Listed in order of priority, the objectives are safety of principal, liquidity, responsible investing and return on investment.

Also guided by the CRD IP, cash reserve investments are diversified by security type and institution, taking into consideration the impact on return on investment. The diversification mechanism restricts the maximum investment in any one institution to 20% of the annual portfolio and 10% invested in any individual security issue.

In 2017 the Board approved amendments to the IP to include socially responsible investing (SRI). The revised policy prioritized SRI ahead of other investments if returns were within 5% of maximum available yields. To date, this has not resulted in any specific investment externally. This is due to limited offerings in the market that meet legislative restrictions and meet the CRD IP diversification criteria. Although this is changing as SRI options develop, there continue to be only a small range of investment options externally that achieve SRI investment objectives.

ALTERNATIVES

Alternative 1

That the Governance and Finance Committee recommend to the Capital Regional District Board:
That the Socially Responsible Investment Options report be received for information.

Alternative 2

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

DISCUSSION

According to RBC Global Asset Management, SRI is an investment strategy that “incorporates screening based on environmental, social, and governance (ESG) criteria into overall investment processes.”¹ Investments into green initiatives fall under the environmental category of SRI, incorporating “the impact of a company’s activities on the climate and the environment, including greenhouse gas emissions and the risks and opportunities presented by climate change, energy efficiency, pollution, water and waste management, site rehabilitation, biodiversity and habitat protection.”¹

A survey of existing SRI investment options available for the CRD is summarized in Table 1. The survey considered available SRI investments as well as internal opportunities to impact social and environmental outcomes through investment. The survey of our investment advisor group included a canvass of the investment market within legislative constraints.

Table 1: SRI Investment Options

Option	Category	Description	Suitability
1	Funding internal CRD SRI projects (3+ Years)	Internal CRD projects can be tailored to meet specific climate action outcomes and social objectives. The return on investment can be controlled and does not incur additional transaction fees.	The CRD currently engages in a variety of internal projects with a proactive social and environmental lens. (Internally funded vs debt funded)
2	Impact GICs with Credit Unions (2–5 year terms)	Credit Unions offering socially responsible GICs (restricted use of GIC funds) This program is currently under development, and expected to launch in the coming years.	This investment horizon matches liquidity requirements and meets objectives. This option would require development of an administrative framework to assess and monitor outcomes.
3	Green Bonds (3+ Years)	Fixed income securities issued by a corporation, financial institution or government. Proceeds earmarked for use in environmentally sustainable projects.	Green bonds are fixed, long term investments, only funds from certain reserves where the future date the funds will be needed can be predicted could be invested (Per IP). Examples of these reserves are the Landfill Asset Retirement Obligation Reserve, some capital reserves. Additionally, the amount placed in green bonds will be limited to mitigate erosion of the overall portfolio returns. This product can yield up to 1% lower than comparable long term GIC’s in some cases.

¹ <https://www.rbcwealthmanagement.com/ca/en/research-insights/a-holistic-approach-to-responsible-investment/detail/>

Table 1 continued

Option	Category	Description	Suitability
4	Indigenous Financial Institutions (1-5 Years)	Deposit products with indigenous-led banks and trusts.	Currently there are two Indigenous-led financial institutions available to place deposits with. Neither institution carries the required credit rating under section 6.1 of the IP. In addition, neither institution is covered by CDIC. Section 6.7 of the IP does allow for an exception to these policy constraints with a recommendation from the CFO to the Committee. (note: still subject to diversification principle of 20%)
5	Principal Protected Notes (3-5 Years)	A product issued by a bank that guarantees the return of principal, at a minimum assuming held to maturity, and provides exposure to an underlying ESG equity index.	The return from PPNs is split into a guaranteed return component and a performance-based return component. The guaranteed component is often minimal (up to 1% per annum) interest and principal only. The variable component is a variable return which depends on the return of the underlying index being tracked. If the index performance is not positive, the 0–1% guaranteed annual return can be lower than inflation, resulting in an erosion of capital over time.

Staff will continue to pursue options 1 to 3 as current placements mature and based on alignment with the IP.

CONCLUSION

The current investment product development trend in the market is to deliver more SRI options for consideration. The current IP aligns with those SRI options currently available. Staff will continue to pursue and incorporate SRI's into the portfolio wherever suitable.

RECOMMENDATION

That the Governance and Finance Committee recommend to the Capital Regional District Board:
That the Socially Responsible Investment Options report be received for information.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AH:nm

Appendix A: Capital Regional District Investment Policy, May 10, 2017



Making a difference...together

CAPITAL REGIONAL DISTRICT**INVESTMENT POLICY**

Policy Type	Board [Corporate]		
Title	INVESTMENT POLICY		
Adopted Date	September 22, 2013	Policy Number	BRD07
Amendment #1	May 10, 2017		
Amendment #2	March 10, 2021 (Approved)		
Policy Owner	Financial Services		

1. PURPOSE

This investment policy provides the framework for investment portfolio management for the Capital Regional District (CRD), Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC).

It is the policy of the CRD, CRHD and CRHC to invest funds in a manner that provides the optimal blend of investment security and return while meeting the short and long term cash flow requirements in support of the corporate plan priorities while maintaining compliance with statutory requirements.

2. SCOPE

The investment policy applies to all cash operating funds, capital funds and reserve funds. It does not apply to funds held in trust or which have a specific legal or statutory requirement for cash management, disbursement, or investment.

3. PRINCIPLES

The investment of funds must reflect a management philosophy based on the fundamental objectives of

3.1 Safety of Principal

Investments shall be made to ensure preservation of principal within the portfolio. Preservation of principal is accomplished through placement of funds with creditworthy institutions and through portfolio diversification. Diversification is required to minimize potential losses on financial products.

3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated cash flow requirements.

3.3 Responsible Investing

The investment program will consider socially responsible investment products that adhere to statutory requirements and meet the objectives laid out in this policy. Organizations that adopt a socially responsible investment platform are preferred.

3.4 Return on Investment

The investment portfolio shall be designed with the objective of maximizing market rate of return subject to the investment risk constraints, liquidity requirements and responsible investing objectives.

4. INVESTMENT PARAMETERS**4.1 Safety of Principal**

The program will diversify cash reserve investments by security type and institution, taking into consideration the impact on return on investment. Section 5.4 outlines the authorized and suitable investments permissible to ensure optimal portfolio diversification.

4.2 Liquidity

To the extent possible, portfolio management will align investments with anticipated cash flow requirements. However, a portion of the portfolio shall be continuously invested in fully-liquid investments to meet ongoing obligations.

A long-term financial plan will be established for major capital reserves. The long-term financial plan will inform the term decision when placing timed investments in order to meet liquidity requirements.

4.3 Responsible Investing

Where responsible investment options provide comparable risk, return and liquidity, these facilities will be a priority. When responsible investing options provide lower return but comparable liquidity and risk, the investment will be limited to 10% of the total portfolio. Limiting lower rates to a maximum of 10% of the portfolio limits exposure of capital against performance and inflation.

4.4 Return on Investment

The investment program will seek to maximize the total return on all funds under management after considering protection of principal, liquidity and responsible investing. Return will be monitored through performance benchmarks to ensure program activities are providing benefits in excess of costs and with the goal to preserve capital against inflation over time. Due to the nature of the CRHC business activities, delivering affordable housing within the social service sector, CRHC will be excluded from holding lower return products.

4.5 Authorized and Suitable Investments

Money held may be invested or reinvested according to section 183 of the *Community Charter* subject to the following conditions:

1. Investments in marketable securities of a chartered bank or savings institution or any province must have a DBRS risk rating of R-1 (low) or higher for short-term debt and a rating of A (low) for long-term debt or comparable ratings of another rating organization, indicating equal or superior credit quality (see Appendix A of this policy).
2. Investment placements will conform to the portfolio diversification constraints listed in Appendix B. Exceptions to constraints listed in Appendix A require

Chief Financial Officer approval and shall be reported to the Board through Standing Committee at the next available meeting.

3. Internal projects under CRD service authority are considered allowable investment options when capital reserves are not immediately required and can be accessed through inter-service borrowing. Inter-service borrowing will be in compliance with legislation and the CRD Inter-Service Borrowing Guidelines.

5. STANDARD OF CARE

5.1 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Investments will not be made for speculation. Foremost will be consideration for the safety of capital. Staff must be aware of reasonably foreseeable risks, trends and fluctuations in the market, and be able to recognize unreasonable risks whilst ensuring the liquidity of the investment portfolio.

5.2 Ethics and Conflict of Interest

Staff responsible for investing activities shall comply with the CRD Conflict of Interest Policy and shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

5.3 Delegation of Authority

Authority to manage the investment program ("the Program") is granted to the Chief Financial Officer and is derived from section 237 of the *Local Government Act*.

5.4 Credit Risk Monitoring

To meet the objectives of this policy and ensure suitability of offerings, credit risk monitoring must be conducted by CRD Staff independent of vendor representations. The following due-diligence shall be performed:

1. In-house credit analysis shall be conducted on all financial institutions and investment counter-parties.
2. Credit reports and analysis, published by DBRS, S&P, Fitch or Moody's, will be obtained from financial institutions, investment dealers and rating institutions and reviewed.
3. Credit reports and analysis are recognized as opinions and not a guarantee for safety of principal.
4. When placing investments in individual marketable securities and more than one credit rating is available, the average of two or more available credit ratings shall be used.

5.5 Consolidated Basis

All funds covered by this policy will be managed on a consolidated basis to ensure the best possible return by providing economies of scale.

5.6 Program Requirements

The Program shall abide by the following reporting requirements:

1. The Chief Financial Officer must report to the Finance Committee annually. The report must identify investment holdings and any deviations from this policy; and
2. An appropriate portfolio performance benchmark will be set and reported in the annual investment performance report.

6. POLICY REVIEW

Review Date	Description:
March 2026, unless legislative change or new MFA finance product	To ensure ongoing relevance, this policy shall be reviewed the earlier of: <ol style="list-style-type: none">1. If a change in the relevant legislation governing the investment activities of local governments occurs;2. If the Municipal Finance Authority of British Columbia establishes a new pooled fund investment product; or3. Every five calendar years.

7. RELATED POLICY, PROCEDURE AND GUIDELINES

- Conflict of Interest Policy

Appendix A
Dominion Bond Rating Service (DBRS) Credit Quality Ratings

Commercial Paper & Short-Term Debt	Bond & Long-term Debt	Bond & Long-term Debt	Description	CRD/CRHD/CRHC Investment Policy
R-1 (high)	AAA	Investment Grade ↑	Superior	Permissible
R-1 (high)	AA (high)			
R-1 (middle)	AA			
R-1 (middle)	AA (low)			
R-1 (low)	A (high)			
R-1 (low)	A			
R-1 (low)	A (low)			
R-2 (high)	BBB (high)	Speculative Grade	Adequate	Not Permissible
R-2 (middle)	BBB			
R-2 (low) / R-3	BBB (low)			
R-4	BB (high)			
R-4	BB			
R-4	BB (low)			
R-4	B (high)			
R-5	B			
R-5	B (low)			
R-5	CCC			
R-5	CCC			
R-5	CCC			
R-5	CC			
R-5	C			
D	D			

Appendix B Portfolio Diversification Constraints

Exposure constraints target protection of principal and return and set a maximum allowable share of the total portfolio that can be invested.

Due to market fluctuations and / or the timing of investment deposit transfers, maximum percentages in Appendix C may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

The portfolio diversification constraints are found in Table 1 below:

Table 1: **Portfolio Diversification Constraints**

Investment Type	MAXIMUM of Total Reserves	MAXIMUM by Institution/product/ pooled fund
<u>Short-Term (< 2 year holding period)</u>		
Canadian Banks (Schedule 1) Deposits and/or GIC's	65%	35%
MFA Pooled Fund Products	50%	50%
Credit Unions (Rated/Insured) Deposits and/or GIC's	35%	20%
<u>Long-Term (> 2 year holding period)</u>		
Canadian Banks (Schedule 1) Deposits and/or GIC's	65%	35%
MFA Pooled Fund Products	60%	30%
Credit Unions (Rated/Insured) Deposits and/or GIC's	35%	20%
Internal Projects (5+ years)	30%	-
Federal Bonds	20%	10%
Municipal Finance Authority of BC Bonds	20%	20%
Provincial Bonds	15%	15%
Municipal, Regional District or Greater Board Bonds	15%	15%



**Municipal Finance
Authority of BC**

ESG Framework

DISCLAIMER



This presentation, including the accompanying slides and subsequent discussion, contains certain forward-looking information, forecasts, projections, goals and strategies (the “forward-looking information”) with respect to revenues, funding, expenses, the financial condition, and results of operations. This forward-looking information represents the Municipal Finance Authority of British Columbia’s expectations or beliefs concerning future events and involves known and unknown risks and uncertainty that could cause actual results, performance or events to differ materially from those expressed or implied in such statements. This material is for information purposes only.

MFA'S ESG APPROACH



- Since inception in 1970, MFA's main mandate of providing low-cost lending for local government capital projects has provided tremendous benefits to communities and citizens all across British Columbia
 - MFA has recently committed to increasing its efforts on collecting, standardizing and disseminating more granular data on its lending activities to assist the investment community
- MFA will now provide "Use of Proceeds" disclosure in conjunction with all future bond issues and in our annual report every year
 - MFA's initial approach will be to map its use of proceeds to UN SDG's, Green Bond Principles and Social Bond Principles
 - Management is committed to helping improve both local government and MFA's disclosures over time - in conjunction with expected improvements of global ESG reporting standards
- MFA has no intention of issuing certified labeled bonds. Given our unique model, and until ESG reporting methodologies and standards improve, our efforts will be focused on being a thought leader and promoter of the adoption of common and comparable ESG reporting data by our Members

ESG FRAMEWORK



The MFA has developed an ESG mapping approach which endeavours to provide Environmental, Social, and Governance disclosure by which investors, bond market participants, and other interested stakeholders can better understand how proceeds from our funding program are used. While our bond issues are not certified as such, we view all of our bond issues as being 'sustainable bonds', used to support and advance various ESG initiatives throughout the province.



Using our new ESG mapping approach, the MFA aims to provide stakeholders with insight into how the capital projects we fund align to not only specific UN Sustainable Development Goals but also recognized Green Bond Principles and Social Bond Principles. These principles have been used to help guide our project mapping approach but should not be construed as a formal framework where explicit impacts are measured at this time. We encourage stakeholders to reach out and dialogue with us as we take initial steps to improve our ESG approach in an effort to provide stakeholders with clearer information regarding our use of proceeds.

MFA MAPPING TOOL FOR ESG CRITERIA

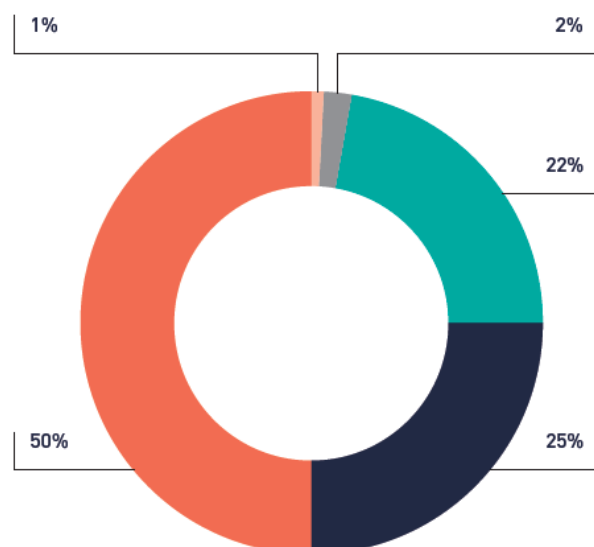


UN SDG Alignment	Green Bond Principles	Social Bond Principles	MFA Purpose of Borrowing	Project Examples In This Category
3 GOOD HEALTH & WELL BEING	–	Access to Essential Services	Health/Social Services	Hospitals, hospital equipment, day cares
6 CLEAN WATER & SANITATION	Sustainable Water & Wastewater Management	Affordable Basic Infrastructure	Water	Water treatment, distribution, storage, water metering
	Sustainable Water & Wastewater Management	Affordable Basic Infrastructure	Sewer/Drainage	Sewage treatment, distribution, storage, storm drainage systems, dikes, flood protection
7 AFFORDABLE & CLEAN ENERGY	Energy Efficiency	Affordable Basic Infrastructure	Renewable Energy Systems	Solar, hydro electric, heat recapture, energy efficiency retrofits
	Renewable Energy	Affordable Basic Infrastructure	Renewable Energy Systems	Solar, hydro electric, heat recapture, energy efficiency retrofits
11 SUSTAINABLE CITIES & COMMUNITIES	Clean Transportation	Affordable Basic Infrastructure	Transportation/Transit	Airports, public transit, cycling and walking infrastructure
	–	Affordable Basic Infrastructure	Roads	Paving, new roads, road safety improvements, bridges, interchanges, street lighting
	Green Buildings	Affordable Basic Infrastructure	Public Safety	Public safety buildings, fire halls, fire trucks
	Green Buildings	Affordable Basic Infrastructure	Local Government Land & Buildings	Land acquisition, City hall, public works buildings, animal shelters, other Local Government owned facilities
	–	Affordable Basic Infrastructure	Communications Utilities	Fibre optic network, TV rebroadcasting, phone network
	Green Buildings	Affordable Basic Infrastructure	Parks/Recreation/Culture	Parkland, park improvements, recreational facilities, libraries, community halls, theaters, museums
	Environmentally sustainable management of natural resources and land use	Affordable Basic Infrastructure	Parks/Recreation/Culture	Parkland, park improvements, recreational facilities, libraries, community halls, theaters, museums
	–	Affordable Basic Infrastructure	Other	Cemetery improvements, cruise ship dock
12 RESPONSIBLE CONSUMPTION & PRODUCTION	Green Buildings	Affordable Housing	Affordable Housing	Social/supportive housing
	Pollution Prevention & Control	–	Solid Waste Management/Recycling	Landfills, landfill closure, recycling facilities, composting facilities, vehicles for these purposes
13 CLIMATE ACTION	Climate Change Adaptation	–	Environmental Conservation/Remediation	Brownfield remediation, habitat restoration
14 LIFE BELOW WATER	Terrestrial & Aquatic Biodiversity Conservation	–	Environmental Conservation/Remediation	Brownfield remediation, habitat restoration
15 LIFE ON LAND	Terrestrial & Aquatic Biodiversity Conservation	–	Environmental Conservation/Remediation	Brownfield remediation, habitat restoration

TOTAL 2020 DEBT ISSUANCE BY UNSDG



**Total 2020 Debt Issuance by
UN Sustainable Development Goal**



2020 New Financing by UN SDG

3 - Good Health & Wellbeing	\$ 79,741,155
6 - Clean Water & Sanitation	317,663,574
11 - Sustainable Cities & Communities	117,247,525
12 - Responsible Consumption & Production	15,921,809
14 - Life Below Water	4,425,937
	<hr/>
	\$ 535,000,000

2020 Refinancings by UN SDG

3 - Good Health & Wellbeing	\$ 179,081,036
6 - Clean Water & Sanitation	194,361,618
11 - Sustainable Cities & Communities	107,797,032
12 - Responsible Consumption & Production	3,760,314
	<hr/>
	\$ 485,000,000

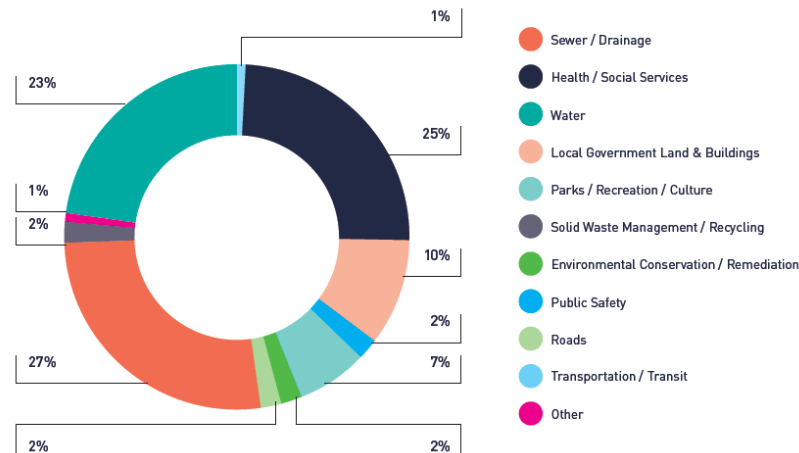
Total 2020 Financings By UN SDG

3 - Good Health & Wellbeing	\$ 258,822,191
6 - Clean Water & Sanitation	512,025,192
11 - Sustainable Cities & Communities	225,044,557
12 - Responsible Consumption & Production	19,682,123
14 - Life Below Water	4,425,937
	<hr/>
	\$ 1,020,000,000

TOTAL 2020 DEBT ISSUANCE BY PURPOSE



Total 2020 Debt Issuance by Borrowing Purpose



	2020 New Financings by Borrowing Purpose	2020 Refinancings by Borrowing Purpose	Total 2020 Debt Issuance by Borrowing Purpose
Environmental Conservation/Remediation	\$ 4,425,936	\$ -	\$ 4,425,936
Health/Social Services	79,741,154	179,081,036	258,822,190
Local Government Land & Buildings	95,736,179	8,768,313	104,504,492
Other	-	5,000,000	5,000,000
Parks/Recreation/Culture	4,854,198	60,909,801	65,763,999
Public Safety	7,974,058	12,157,621	20,131,679
Roads	7,842,660	11,523,888	19,366,548
Sewer/Drainage	228,043,923	45,675,687	273,719,610
Solid Waste Management/Recycling	15,921,809	3,760,314	19,682,123
Transportation/Transit	840,431	9,437,409	10,277,840
Water	89,619,652	148,685,931	238,305,583
	\$ 535,000,000	\$ 485,000,000	\$ 1,020,000,000

CREDIT RATINGS



Long-Term Ratings

Agency	Rating	Outlook	Date
S&P	AAA	Stable	May 15, 2020
Moody's	Aaa	Stable	Feb 2, 2021
Fitch	AAA	Stable	April 26, 2021

Short-Term Ratings

Agency	Rating	Outlook	Date
S&P	A-1+	Stable	May 15, 2020
Moody's	P-1	Stable	Feb 2, 2021



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MFA's Suite of Pooled Investment Products

APPENDIX D



	<div>FFF</div> <div>(3) Pooled High Interest Savings Accounts</div>	<div>ESG</div> <div>Money Market Fund</div>	<div>ESG</div> <div>Government Focused Ultra-short Bond Fund</div>
Key Features	<div> </div> <p>Best for soon needed funds.</p> <p>Balances favourable interest rates and liquidity.</p> <p>Monies held with Domestic Systemically Important Banks</p> <p>✓ Favourable deposit rates negotiated by MFA</p> <p>✓ Monthly Interest</p>	<p>This Fund is suited for Investors who must maintain adequate liquidity, while benefitting from asset diversification.</p> <p>This Fund holds a portfolio of very short-term securities, focused on high-quality corporates.</p> <p>The Fund seeks a yield advantage through active market and credit analysis.</p> <p>✓ Monthly distributions</p>	<p>The main objective of this Fund is to provide safety and liquidity.</p> <p>This Fund maintains a bias towards safe and favourable Federal and Provincial Securities, holdings may include up to 25% Big 6 Banks debt securities.</p> <p>Securities acquired for the Fund may have a maximum maturity of 2 years.</p> <p>This Fund does not invest in non-bank corporates.</p> <p>✓ Monthly distributions</p>
Suggested Investment Time Horizon	0 – 12 months	0 – 24 months	0 – 24 months
Trailing 12-month Total Return *†	N/A	0.285%	0.095%
YTM †	0.72 – 0.80% ‡	0.30%	0.68%
Total Annual Fees	3 bps	12.5 bps	12.5 bps

Management and composition of Funds subject to MFA's Pooled Investment Funds Investment Policies, Objectives, and Guidelines Agreement with Fund Manager(s). || Call MFA for details.

* Trailing 12-month Total Return equal to change in NAV value plus distributions over the past 365 days to Nov.30, 2021; past performance does not guarantee future performance. † Gross Return before fees. ‡ Net of Fees.

FFF refers to Fossil Fuel Free defined here as (1) Funds which exclude investments issued by companies directly involved in extracting, processing, or transporting coal, oil or natural gas; and (2) Savings Accounts offered by financial institutions.

ESG integrated refers to Funds which are managed by signatories to the UN's Principles of Responsible Investment.

MFA's Suite of Pooled Investment Products



	ESG Integrated	ESG Integrated	FFF Integrated	ESG Integrated	ESG Integrated	CARBON LIGHT
	Short-term Bond Fund	Fossil Fuel Free Short-term Bond Fund		Pooled Mortgage Fund		Diversified Multi-asset Class Fund
Key Features	<p>Designed for Investors with a 2 to 5 year investment horizon as the Fund maintains a longer duration versus the MM and Ultra-short Funds.</p> <p>This Fund provides instant diversification through a broad asset mix of high-quality government and corporate securities.</p> <p>The Fund seeks a yield advantage through active market and credit analysis.</p> <p>✓ Monthly distributions</p>	<p>This Fund is benchmarked against the same index as the ST Bond Fund, however screens-out companies involved in the extraction, processing and transportation of coal, oil, and natural gas.</p> <p>Designed for Investors with a 2 to 5 year investment horizon.</p> <p>This Fund provides instant diversification through a broad asset mix of high-quality government and corporate securities.</p> <p>The Fund seeks a yield advantage through active market and credit analysis.</p>		<p>This Fund is designed to provide asset class diversification for local government investment portfolios. Best suited for cash not needed for 3+ years.</p> <p>The Fund invests in high-quality 1st mortgages on Canadian income producing commercial properties – such as retail, multi-residential, office and industrial.</p> <p>✓ Minimum 1.25x CF coverage</p> <p>✓ Maximum 75% Loan-to-value</p>		<p>Designed to invest capital over the long-term and grow at a rate that exceeds inflation by 3.5%, while minimizing risk through asset class selection and diversification.</p> <p>The Fund will be broadly invested in Fixed Income, Equities, and Alternative investments.</p> <p>✓ Preserve long-term purchasing power</p> <p>✓ Alternative Investments at very attractive pricing.</p> <p>✓ Gain exposure to professionally managed growth assets.</p>
Suggested Investment Time Horizon	2 – 5 years	2 – 5 years		3 years + (redemption restrictions may apply)		10 years + (redemption restrictions may apply)
Trailing 12-month Total Return * †	-0.68%	-0.77%		1.35%		N/A
YTM †	1.44%	1.42%		2.31%		5.90%
Total Annual Fees	20 bps	20 bps		25 bps		33 bps

Management and composition of Funds subject to MFA's Pooled Investment Funds Investment Policies, Objectives, and Guidelines Agreement with Fund Manager(s). \$ estimated.

* Trailing 12-month Total Return equal to change in NAV value plus distributions over the past 365 days to Nov.30, 2021; past performance does not guarantee future performance. † Gross Return before fees.

FFF refers to Fossil Fuel Free defined here as (1) Funds which exclude investments issued by companies directly involved in extracting, processing, or transporting coal, oil or natural gas; and (2) Savings Accounts offered by financial institutions.

ESG integrated refers to Funds which are managed by signatories to the UN's Principles of Responsible Investment. "Carbon Light" refers to strategies which minimize a portfolio's carbon impact including up to ~40% FFF.



ESG and MFA Pooled Investment Funds

About the Municipal Finance Authority of BC

The Municipal Finance Authority of British Columbia (MFA) believes that investment processes that incorporate ESG factors and other broad systemic issues can lead to better investment outcomes. We are committed to creating and offering best-in-class investment products to local governments and have been actively engaged in the Sustainable Investing landscape with the view of offering workable investment solutions for local governments. As such, MFA will only partner with UN PRI signatories in our pooled fund product line. Away from our Pooled High Interest Savings Accounts (PHISAs) which are managed internally by MFA, all the MFA Pooled Investment Funds are currently managed by Philips, Hager and North Investment Management Ltd. (PH & N). PH & N is a signatory to the United Nations Principles for Responsible Investment (UN PRI). As indicated in their most recent 2020 Assessment Report's Summary Scorecard, the UN PRI rated PH&N an A+ across all categories:



What is ESG?

ESG investing focuses on using three non-financial factors as a part of a framework in the evaluation of companies for investment decision-making. **Environmental criteria** focus on stewardship of the natural environment and its resources. **Social criteria** look at the company's treatment of people and impact on societal issues. **Governance criteria** focuses on how an organization is presided over and its corporate policies.

Although not an exhaustive list, potential issues are listed below:



Environmental Issues

- Waste and Pollution
- Green house gas emissions
- Water management
- Land use
- Climate change risks and opportunities
- Natural Capital



Social Issues

- Health and Safety
- Customer engagement
- Employee relations
- Workforce and diversity
- Community relations
- Data protection and privacy



Governance Issues

- Bribery and Corruption
- Compliance and reporting
- Board composition
- Executive compensation structure
- Donation and lobbying
- Corporate risk management

What is Socially Responsible Investing?

Socially Responsible Investing also known as sustainable, responsible, "green" or ethical investing, is any investment strategy which seeks to consider both financial return and social/environmental good to bring about social change.

United Nations Principles for Responsible Investment

The United Nations-supported Principles for Responsible Investment (UN PRI) is an international network of investors working together to put six principles into practice. Its goal is to understand the implications of sustainability for investors and support signatories incorporating these issues into their investment decision-making and ownership practices. In implementing the Principles, signatories contribute to the development of a more sustainable global financial system.

The Principles offer a menu of possible actions for incorporating environmental, social, and corporate governance issues into investment practices across asset classes. The Principles are designed to be compatible with the investment styles of large, diversified, institutional investors that operate within a traditional fiduciary framework.

The 6 principles that guide the UN PRI are as follows:

1. We will **incorporate ESG issues** into investment analysis and decision-making processes.
2. We will be **active owners** and incorporate ESG issues into our ownership policies and practices.
3. We will **seek appropriate disclosure** on ESG issues by the entities in which we invest.
4. We will **promote acceptance and implementation** of the Principles within the investment industry.
5. We will **work together** to enhance our effectiveness in implementing the Principles.
6. We will each **report on our activities and progress** towards implementing the Principles.

PH&N and Responsible Investing

PH & N believes that being an active, engaged, and responsible owner is empowering in enhancing the long-term, risk-adjusted performance of portfolios and is part of their fiduciary duty. Their approach to Responsible Investing is comprised of three pillars and specific actions are taken under each of these pillars to deliver on its duty of maximizing clients' investment returns without undue risk of loss.

Integrating relevant ESG factors. First, by tailoring ESG integration tools and processes to their investment strategies. Second, by focusing on materiality, the attention is put towards those ESG factors that have the potential to impact the value of the investment. Third, transparency and accountability are key, by properly disclosing ESG risks and opportunities by the companies and countries in which we are invested in, it shows that these issuers are accountable in managing their material ESG risks and opportunities, leading to long-term sustainable performance. Fourth, through improvement and innovation, PH & N is always exploring new and better ways to integrate material ESG factors into the investment process.

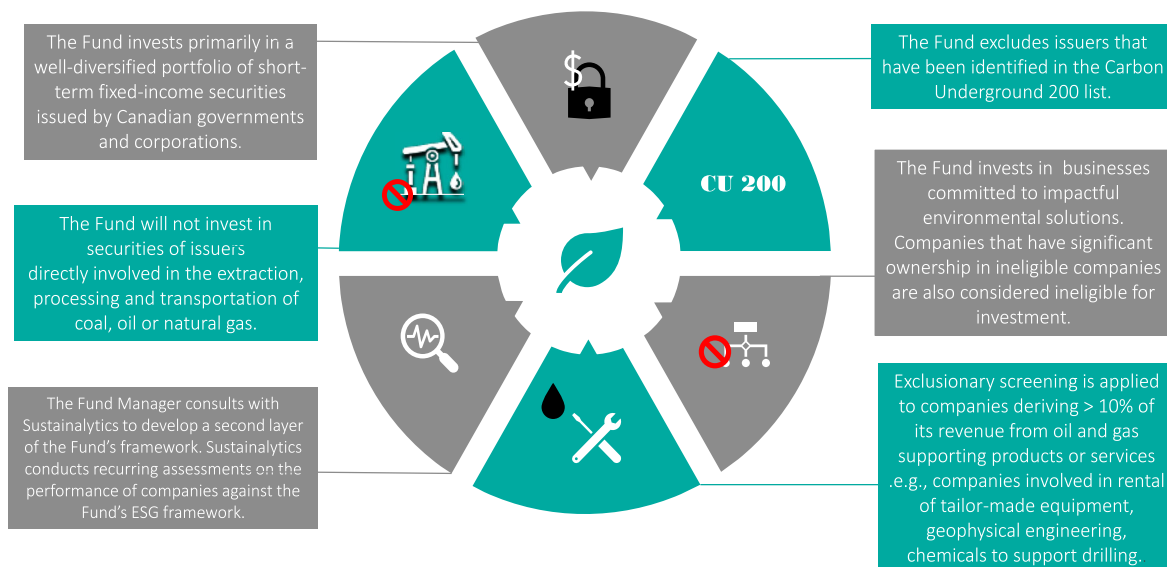


Active Stewardship. PH & N conveys its views through thoughtful proxy voting, engagement with issuers and regulatory bodies, and collaboration with other like-minded investors. As stewards of their clients' assets, they are committed to ensuring that the issuers in which they invest act in alignment with the long-term interests of their clients. This means conveying to issuers and regulatory bodies their views on topics such as board structure, executive compensation, gender diversity, and climate change. This is done by employing the following three methods. First, voting responsibly at the general meetings of their public equity holdings is an important way to act in the best interest of their clients. Second, their investment teams meet with the issuers in which they invest on an ongoing basis. Third, they participate in initiatives that will increase transparency, protect investors, and foster fair and efficient capital markets.

Client Driven Solutions and Reporting. Transparency and accountability are key to maintaining meaningful relationships with their clients and delivering on their fiduciary duty. Examples of such reporting: responsible investment reports, climate-related disclosures, proxy voting disclosures, reporting on their Responsible Investment commitments, RBC GAM responsible investment survey, and ESG insights.

Fossil Fuel Free Short-term Bond Fund and ESG Integration

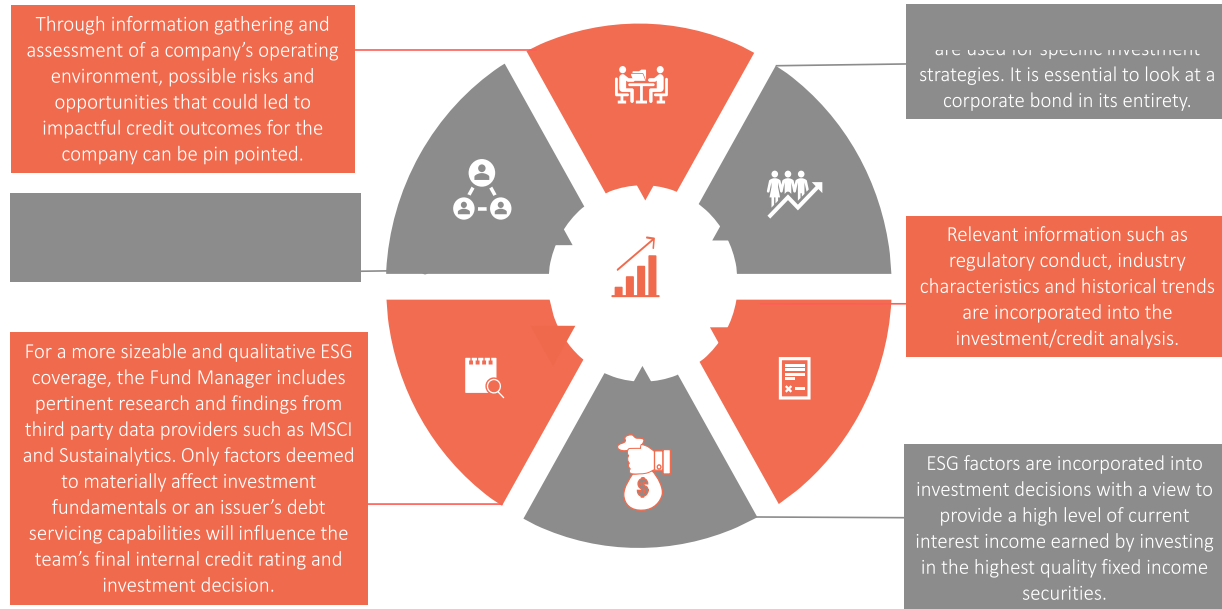
In addition to employing ESG integration, the Fossil Fuel Free Short-term Bond Fund does not invest in any corporate securities of entities directly involved in the “extraction, processing and transportation of coal, oil or natural gas”. The Fund employs a commonly used screen that excludes fossil fuel-related companies. Sustainalytics, an independent market leading ESG ratings firm, manages and provides the definition and screening methodology.





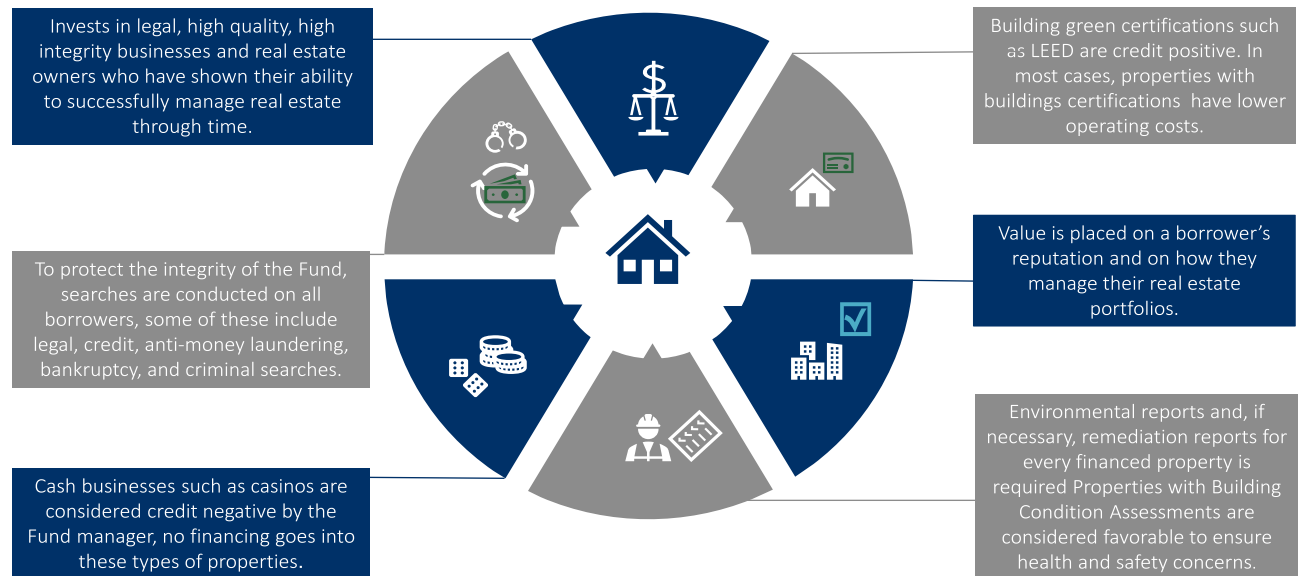
Money Market Fund, Government Focused Ultra-short Bond Fund, Short-term Bond Fund and ESG Integration.

All of MFA's pooled funds managed by PH&N employ ESG integration. In addition, like the Fossil Fuel Free Bond Fund, the Government Focused Ultra-short Bond Fund (GFUS BF) does not invest in fossil fuel related companies. The composition of allowable investments in the GFUS BF are primarily government and government related securities and have a maximum 25% exposure to Big 6 Canadian Banks.





Mortgage Fund and ESG Integration



Pooled High Interest Savings Accounts

MFA provides access to three Pooled High Interest Savings Accounts at extremely favorable rates for our Members. The current offerings are three of Canada's leading Big 6 banks, National Bank, CIBC, and Scotiabank. Most Members consider these funds to be fossil fuel free given that they are direct deposits into entities not "directly involved in the extraction, processing and transportation of coal, oil or natural gas". In addition, the Canadian Big 6 banks have significant commitments to helping create sustainable futures for all Canadians.

Please find the ESG disclosures provided by each of these institutions below:

National Bank of Canada

<https://www.nbinvestments.ca/content/dam/bni/publication/publication-report-esg-advances-2019.pdf>

Scotiabank:

<https://www.scotiabank.com/ca/en/about/responsibility-impact/esg-publications-policies.html>

CIBC:

<https://www.cibc.com/en/about-cibc/corporate-responsibility.html>



CAPITAL REGIONAL DISTRICT

Making a difference...together

INVESTMENT POLICY

Policy Type	Board [Corporate]		
Title	INVESTMENT POLICY		
Adopted Date	September 22, 2013	Policy Number	BRD07
Amendment #1	May 10, 2017		
Amendment #2	March 10, 2021 (Approved)		
Amendment #3	March 2, 2022 (Proposed)		
Policy Owner	Financial Services		

1. PURPOSE

This investment policy provides the framework for investment portfolio management for the Capital Regional District (CRD), Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC).

It is the policy of the CRD, CRHD and CRHC to invest funds in a manner that provides the optimal blend of investment security and return while meeting the short and long term cash flow requirements in support of the corporate plan priorities while maintaining compliance with statutory requirements.

2. SCOPE

The investment policy applies to all cash operating funds, capital funds and reserve funds. It does not apply to funds held in trust or which have a specific legal or statutory requirement for cash management, disbursement, or investment.

3. PRINCIPLES

The investment of funds must reflect a management philosophy based on the fundamental objectives of

3.1 Safety of Principal

Investments shall be made to ensure preservation of principal within the portfolio. Preservation of principal is accomplished through placement of funds with creditworthy institutions and through portfolio diversification. Diversification is required to minimize potential losses on financial products.

3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated cash flow requirements.

3.3 Responsible Investing

The investment program will consider socially responsible investment products that adhere to statutory requirements and meet the objectives laid out in this policy.

Organizations that adopt a socially responsible investment platform **in alignment with the published MFA ESG framework** are preferred

3.4 Return on Investment

The investment portfolio shall be designed with the objective of maximizing market rate of return subject to the investment risk constraints, liquidity requirements and responsible investing objectives.

4. INVESTMENT PARAMETERS

4.1 Safety of Principal

The program will diversify cash reserve investments by security type and institution, taking into consideration the impact on return on investment. Section 5.4 outlines the authorized and suitable investments permissible to ensure optimal portfolio diversification.

4.2 Liquidity

To the extent possible, portfolio management will align investments with anticipated cash flow requirements. However, a portion of the portfolio shall be continuously invested in fully-liquid investments to meet ongoing obligations.

A long-term financial plan will be established for major capital reserves. The long-term financial plan will inform the term decision when placing timed investments in order to meet liquidity requirements.

4.3 Responsible Investing

Where responsible investment options provide comparable risk, return and liquidity, these facilities will be a priority. ~~When responsible investing options provide lower return but comparable liquidity and risk, the investment will be limited to 10% of the total portfolio. Limiting lower rates to a maximum of 10% of the portfolio limits exposure of capital against performance and inflation.~~ Investments are considered in alignment with responsible investing objectives when identified as meeting criteria as defined by MFA within the published MFA ESG Framework.

4.4 Return on Investment

The investment program will seek to maximize the total return on all funds under management after considering protection of principal, liquidity and responsible investing. Return will be monitored through performance benchmarks to ensure program activities are providing benefits in excess of costs and with the goal to preserve capital against inflation over time. Due to the nature of the CRHC business activities, delivering affordable housing within the social service sector, CRHC will be excluded from holding lower return products.

4.5 Authorized and Suitable Investments

Money held may be invested or reinvested according to section 183 of the *Community Charter* subject to the following conditions:

1. Investments in marketable securities of a chartered bank or savings institution or any province must have a DBRS risk rating of R-1 (low) or higher for short-term debt and a rating of A (low) for long-term debt or comparable ratings of

another rating organization, indicating equal or superior credit quality (see Appendix A of this policy).

2. Investment placements will conform to the portfolio diversification constraints listed in Appendix B. Exceptions to constraints listed in Appendix A require Chief Financial Officer approval and shall be reported to the Board through Standing Committee at the next available meeting.
3. Internal projects under CRD service authority are considered allowable investment options when capital reserves are not immediately required and can be accessed through inter-service borrowing. Inter-service borrowing will be in compliance with legislation and the CRD Inter-Service Borrowing Guidelines.

5. STANDARD OF CARE

5.1 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Investments will not be made for speculation. Foremost will be consideration for the safety of capital. Staff must be aware of reasonably foreseeable risks, trends and fluctuations in the market, and be able to recognize unreasonable risks whilst ensuring the liquidity of the investment portfolio.

5.2 Ethics and Conflict of Interest

Staff responsible for investing activities shall comply with the CRD Conflict of Interest Policy and shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

5.3 Delegation of Authority

Authority to manage the investment program ("the Program") is granted to the Chief Financial Officer and is derived from section 237 of the *Local Government Act*.

5.4 Credit Risk Monitoring

To meet the objectives of this policy and ensure suitability of offerings, credit risk monitoring must be conducted by CRD Staff independent of vendor representations. The following due-diligence shall be performed:

1. In-house credit analysis shall be conducted on all financial institutions and investment counter-parties.
2. Credit reports and analysis, published by DBRS, S&P, Fitch or Moody's, will be obtained from financial institutions, investment dealers and rating institutions and reviewed.
3. Credit reports and analysis are recognized as opinions and not a guarantee for safety of principal.

4. When placing investments in individual marketable securities and more than one credit rating is available, the average of two or more available credit ratings shall be used.

5.5 Consolidated Basis

All funds covered by this policy will be managed on a consolidated basis to ensure the best possible return by providing economies of scale.

5.6 Program Requirements

The Program shall abide by the following reporting requirements:

1. The Chief Financial Officer must report to the Finance Committee annually. The report must identify investment holdings and any deviations from this policy; and
2. An appropriate portfolio performance benchmark will be set and reported in the annual investment performance report.

6. POLICY REVIEW

Review Date	Description:
March 2026, unless legislative change or new MFA finance product	To ensure ongoing relevance, this policy shall be reviewed the earlier of: <ol style="list-style-type: none">1. If a change in the relevant legislation governing the investment activities of local governments occurs;2. If the Municipal Finance Authority of British Columbia establishes a new pooled fund investment product; or3. Every five calendar years.

7. RELATED POLICY, PROCEDURE AND GUIDELINES

- Conflict of Interest Policy

Appendix A
Dominion Bond Rating Service (DBRS) Credit Quality Ratings

Commercial Paper & Short-Term Debt	Bond & Long-term Debt	Bond & Long-term Debt	Description	CRD/CRHD/CRHC Investment Policy
R-1 (high)	AAA	Investment Grade ↑	Superior	Permissible
R-1 (high)	AA (high)			
R-1 (middle)	AA			
R-1 (middle)	AA (low)			
R-1 (low)	A (high)			
R-1 (low)	A			
R-1 (low)	A (low)			
R-2 (high)	BBB (high)	Speculative Grade	Adequate	Not Permissible
R-2 (middle)	BBB			
R-2 (low) / R-3	BBB (low)			
R-4	BB (high)			
R-4	BB			
R-4	BB (low)			
R-4	B (high)			
R-5	B			
R-5	B (low)			
R-5	CCC			
R-5	CCC			
R-5	CCC			
R-5	CC			
R-5	C			
D	D			

Appendix B

Portfolio Diversification Constraints

Exposure constraints target protection of principal and return and set a maximum allowable share of the total portfolio that can be invested.

Due to market fluctuations and / or the timing of investment deposit transfers, maximum percentages in Appendix C may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

The portfolio diversification constraints are found in Table 1 below:

Table 1: **Portfolio Diversification Constraints**

Investment Type	MAXIMUM of Total Reserves	MAXIMUM by Institution/product/ pooled fund
<u>Short-Term (< 2 year holding period)</u>		
Canadian Banks (Schedule 1) Deposits and/or GIC's	65%	35%
MFA Pooled Fund Products	50%	50%
Credit Unions (Rated/Insured) Deposits and/or GIC's	35%	20%
<u>Long-Term (> 2 year holding period)</u>		
Canadian Banks (Schedule 1) Deposits and/or GIC's	65%	35%
MFA Pooled Fund Products	60%	30%
Credit Unions (Rated/Insured) Deposits and/or GIC's	35%	20%
Internal Projects (5+ years)	30%	-
Federal Bonds	20%	10%
Municipal Finance Authority of BC Bonds	20%	20%
Provincial Bonds	15%	15%
Municipal, Regional District or Greater Board Bonds	15%	15%

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, MARCH 02, 2022**

SUBJECT **Regional Housing Affordability Strategy Status Report**

ISSUE SUMMARY

A Regional Housing Affordability Strategy (RHAS) Status Report is being provided to update the Capital Regional District (CRD) Board on data related to the five performance measures outlined in the 2018 RHAS.

BACKGROUND

Originally approved in 2001, the RHAS was updated in 2007 and has provided the framework for addressing housing affordability challenges and supporting a collaborative regional approach for the creation of a healthy, sustainable housing system. The RHAS was updated in 2018 to reflect the CRD's evolving role and identify ways to better respond to changing housing market conditions and new developments in government housing programs and policies. A Regional Housing Advisory Committee (RHAC) provides advice to the CRD with respect to the RHAS.

The RHAS outlines key goals, with underlining objectives and strategies that the CRD and its partners might consider in supporting a broad-based effort to impact homelessness and improve housing affordability. Five performance measures are identified in the RHAS:

1. Number of net new units within the affordability target areas
2. Number of renter households in core housing need
3. Reduction in the number of individuals who are chronically homeless
4. Individuals experience shorter episodes of homelessness
5. Number of new units built within acceptable proximity to transit routes

The RHAS Status Report (Appendix A) provides updated data, where available, related to the five performance measures outlined in the 2018 RHAS. Monitoring trends helps the CRD and its partners address issues in the market and helps gauge the effectiveness of actions to impact homelessness and improve housing affordability in the region.

Development of the Status Report involved engagement with a range of partners, including the CRD's Regional and Strategic Planning Division to obtain updated data reported through the Regional Growth Strategy, BC Housing and the Greater Victoria Coalition to End Homelessness with respect to data related to homelessness. At its September 23, 2021 meeting, the RHAC was provided opportunity to give input on the draft report, as well as input for consideration in development of future reports.

The Status Report uses available data to report on performance measures. Limitations to available data, including age of data and timing of the data in relation to the COVID-19 pandemic, may affect interpretation. Data sources include Statistics Canada Census, Canada Mortgage and Housing Corporation Housing Market Information Portal, CRD Building Permit Database, BC Transit data, BC Housing shelter use data, and Point-in-Time Homeless Counts. The

Government of Canada has begun to release 2021 Census Data which included population and dwelling counts in February 2022. Moving forward, the 2021 Census Data releases relating to housing will include type of dwelling in April 2022, income in July 2022, housing in September 2022, as well as mobility and migration in October 2022. These releases will allow for updated information related to the RHAS five performance measures. In addition, in the coming months, the Province of British Columbia is expected to release new information related to homelessness, allowing for updated information on chronic and episodic homelessness.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Regional Housing Affordability Strategy Status Report be received for information.

Alternative 2

That the Regional Housing Affordability Strategy Status Report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The RHAS Status Report provides updated data related to the five performance measures outlined in the 2018 RHAS. The Status Report aligns with indicators reported in the 2020 Regional Growth Strategy Indicator Report, including core housing need and vacancy rate by rental price quartile.

Social Implications

The capital region, like many communities across Canada and around the world, continues to experience challenges related to escalating cost of housing, affordability and homelessness. The population of the region is expected to continue to grow from an estimated 425,000 in 2021, to an estimated 478,500 in 2038¹, adding housing pressure in the region. This Status Report suggests a continued trend of low vacancies in the lower price quartiles and high rates of core housing needs for renters. At the same time, as of March 31, 2020, there were 12,957 subsidized housing units in the Growth Management Planning Area (GMPA), representing an increase of 1,046 units over the previous year.

In the GMPA, between 2012 – 2015, the region saw as much as 43% of growth in net new dwelling units within 400m of frequent transit. In the period of 2016 – 2020, 33% of growth in net new dwelling units was within 400m of frequent transit. The CRD Housing and Transportation cost study found that annual automobile purchase, maintenance and insurance had the greatest impact on household transportation expenditures, thus locating new units in areas amenable to active travel has the potential to lower overall combined housing and transportation costs.

The 2020 Greater Victoria Point-in-Time homeless survey estimated 1,523 individuals experiencing homelessness in the region, compared to 1,525 in 2018². 2020 survey results

¹ [bylawno-4328.pdf \(crd.bc.ca\)](#)

² 2018: [2018-pit-count---community-report---final---july-19.pdf \(crd.bc.ca\)](#); 2020: [crd-pit-count-2020-community-report-2020-07-31.pdf](#)

showed higher numbers of unsheltered individuals (270, as compared to 158 in 2018) and higher numbers of people couch surfing (145, as compared to 95 in 2018). While the 2020 Point-in-Time homeless survey did not indicate a higher number of people experiencing homelessness than in 2018, the survey took place prior to the start of the COVID-19 pandemic. The Status Report notes small increases in the percentages of individuals experiencing chronic homelessness between 2018 and 2020, and decrease in the average length of shelter stay between 2019/20 and 2020/21.

CONCLUSION

The RHAS Status Report provides updated data related to the five performance measures outlined in the 2018 RHAS. Updated data indicates the capital region continues to experience challenges related to housing affordability and homelessness, including high demand for rental housing, high percentages of people experiencing chronic homelessness and lower percentages of growth in net new dwelling units within 400m of frequent transit.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That the Regional Housing Affordability Strategy Status Report be received for information.

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

ATTACHMENT

Appendix A: Regional Housing Affordability Strategy Status Report

Regional Housing Affordability Strategy *Status Report 2022*



Making a difference...together



BACKGROUND

The Capital Regional District's (CRD) Regional Housing Affordability Strategy (RHAS) presents a plan of action for meeting housing priorities identified in the Regional Growth Strategy considered integral to the long term livability and sustainability of the region.

Originally approved in 2001, the RHAS was updated in 2007 and has provided the framework for addressing housing affordability challenges and supporting a collaborative regional approach for the creation of a healthy, sustainable housing system.

The RHAS was updated in 2018 to reflect the CRD's evolving role and identify ways to better respond to changing housing market conditions including new developments in government housing programs and policies.

The RHAS outlines five key goals, with underlining objectives and strategies, that the CRD and its partners might consider in supporting a broad-based effort to impact homelessness and improve housing affordability.

The five goals are:

1. Build the right supply of housing across the spectrum
2. Sustain a shared regional response to existing and emerging housing demand
3. Protect and maintain existing non-market and market rental housing stock
4. Develop and operationalize a regionally coordinated housing and homelessness response
5. Create community understanding and support for affordable housing developments

The RHAS Status Report provides updated data related to five performance measures identified, including:

1. Number of Net New Units within the Affordability Target Areas
2. Number of Renter Households in Core Housing Need
3. Reduction in the number of individuals who are chronically homeless
4. Individuals experiencing shorter episodes of homelessness
5. Number of new units built within acceptable proximity to transit routes



REGIONAL CONTEXT

The capital region continues to experience challenges related to housing affordability and homelessness, including high demand for rental housing and the cost of ownership remaining out of reach for many households.

The population of the region is expected to continue to grow from an estimated 425,000 in 2021, to an estimated 478,500 in 2038, adding housing pressure in the region*.

In 2020, to help better respond to housing needs in the region, and in response to new provincial legislation, 11 local government entities collaborated on regional Housing Needs Assessment Reports to compile and present housing data. The reports include data related to local demographics, economics, existing housing supply, projections of the estimated number of units needed in the next five years and other factors. The reports will help communities to better understand current and future housing needs, and identify gaps.

The COVID-19 pandemic placed enormous pressure on individuals and communities throughout the region. Many in our communities lost income, resulting in greater housing insecurity or housing loss. Individuals without homes living outside or in shelter were challenged to comply with public health recommendations to maintain physical distance. Communities worked together to establish emergency programs to address housing needs, including urgent response centres to bring people inside and provide essential supports and services.

The March 2020 Greater Victoria Point-in-Time (PiT) homeless survey estimated 1,523 individuals experiencing homelessness in the region, compared to 1,525 in 2018**. The 2020 survey results showed higher numbers of unsheltered individuals (270, as compared to 158 in 2018) and higher numbers of people couch surfing (145, as compared to 95 in 2018).

*bylawno-4328.pdf (crd.bc.ca)

** 2018: 2018-pit-count---community-report---final---july-19.pdf (crd.bc.ca);
2020: crd-pit-count-2020-community-report-2020-07-31.pdf

PERFORMANCE MEASURES

MEASURE	DATA SOURCE	PERFORMANCE TO DATE
1. Units Within the Affordability Target Areas*	Canada Mortgage & Housing Corporation (CMHC) Rental Market Survey	<ul style="list-style-type: none"> • Very low vacancies in the region, especially at the lower price quartiles. • Marginal increase in vacancies, most significantly in units renting for more than \$1,119.
2. Number of Rental Households in Core Housing Need	CMHC Housing Market Information Portal and Statistics Canada Census Population 2011, 2016	<ul style="list-style-type: none"> • 2011: 14.7% (7% owners, 29.7% renters) in core housing need. • 2016: 14.2% (5.9% owners, 28.7% renters) in core housing need.
3. Reduction in the number of individuals who are chronically homeless	2018 Greater Victoria PiT Count	<ul style="list-style-type: none"> • 2018: 78.8% of survey respondents identified being homeless for a total time of six months or more over the past year.
	2020 Greater Victoria Point-in-Time Count	<ul style="list-style-type: none"> • 2020: 82% of survey respondents identified being homeless for a total time of six months or more over the past year.
4. Individuals experience shorter episodes of homelessness	BC Housing Homeless Individuals & Families Information System (HIFIS) data	<ul style="list-style-type: none"> • 2019/20: average length of shelter stay of 155 days in year-round shelters. • 2020/21: average length of shelter stay of 126 days in year-round shelters.
5. Number of new units built within acceptable proximity to frequent transit routes	CRD Building Permit Database and BC Transit	<ul style="list-style-type: none"> • 2012-2015: 43% of the gross new dwelling units were within 400m of frequent transit. • 2016-2020: 33% of the gross new dwelling units were within 400m of frequent transit.

* This measure has been adjusted to align with available data.

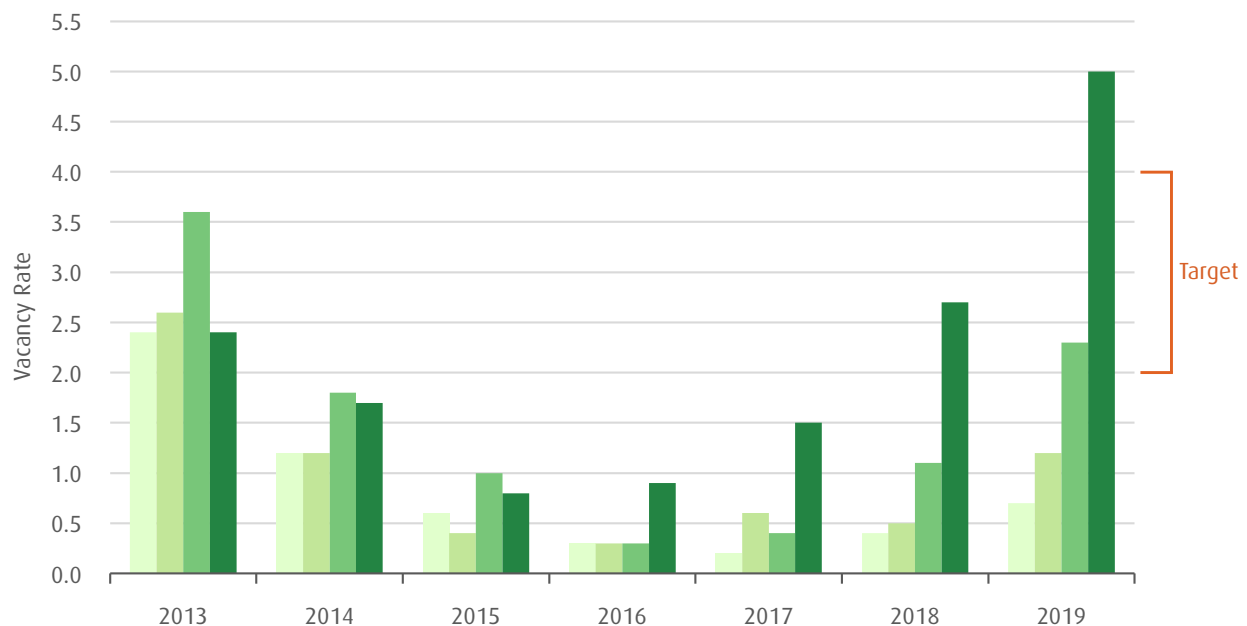
2018: 2018-pit-count---community-report---final---july-19.pdf (crd.bc.ca); 2020: crd-pit-count-2020-community-report-2020-07-31.pdf

What is being measured?

This indicator measures the rental vacancy rate by rental price quartiles in the Victoria Census Metropolitan Area (CMA) over time.

How are we doing?

- There has been a general trend of very low vacancy rates in the region, especially at the lower price quartiles.
- Data from past three years shows a marginal increase in vacancies, most significantly in units renting for more than \$1,119.



Victoria CMA 2017 Rent Quartiles

- less than \$937 - 1st Quartile
- \$937 to \$1118 - 2nd Quartile
- \$1119 to \$1375 - 3rd Quartile
- more than \$1375 - 4th Quartile

* This measure has been adjusted to align with available data.

What is being measured?

This indicator measures the percentage of households in core housing need. A household in core housing need falls below at least one of the housing standards: adequacy (property does not require major repairs); affordability; or suitability (number of bedrooms match household size); and it would have to spend 30% or more of its total before-tax income to pay the median rent for housing that is acceptable.

How are we doing?

The percentages of households in core housing need reduced slightly between 2011 and 2016 (most recent available data)*. However, many individuals and households in the region remained in core housing need. In particular, there remained a high number of renters in core housing need in the region. Updated core housing need data will be available in 2022, using 2021 census data.

Households in core housing need:

- 2011: 14.7% (7% owners, 29.7% renters)
- 2016: 14.2% (5.9% owners, 28.7% renters)

Core housing need was high for seniors and lone-parent households who rent in the region in 2011 and 2016.

*Canada Mortgage and Housing Corporation, <https://www03.cmhc-schl.gc.ca/hmip-pimh/en#Profile/2440/3/Victoria>

What is being measured?

Those who have been homeless for a cumulative period of six months or longer are considered to be experiencing chronic homelessness.

How are we doing?

- In the Greater Victoria 2020 PiT survey, the majority (82%) of survey respondents identified being homeless for a total time of six months or more over the past year. This was an increase from 78.8% in the 2018 PiT survey. 61% of respondents reported that they had been homeless for the past 365 days or more.
- Indigenous people are disproportionately represented among those experiencing homelessness. The 2020 PiT survey found 35% of respondents identifying as Indigenous, up from 32% in 2018. The number of Indigenous people experiencing chronic homelessness in 2020 was higher at 84%, than compared to overall percentage of survey respondents. In the 2016 census, 4.5% of the Greater Victoria population identified as Indigenous.

*Source: 2020 Greater Victoria Point-In-Time Count, <https://communitycouncil.ca/wp-content/uploads/2020/07/crd-pit-count-2020-community-report-2020-07-31.pdf>

What is being measured?

This indicator measures average length of shelter stay in year-round, permanent shelters in the capital region, funded by BC Housing, generally operating 24/7.

How are we doing?

- In fiscal year 2019/20, BC Housing reports an average length of shelter stay of 155 days in year-round shelters in the capital region*.
- In fiscal year 20/21, BC Housing reports a decrease in an average length shelter stay to 126 days in year-round shelters in the capital region.

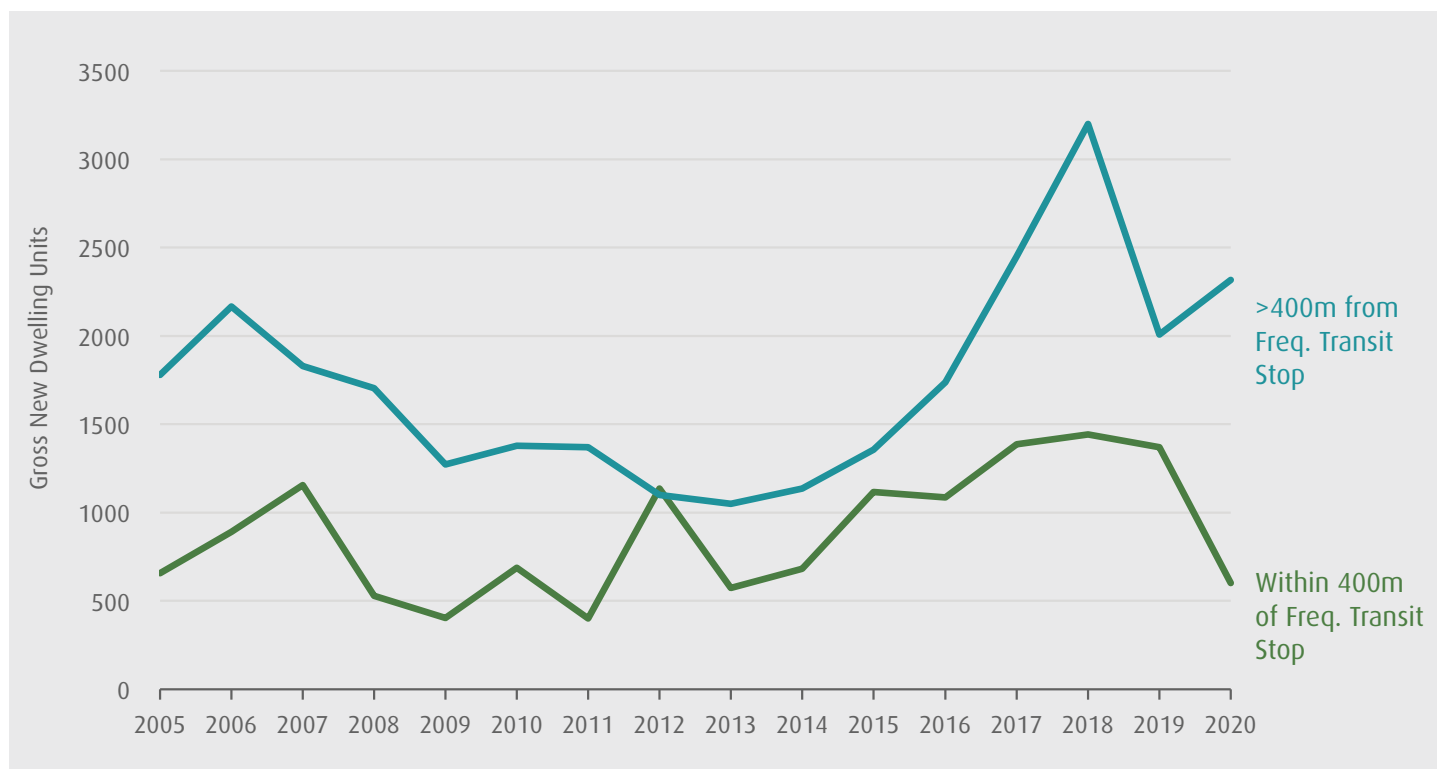
*Source: BC Housing HIFIS AN055 Data Model. Prepared by BC Housing's Research and Corporate Planning Department, October 2021

What is being measured?

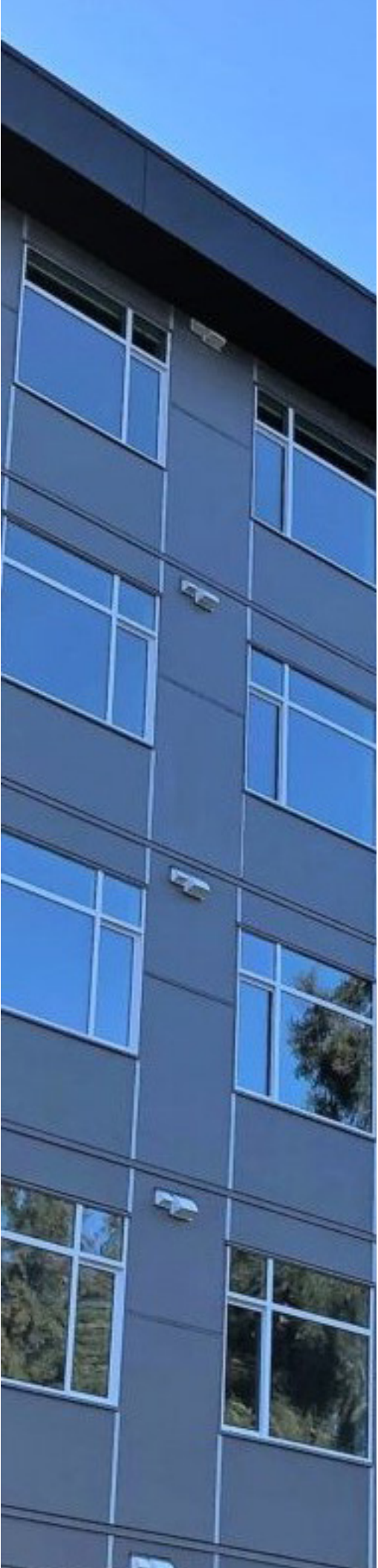
This indicator tracks gross number of new units located within 400m walking distance (network) of a frequent transit stop.

How are we doing?

- In the CRD between 2012-2015: 43% of the gross new dwelling units were within 400m of frequent transit.
- In the CRD between 2016-2020, 33% of the gross new dwelling units were in areas within 400m of frequent transit.
- The CRD Housing and Transportation Cost Estimate Study found that annual automobile purchase, maintenance and insurance had the greatest impact on household transportation expenditures, thus locating new units in areas amenable to active travel has the potential to lower overall combined housing and transportation costs.



Source: CRD Building Permit Database and BC Transit



Making a difference...together

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 23, 2022**

SUBJECT 2022 Regional Parks Committee Terms of Reference – Revised

ISSUE SUMMARY

This report is to provide the revised 2022 Regional Parks Committee Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 8, 2021, the Regional Board approved the 2022 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members. The Board approved version is attached as Appendix C for reference.

For 2022, the mandate for Regional Trails was added to the defined purpose of the Transportation Committee and removed from the Regional Parks Committee TOR.

At the January 26, 2022 Regional Parks Committee, the motion to receive the 2022 Terms of Reference was defeated and the following motion arising was carried:

That the Terms of Reference be referred back to the Board Chair to work with staff, the Chair and Vice Chair of the Regional Parks Committee, and Chair of the Transportation Committee to bring back a Terms of Reference to reflect the intersectionality of regional trails between Parks and Transportation.

The Board Chair, Regional Parks Committee and Transportation Committee Chairs, and Regional Parks Committee Vice-Chair subsequently met with CRD staff. The revised TOR are provided here for consideration by the Committee (Appendix A). Any proposed revisions to the TOR will require ratification by the Board. A redlined copy of the revised 2022 Regional Parks Committee TOR is attached as Appendix B.

CONCLUSION

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

RECOMMENDATION

That the Regional Parks Committee recommend to the Capital Regional District Board:
That the Regional Parks Committee 2022 Terms of Reference, attached as Appendix A, be approved as amended.

Submitted by:	Kristen Morley, JD, General Manager and Corporate Officer, Corporate Services
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: 2022 Regional Parks Committee Terms of Reference

Appendix B: 2022 Regional Parks Committee Terms of Reference (Redlined)

Appendix C: Board Approved 2022 Regional Parks Committee Terms of Reference



REGIONAL PARKS COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Regional Parks Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding regional parks.

The Committee's official name is to be:

Regional Parks Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
 - i. Regional parks, including land acquisition, management, operations and programs
 - ii. Regional Parks Strategic Plan (Regional Trails and Regional Parks), Land Acquisition Strategy

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis, except August and December, and have special meetings, as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Parks & Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____



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Approved by CRD Board _____



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- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Parks & Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board December 8, 2021

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 23, 2022**

SUBJECT Conservation Strategy Framework Review

ISSUE SUMMARY

This report provides an information update in response to a motion arising on the advisability of adopting the 2010 conservation strategy framework on an interim basis, pending a more fulsome update.

BACKGROUND

At the October 27, 2021 Regional Parks Committee meeting, staff provided an information update on the ecological values in regional parks and current management of those parks with regard to conservation. The report also provided historical context for the development of the *Framework for the Conservation Strategy for Capital Regional District – Regional Parks: Providing strategic direction for parkland management*. This conservation strategy framework was first brought to the Regional Parks Committee for decision in March 2010, and again in September 2010. During those 2010 meetings, the framework was referred back to staff for further editing.

Updates have not been made to the 2010 draft conservation strategy framework.

At the October 2021 Committee meeting, the following motion arising was introduced and 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.

Following this motion, staff have conducted a thorough review of the 2010 conservation strategy framework and provided the following recommendation based on their findings.

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:
That the *2010 Framework for the Conservation Strategy for Capital Regional District – Regional Parks: Providing strategic direction for parkland management* not be adopted on an interim basis, and a new conservation plan be developed by staff for Board decision following the strategic plan update.

Alternative 2

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

IMPLICATIONS

Environmental & Climate Implications

The 2010 conservation strategy framework supporting data, tools and approach are now more than ten years out of date. The regional parks system has grown and diversified the types of ecosystems and species protected in those parks. There are also new and increasing pressures on the park system, which is not fully represented in the framework. The framework also takes a more reactionary approach to mitigating identified threats or stressors on the ecological values within the park system, rather than identifying opportunities for proactive conservation planning. The framework does not appropriately respond to the actions identified within the Capital Regional District's (CRD) Climate Action Strategy to support the five-year action plan, including climate-focused decision making and resilient and abundant nature, ecosystems and food systems.

Adopting the 2010 conservation strategy framework would implement out-of-date conservation practices and approaches that are no longer relevant. In some areas, staff are currently operating beyond the scope of that framework and are using more current data, tools and approaches to inform decision-making and conservation planning.

Intergovernmental Implications

The framework does not appropriately acknowledge the importance and role of collaborative partnerships with First Nations, local government and community. More specifically, it does not reflect the CRD's commitment to reconciliation, summarized in the CRD's Statement of Reconciliation.

Alignment with Board & Corporate Priorities

The framework is not aligned with current Board priorities (2019-2022), including the CRD's commitment to climate change and environmental stewardship, as well as reconciliation with First Nations. A new plan would align with existing CRD plans, strategies and priorities and would be timed to appropriately reflect the updated CRD Regional Parks Strategic Plan, once completed.

Financial Implications

The additional resources provided to regional parks to support the conservation program through the 2022 budget are sufficient to enable the development of a new conservation plan.

Service Delivery Implications

To date, staff have led priority conservation actions within regional parks without a conservation strategy or plan. While a plan is important in providing clear direction and guide priorities and strategic management actions, staff can continue to conduct work following current board priorities, industry best practices, and direction in the existing CRD Regional Parks Strategic Plan, management plans and current conservation tools, until a new plan is developed and adopted.

CONCLUSION

The 2010 conservation strategy framework no longer reflects up-to-date data, planning tools and best practices in conservation. It does not appropriately respond to the current needs, priorities and pressures on the park system, which have significantly changed since 2010. The framework is not aligned with current Board priorities, specifically the CRD's current commitment to First Nations reconciliation and climate change mitigation measures. Staff will continue to utilize existing best practices and other operational conservation tools until a new conservation plan is in place.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the *2010 Framework for the Conservation Strategy for Capital Regional District – Regional Parks: Providing strategic direction for parkland management* not be adopted on an interim basis, and a new conservation plan be developed by staff for Board decision following the strategic plan update.

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: Framework for the Conservation Strategy for Capital Regional District – Regional Parks: Providing strategic direction for parkland stewardship (March 17, 2010)

Conservation Strategy for **DRAFT** Capital Regional District - Regional Parks | *Providing strategic direction for parkland stewardship*

March 17, 2010

F R A M E W O R K



MILL HILL REGIONAL PARK

CRD

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 Nuuchahnulth 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 that 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:



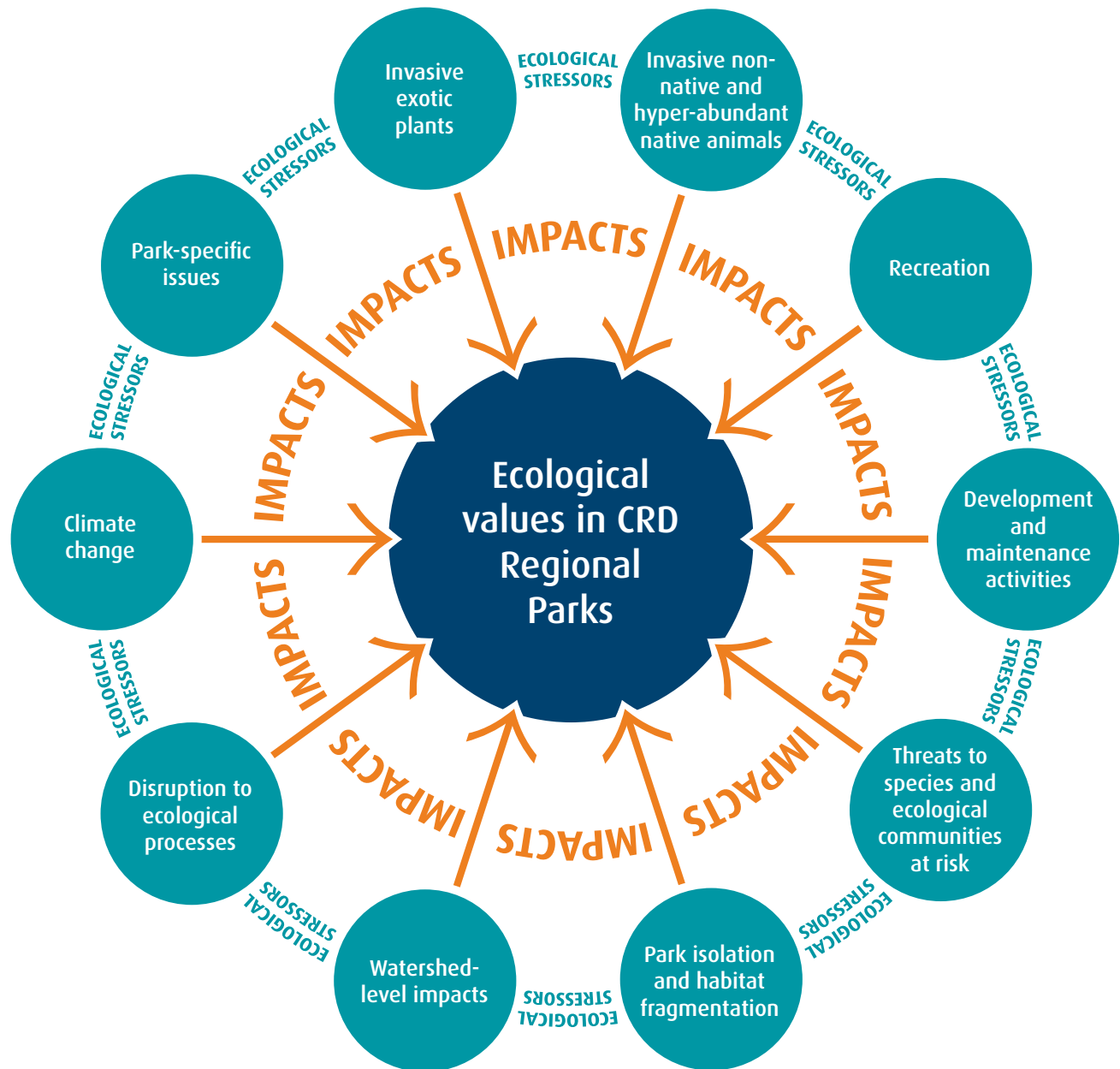
1. A **goal** statement for each stressor.
2. A list of target changes in **condition or state** associated with each stressor. These are changes that are aimed at the longer term and require significant changes in policies and practices, which must be achieved through shorter term changes in human behaviour.
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, FEBRUARY 23, 2022

SUBJECT **2021 Regional Parks Compliance and Enforcement Program**

ISSUE SUMMARY

To update the Regional Parks Committee on the Capital Regional District (CRD) Regional Parks 2021 Compliance and Enforcement Program.

BACKGROUND

Recognizing that a Compliance and Enforcement Program, with a focus on compliance education, is one of the best tools to help alleviate the pressures on regional parks and trails and protect park values, the CRD Board supported the creation of a park ranger position with the first permanent park ranger hired in early 2018. Since that time, the program has responded to the increasing system size and visitation and, in 2021, was comprised of 1 senior ranger and 3.5 full-time park ranger positions, augmented by 4 auxiliary rangers who worked over the April to October core season.

With more than 8.6 million visits annually to regional parks and trails, the ranger program has a key role in helping to ensure park visitors have a positive, safe and respectful visit in regional parks and that park values are protected.

Park rangers support a broad range of events, activities and issues, such as:

- serving as friendly ambassadors for CRD regional parks and trails, building relationships and assisting park visitors
- deterring negative activities through a uniformed, diplomatic and authoritative presence
- promoting voluntary compliance by educating the public about park regulations, such as smoking, dogs on-leash and illegal camping
- supporting and monitoring permitted events
- working with bylaw enforcement, police, fire and rescue service, BC Ambulance and other departments and agencies on issues found in regional parks and on regional trails
- responding to homelessness and connecting individuals with support services
- participating in facility and trail maintenance
- undertaking routine inspections in response to complaints or incidents
- investigating alleged non-compliance with legislation when enforcement action is being contemplated
- providing wildfire support outside of municipal fire districts in the form of wildfire mop-up duties
- educating park visitors on parks values
- supporting regional parks as a culturally safe place for Indigenous community members to practice their traditional rights

CRD Regional Parks also supplements compliance and enforcement patrols with CRD bylaw officers. In 2021, bylaw officers provided approximately 1,860 hours of patrol at a cost of almost \$161,000. The combination of park rangers and bylaw enforcement officers provides a regular presence in regional parks and on regional trails.

In 2021, park rangers and bylaw officers had an increased presence at Thetis Lake Regional Park in an effort to reduce non-compliance with the parks regulations, and to address hazardous behaviors (e.g., cliff jumping, drinking, etc.) before accidents can happen. This reduces the burden on other municipal response agencies. Park rangers and bylaw officers spent a total of 1,360 and 957 hours respectively patrolling Thetis Lake Regional Park during the peak season, which resulted in no major incidents or call outs for municipal resources.

The CRD Regional Parks Compliance and Enforcement Program also piloted the use of restorative justice as an alternative to court action, in response to an unsanctioned wedding that took place in Brooks Point Regional Park in summer 2021. The wedding resulted in disturbance and damage to important environmental values, including the mowing and trampling of federally designated critical habitat, as well as disturbance and disruption to other park users. Restorative Justice is a voluntary system of justice that focuses on the rehabilitation of the offenders through reconciliation with victims and the community at large. It is an alternative to the court system and is commonly used for offences such as vandalism, mischief, minor theft, causing a disturbance, etc. The restorative justice process can result in significant cost savings to the CRD relative to court actions and can help create lifelong stewards with a better understanding of the values that CRD Regional Parks protect.

In 2021, park rangers and park interpreters worked together to provide information on key regional parks management issues, such as social distancing, dog management, impacts of off-trail travel, carnivore awareness and wilderness park visit preparedness. By keeping education as the first and most important step on the compliance spectrum, visitors are provided with the information they need to be respectful park visitors, which reduces the need for enforcement actions.

Appendix A provides a summary of compliance and enforcement actions in 2021 within regional parks and trails.

IMPLICATIONS

Intergovernmental Implications

Park rangers work with bylaw enforcement, police, fire and rescue service, BC Ambulance and other departments and agencies on issues found in regional parks and on regional trails. By having a coordinated approach and by providing a consistent presence in the regional parks system, it helps reduce the number of incidents requiring municipal response.

Social Implications

With increasing visits to the regional parks system, it is important to manage and minimize possible impacts to ecological and cultural integrity caused by recreational activities. Educating park visitors about their role in parks stewardship through voluntary compliance with parks regulations is an integral step in protecting sensitive ecosystems, cultural values and biodiversity.

Service Delivery Implications

As part of the 2022 budget, additional resources have been provided to regional parks to support the ranger program with the addition of 1.5 FTEs.

Alignment with Board & Corporate Priorities

The Compliance and Enforcement Program supports CRD Board priorities and CRD Regional Parks' strategic goals around climate action, environmental stewardship and protecting the natural environment by ensuring park visitors use regional parks and trails in a way that is safe and consistent with the principles driving those strategic directions.

CONCLUSION

In 2021, the CRD Regional Parks rangers were instrumental in addressing a number of compliance and enforcement issues across the system at the same time providing safe and enjoyable experiences for visitors. The CRD Regional Parks Compliance and Enforcement Program will continue to focus on compliance education as one of the best tools to help alleviate the pressures and challenges the system faces.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the 2021 Regional Parks Compliance and Enforcement Program staff 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: 2021 CRD Regional Parks Compliance and Enforcement Summary

2021 CRD REGIONAL PARKS COMPLIANCE AND ENFORCEMENT SUMMARY

February 2022

Table 1: 2021 Enforcement Action Summary

Actions	Park Rangers	Bylaw Officers	Totals
Patrol hours	2,738 hours	1,858 hours	4,596 hours
Voluntary compliance	2,539	N/A	2,539
Written warnings	254	201	455
Evictions	66	N/A	66
MTI's issued	67	142	209

Note: The use of bylaw officers increases Regional Parks' compliance and enforcement present in the parks during peak seasonal visitation. Their focus is ensuring compliance with specific regulations (e.g., possession or consumption of alcohol, dogs on-beach, illegal parking and failure to obey signs with respect to high risk activities, such as cliff jumping, etc.) and, as such, they don't track non-violations and voluntary compliance interactions. Park rangers interact with the public on a broader approach with the goal of generating voluntary compliance and, as such, track a broader range of public interactions.

Table 2: 2021 Municipal Ticket Informations (MTIs) Issued

Section	Offence	Park Rangers	Bylaw Officers	Total
4(1)	Obstruction of Park or Peace Officer	-	3	3
4(3)	Failure to Obey Sign or Posted	-	50	50
4(4)	Possession or Consumption of Liquor	11	18	29
4(6)	Breach of Curfew	-	1	1
4(11)	Disturbs the Peace	1	-	1
6(1)(B)	Cause Disturbance between 10pm and 7am	-	1	1
6(4)	No Camping	21	15	36
7(1)	Destroying or Damaging Park	-	1	1
7(4)	Illegal Dumping	-	1	1
7(5)	Illegal Fire	1	-	1
7(8)	Smoking	3	5	8
8(1)(A)	Dog Not Under Control	-	1	1
8(1)(B)	Dog Off Leash	2	2	4
8(1)(C)	Dog in Picnic/Beach Area	-	1	1
8(1)(D)	Dog Feces not Removed	-	1	1
8(1)(F)	Dog Disturbing People or Wildlife	1	1	2
10(1)	Vehicle off Road	2	1	3
10(3)	Illegal Parking	23	40	63
11(1)(B)	Commercial Activity Without a Permit	1	-	1
12(9)	Breach of Park Use Permit	1	-	1
	Total	67	142	209

**REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 16, 2022**

SUBJECT **2022 Transportation Committee Terms of Reference**

ISSUE SUMMARY

This report is to provide the 2022 Transportation Committee Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 8, 2021, the Regional Board approved the 2022 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

For 2022, the mandate for Regional Trails was added to the defined purpose of the Transportation Committee and removed from the Regional Parks Committee TOR. At the January 26, 2022 Regional Parks Committee there was discussion regarding the Regional Trails and the inter-relationship between the Regional Parks and Transportation committees. Following this, the CRD Board Chair met with the Chair and Vice Chair of the Regional Parks Committee, the Chair of the Transportation Committee, and staff, and has amended the TOR to reflect this discussion (Appendix A). A redline version showing the changes since Board approval is attached as Appendix B. The Board approved version is attached as Appendix C for reference.

The TOR are being provided for review by the Committee. Any proposed revisions to the TOR will require ratification by the Board.

CONCLUSION

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

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Committee 2022 Terms of Reference attached as Appendix A be approved as amended.

Submitted by:	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: Amended 2022 Transportation Committee Terms of Reference
Appendix B: Amended 2022 Transportation Committee Terms of Reference (Redlined)
Appendix C: Board Approved 2022 Transportation Committee Terms of Reference (Redlined)



TRANSPORTATION COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation including the establishment of a transportation service for the region.

The Committee's official name is to be:

Transportation Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
 - i. Regional transportation matters including regional transportation priorities and regional transportation governance
 - ii. Encouraging a strong regional voice on regional transportation matters including ferries, rail, transit and multi-use regional trails
 - iii. Regional Trails matters (mobility and recreation), including land acquisition, management, operations and programs for the Galloping Goose, the Lochside and the E&N trails
 - iv. Providing input to the Regional Parks Strategic Plan
- b) The Committee may also make recommendations to the Board to:
 - i. Advocate to senior levels of government to support major multi-modal transportation projects which support the region's sustainability measures; and
 - ii. Advocate for regional transit priorities to the Victoria Regional Transit Commission.
 - iii. Work with other Vancouver Island Regional Districts to support major multi-modal transportation which support transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the Transportation Committee:
 - i. Traffic Safety Commission
 - ii. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee.
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis, except August and December, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of the Planning and Protective Services Department will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference



TRANSPORTATION COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation including the establishment of a transportation service for the region.

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1.0 PURPOSE

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 - i. Regional transportation matters including regional transportation priorities and regional transportation governance
 - ii. Encouraging a strong regional voice on regional transportation matters including ferries, rail, transit and multi-use regional trails
 - iii. Regional Trails matters (**mobility and recreation**), including land acquisition, management, operations and programs **for the Galloping Goose, the Lochside and the E&N trails**
 - iv. **Providing input to the Regional Parks Strategic Plan**
- b) The Committee may also make recommendations to the Board to:
 - i. Advocate to senior levels of government to support major multi-modal transportation projects which support the region's sustainability measures; and
 - ii. Advocate for regional transit priorities to the Victoria Regional Transit Commission.
 - iii. Work with other Vancouver Island Regional Districts to support major multi-modal transportation which support transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the **Planning, —Transportation and Protective Services** Committee:
 - i. Traffic Safety Commission
 - ii. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
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- a) The General Manager of the Planning and Protective Services Department will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board _____

Terms of Reference



TRANSPORTATION COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation including the establishment of a transportation service for the region.

The Committee's official name is to be:

Transportation Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
 - i. Regional transportation matters including regional transportation priorities and regional transportation governance
 - ii. Encouraging a strong regional voice on regional transportation matters including ferries, rail, transit and multi-use regional trails
 - iii. **Regional Trails matters, including land acquisition, management, operations and programs**
- b) The Committee may also make recommendations to the Board to:
 - i. Advocate to senior levels of government to support major multi-modal transportation projects which support the region's sustainability measures; and
 - ii. Advocate for regional transit priorities to the Victoria Regional Transit Commission.
 - iii. Work with other Vancouver Island Regional Districts to support major multi-modal transportation which support transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the Planning, Transportation and Protective Services Committee:
 - i. Traffic Safety Commission
 - ii. Any other advisory body established by the Committee

2.0 ESTABLISHMENT AND AUTHORITY

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

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

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee.
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis, except August and December, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of the Planning and Protective Services Department will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board December 8, 2021

**REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 16, 2022**

SUBJECT Transportation Equity

ISSUE SUMMARY

To provide the Transportation Committee with information on the implications of applying a robust equity lens to transportation priorities and seek direction on next steps.

BACKGROUND

On November 10, 2021, the Capital Regional District (CRD) Board directed staff to report back to the Transportation Committee with implications of applying a robust equity lens to transportation priority implementation, advocacy and future planning.

Distinguishing equality and equity

Equality and equity are two different concepts for determining who has access to resources or opportunities. Equality emphasizes providing people with the same resources or opportunities to achieve a goal, regardless of their needs or circumstances. Equity recognizes that people may require different resources or opportunities to meet a goal as they have different needs and circumstances.

What does transportation equity mean?

Transportation is a public resource that helps people access what they need for their daily lives – things like goods, services, education, jobs and recreation. An equity lens helps identify who (dis)benefits from this resource and the resulting impacts. A growing body of academic and applied research shows that income, ability, gender identity, race and other factors determine these (dis)benefits, affecting transportation availability and choice. When planners, engineers and decision-makers do not consider these factors, people are impacted by not having the transportation they need. At the community level, the outcome is these impacts become barriers to affordable social, economic and recreation opportunities. An equitable transportation system recognizes that multiple factors affect transportation availability and seeks to overcome these barriers.

Equitable transportation requires both procedural and distributive equity. Procedural equity is the representation of multiple perspectives in decision-making. It means asking whose experiences or needs are over-or under-represented in transportation and taking steps to ensure that programs and infrastructure are proactively designed to meet these varied needs. Actions are at the governance and policy level and seek to avoid creating barriers in the first place.

Distributive equity enables social and spatial access to goods, services, amenities, and economic opportunities. It recognizes that transportation availability is affected both by where infrastructure is implemented and the different factors that make it (im)possible for people to use. Actions are at the program and infrastructure level and seek to reduce existing barriers.

CRD Current State

The CRD does not currently have an organization-wide equity policy. In relation to transportation, the CRD does take some distributive actions in seeking to address the needs of vulnerable road users. For example, the Ready Step Roll initiative reduces known safety barriers to travel for school-aged children and their families, the regional trail network considers the needs of people who use mobility devices, and Traffic Safety Commission education campaigns target outreach to seniors and youth to promote safe transportation options.

Localized quantitative and qualitative data related to equity is limited. Most readily available datasets relate to gender, health outcomes and income. Staff have previously used income data to produce the Housing and Transportation Cost Estimate Study. While equity impacts were not fully examined as part of the study, preliminary findings underscore that housing location directly impacts transportation cost. The study showed that transportation costs are lower in areas that are walkable, bikeable and readily served by transit. In the future, application of an equity lens could help better understand factors that determine residence location, mode choice and the impact on affordability. The CRD volunteer bike count program has observed a gender imbalance in active transportation. Knowing more about this imbalance from an equity perspective could inform mode shift efforts.

Next Steps

The CRD needs both procedural and distributive tools to make transportation more equitable through transportation priority implementation, advocacy and future planning. An equity lens would be a procedural tool to help integrate a greater number of perspectives in transportation policy work. In line with procedural equity, the first step to developing such a lens is to work in partnership with diverse and inclusive communities so that the lens is based on lived experience and reflects the needs of people who are often under-represented in transportation. The purpose of developing a lens would be to identify analytical criteria and policy decisions that could be made to promote fuller community access to affordable social, economic and recreation opportunities. The second step is to test out and apply the lens and take distributive actions. A pilot study, conducted in tandem with development of the equity lens, could help advance this work. The regional trail network would be the most appropriate focus for such a pilot as it is a transportation function that falls within CRD service authority.

ALTERNATIVES

Alternative 1

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

- 1) That staff be directed to work in partnership with the Community Social Planning Council to draft an equity lens to inform CRD transportation priority implementation, advocacy and future planning.
- 2) That staff be directed to work in partnership with the Community Social Planning Council on a pilot study to test the application of an equity lens by reviewing gender imbalance in active transportation, focusing on the CRD regional trail network.

Alternative 2

That the Transportation Equity report be referred back to staff for additional information based on Transportation Committee direction.

IMPLICATIONS

Social Implications

The proposed transportation equity work must be done with input from diverse and inclusive communities across the region. The Community Social Planning Council (CSPC) specializes in community-based engagement with groups whose needs are often under-represented (e.g., Black, Indigenous and People of Color (BIPOC); Lesbian, Gay, Bisexual, Trans, Queer (LGBTQ+); seniors; people with disabilities; newcomers; women; low-income community members; and others). In addition to engagement, the CSPC administers the region's low-income transit program and is undertaking the Transportation Access, Climate and Economic Security (TACES) project. The District of Saanich is piloting an eBike subsidy initiative through the TACES project. Working in partnership with a respected organization that has established community links will ensure that lived experiences inform CRD transportation equity work. Without such a partnership, it would be very difficult for CRD staff to pursue equity work.

Environmental & Climate Implications

There are environmental and climate co-benefits and co-impacts to pursuing transportation equity. Prioritizing investment in active travel and transit creates more affordable transportation options and reduces greenhouse gas emissions. The proposed equity work could help reveal the interconnected impacts of this priority and identify the distributive actions needed to maximize affordable access to social, economic and recreation opportunities.

Intergovernmental Implications

The proposed transportation equity work could inform CRD service design and delivery. Should there be interest, this work could support municipal, agency and senior government partners. Additionally, the proposed lens is not intended to supersede or replace ongoing reconciliation efforts with First Nations.

The Province is currently developing anti-racism data legislation with the objective of better identifying existing gaps and creating more inclusive, equitable outcomes. The work focuses on a regulatory framework for data collection, analysis and policy design. Future provincial legislation could increase the availability of quantitative data. It should also be noted that the Province supports several targeted transportation equity programs, such as reduced-cost or free bus passes for low-income seniors, people receiving disability assistance and children aged 12 and under. CRD staff are currently working through the Transportation Working Group to baseline what efforts are being undertaken locally.

Service Delivery Implications

The CRD is responsible for regional transportation planning, regional trails and transit and transportation on Salt Spring Island. The proposed equity work could inform these services once an equity lens is developed and appropriate policy direction is given.

As noted above, there is limited quantitative data for BC and a lack of qualitative data on diverse and inclusive lived experiences at a local level. The proposed partnership with the CSPC would provide staff with access to qualitative data and expertise to support longer-term improvements to the regional transportation data collection and analysis program, once provincial anti-racism data legislation is in place.

Financial Implications

The proposed equity work can be done within the existing core budget, with CRD providing in-kind support to CSPC at no additional program cost. Any implementation actions resulting from the application of an equity lens may result in incremental service delivery costs or new initiatives. The proposed pilot project provides an opportunity to scope such costs. Any additional costs would be raised through the service and financial planning process, based on the outcomes of the equity work.

Alignment with Board & Corporate Priorities

The CRD is responsible for a number of services whose operation and delivery result in co-benefits and co-impacts that affect transportation equity. Equity is interconnected with service delivery and is a critical component of regional livability. At a regional scale, policy decisions related to housing and climate have the most significant potential to realize equity benefits. For example, locating affordable housing in walkable, bikeable and transit-accessible environments can significantly increase access to social, economic and recreation opportunities without making new transportation investments.

CONCLUSION

Income, ability, gender, race and other factors play a significant role in determining who (dis)benefits from transportation. Transportation equity recognizes the impacts these (dis)benefits can have on a community's livability in terms of affordable access to social, economic and recreation opportunities. The CRD needs both procedural and distributive tools to integrate the lived experiences of diverse and inclusive communities into transportation priority implementation, advocacy and future planning. Staff propose working in partnership with the community to develop an equity lens to support decision-making and undertake a pilot study to understand gender imbalance in active transportation better. The outcome of this work would be policy direction to inform equity actions relevant to CRD transportation initiatives.

RECOMMENDATION

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

- 1) That staff be directed to work in partnership with the Community Social Planning Council to draft an equity lens to inform CRD transportation priority implementation, advocacy and future planning.
- 2) That staff be directed to work in partnership with the Community Social Planning Council on a pilot study to test the application of an equity lens by reviewing gender imbalance in active transportation, focusing on the CRD regional trail network.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional and Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



Making a difference...together

REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, MARCH 09, 2022

SUBJECT Bylaw No. 4483, to amend Bylaw No. 3343 being “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006”

ISSUE SUMMARY

To update Bylaw No. 3343, *Officers’, General Managers’, and Management Staff’s Bylaw No. 1, 2006*, with regards to payments for exempt staff long-term disability benefits and general medical insurance contributions.

BACKGROUND

On February 9, 2022, the CRD Board resolved to change the contribution formula for exempt staff long term disability benefits to align with market. Exempt staff benefits are outlined by CRD Bylaw No. 3343, *Officers’, General Managers’, and Management Staff’s Bylaw No. 1, 2006* (“Bylaw”), and this change requires a bylaw amendment. In addition, this Bylaw requires amendment as the CRD no longer pays premiums for general medical insurance, as these are now covered through the provincial health tax.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4483, cited as “Officers’, General Managers’ and Management Staff’s Bylaw No. 1, 2006, Amendment Bylaw No. 7, 2022” be introduced and read a first, second, and third time;
2. That Bylaw No. 4483 be adopted.

Alternative 2

That Bylaw No. 4483 be referred back to staff for further information.

IMPLICATIONS

Financial Implications

Alternative 1

The cost of this alternative to the employer is approximately \$154,000 and is included in the 2022 budget.

Alternative 2

There are no financial implications.

Organizational Implications

This amendment aligns exempt staff benefits with the market and many other local governments in the region, and in the manner approved by the CRD Board.

Bylaw No. 3343 is currently out of alignment with the resolution of the Board. The current Bylaw also includes dated references to the contribution of general medical insurance which is no covered through the provincial health tax, which require amendment.

CONCLUSION

CRD Bylaw No. 3343, *Officers’, General Managers’, and Management Staff’s Bylaw No. 1, 2006*, outlines the terms and conditions of employment for CRD exempt staff. This Bylaw requires amendment given recent Board resolution on changes to the contributions of long-term disability benefits consistent with market. Further, the Bylaw requires amendment to dated references to general medical insurance contributions, which are now covered by the provincial health tax.

RECOMMENDATION

1. That Bylaw No. 4483, cited as “Officers’, General Managers’ and Management Staff’s Bylaw No. 1, 2006, Amendment Bylaw No. 7, 2022” be introduced and read a first, second, and third time;
2. That Bylaw No. 4483 be adopted.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4483, “Officers’, General Managers’ and Management Staff’s Bylaw No. 1, 2006, Amendment Bylaw No. 7, 2022”

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4483**

**A BYLAW TO AMEND THE OFFICERS', GENERAL MANAGERS', AND STAFF'S BYLAW NO. 1, 2006
(BYLAW NO. 3343)**

WHEREAS:

- A. Under Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No. 1, 2006", the Board sets out conditions of compensation terms for exempt employees;
- B. The Board wishes to amend Bylaw No. 3343 to provide premium payments for group long term disability plans and no longer reference employee payment of Medical Services Plan Premiums;

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

1. Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No. 1, 2006" is hereby amended by replacing Section 26, Part IX (Pension, Health and Life Insurance Schemes), with the following:

26. All Officers, General Managers, and Management Staff shall, subject to insurance carrier requirements, be eligible for extended health, dental, group long term disability insurance coverage, and group life insurance benefits at a coverage as provided by the plan. Improvements to benefits negotiated by the CRD Bargaining Unit shall be extended to Officers, General Managers and Management Staff. The Board shall pay the premium for group life insurance (excluding employee paid optional life), accidental death and disability, extended health and dental plans, and group long term disability insurance coverage.

2. This bylaw may be cited for all purposes as "Officers', General Managers' and Management Staff's Bylaw No. 1, 2006, Amendment Bylaw No. 7, 2022".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, MARCH 09, 2022**

SUBJECT 2022 Provincial Budget Highlights

ISSUE SUMMARY

To provide the Committee with a high level review of potential impacts on CRD services in the 2022 Provincial Budget.

BACKGROUND

On February 22, 2022, Finance Minister Selina Robinson tabled the 2022 Provincial Budget in the legislature. This information report is intended to provide highlights on items relating to the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation. While these highlights have been focused on organizational impacts, there was an attempt to include potential implications for member municipalities and electoral areas.

This is not intended to be a comprehensive budget review.

IMPLICATIONS

Refer to Appendix A for a CRD, CRHD, and CRHC perspective on the Provincial Budget including potential impacts to member municipalities and electoral areas. Highlights also include potential services that may be impacted by provincial initiatives.

The hyperlinked [Provincial Budget and Fiscal Plan](https://www.bcbudget.gov.bc.ca/2022/pdf/2022_Budget_and_Fiscal_Plan.pdf) ¹ is the main budget document from the Ministry of Finance that lays out the Province's three-year fiscal plan, including economic outlook, revenues, spending, tax measures, and forecasting risks and assumptions.

RECOMMENDATION

That the 2022 Provincial Budget Highlights 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: 2022 Provincial Budget Highlights

¹ https://www.bcbudget.gov.bc.ca/2022/pdf/2022_Budget_and_Fiscal_Plan.pdf

Highlights of the 2022 BC Provincial Budget

The 2022 budget estimates 2021-22 fiscal year deficit to be (\$483M) compared to a forecasted (\$9.7B). The most significant changes are related to the improved performance of ICBC and higher than expected property transfer taxes from home sales. For the next 3 years the province continues to project the following deficits:

- 2022/23 \$5.5B deficit (including \$4.8B in contingencies)
- 2023/24 \$4.2B deficit (including \$4.4B in contingencies)
- 2024/25 \$3.2B deficit (including \$4.0B in contingencies)

Forecasted debt at the end of this 3 year budget is \$90.87B (nearly double pre-pandemic levels). 2022/23 GDP forecast to grow at 4.0% with a provincial Unemployment rate of 5.4%.

Provincial Budget Highlights Impacting CRD & Member Municipalities

1. COVID Response & Recovery

- \$3.2B in additional funding over 3 years to improve health-care services
 - adding 15 new urgent and primary care centres and working in partnership with the First Nations Health Authority to create centres throughout the province. **[CRHD, FNR, municipalities/EAs]**
 - \$303M in new funding over 3 years to reduce wait lists for surgeries and diagnostic imaging. **[CRHD, municipalities]**
 - \$148M over 3 years to reduce emergency call wait and response times. **[PPS, emergency response, municipalities]**
- \$875M additional funding in year 1 of the plan for pandemic recovery;
 - Ongoing COVID-19 and influenza vaccination programs **[CRHD, municipalities]**
 - PPE for health-care workers, mental health supports for Indigenous and non-Indigenous communities, continued funding for the B.C. Centre for Disease Control **[CRHD, FNR, municipalities/EAs]**
- \$25M incremental funding to support the tourism sector's continuing recovery. Additional funding is also being provided to support non-profit organizations in the recovery of the arts, culture and music sectors through the Arts Impacts and Amplify BC programs. **[Arts & Culture, Economic Development-Tourism, municipalities/EAs]**

2. Affordable Housing & Preventing Homelessness

- \$166M in year 1 to continue implementation of the 10-year housing plan with a goal of delivering 114,000 affordable homes in BC.
 - Includes \$100M to non-profit housing providers to accelerate the construction of mixed-income housing through the Community Housing Fund. It also adds additional resources for the HousingHub at BC Housing **[CRHC, non-profits]**
- \$633M over 3 years to expand services;
 - \$35M over 3 years for former youth in care by providing support beyond 19th birthday
 - As of 2022/23, temporary housing and support provided in 2020 will be permanent, and \$600-a-month rent supplement will be introduced for program participants. **[CRHC, non-profits]**
 - In years 2 & 3, the Young Adults program will be expanded to include counselling, medical benefits and life-skills programming.
 - New \$600-a-month rent supplement for more than 3,000 people to help become stably housed, with integrated support. **[CRHC, CRHD, non-profits]**

- Doubling staff/community integration specialists to navigate government programs.
- \$164M over 3 years to expand the Complex Care housing model to at least 20 more sites throughout the province. **[CRHC, CRHD, non-profits]**
- \$264M to ensuring housing support for temporarily housed in leased or purchased hotel and other spaces during the COVID-19 pandemic. **[CRHC, non-profits]**

3. Environment

- \$1.0B in new funding for CleanBC
 - \$9M over 3 years to expand the Low Carbon Fuel Standard and to develop a new emissions cap on natural gas utilities to meet legislated emissions reductions. **[climate action, municipalities, facilities]**
 - Supporting clean transportation
 - PST exemption for used zero-emission vehicles (ZEVs), effective now until 2027, and a higher threshold for luxury surtax on passenger ZEVs to a base of \$75,000. **[IWS, fleet?, municipalities]**
 - Motor fuel tax exemption for the use of hydrogen in internal combustion engines effective immediately. **[IWS, fleet?, municipalities]**
 - \$79M to continue the Go Electric program, providing rebates for electric-vehicle charging systems, hydrogen refueling infrastructure and commercial vehicle pilot projects. **[municipalities, facilities]**
 - \$30M in grants available to local governments to improve active transportation infrastructure, like bike lanes and multi-use pathways. **[transportation, grants, municipalities]**
 - \$249M in Low Carbon Fuel Credits for light-duty zero-emission vehicles. **[IWS, fleet?, municipalities]**
 - \$5M over 2 years to continue the Heavy-Duty Vehicle Efficiency Program to educate drivers and install fuel-efficiency measures in heavy-duty vehicles. **[IWS, fleet?, municipalities]**
 - Supporting energy efficient buildings
 - Continuing incentives through CleanBC Better Homes, Better Buildings program. **[building inspection?, planning, climate action]**
 - Introducing a Clean Buildings Tax Credit to encourage major retrofits for multi-unit residential and commercial buildings to meet CleanBC standards. **[building inspection?, planning, climate action]**
 - Introducing a PST exemption on heat pumps, paired with an increase to the PST on fossil fuel heating equipment to 12%. **[building inspection?, planning, climate action]**
 - \$310M to support industry to decarbonize to be net zero by 2050 **[building inspection?, planning, climate action]**
 - \$76M for a new local government climate action program that will help municipalities reduce emissions and prepare for and adapt to climate change. **[grants, planning, climate action, municipalities]**
 - \$22M over 3 years for emissions reductions in BC's forests improving carbon sequestration and to expand the Indigenous Forest Bioeconomy Program. **[economic development, climate action, FNR]**
 - \$15M over 3 years to support on-farm upgrades to sustainable and climate-resilient agriculture practices through the Beneficial Management Practices program. **[land use, planning, climate action]**
 - \$13M annually for further advancement of circular economy programs that reuse and collect plastic materials from the existing waste stream. **[solid waste, climate action]**

- \$25M in Cleantech innovation and partnership opportunities to support CleanBC objectives, and increasing access to venture capital for clean-tech investment. **[economic development, climate action]**

4. First Nations Reconciliation

- \$12M over 3 years for the creation of a Declaration Act Secretariat to implement the Declaration on the Rights of Indigenous Peoples Act. **[FNR]**
- Funding for Indigenous primary care and Aboriginal Head Start which provides culturally based inclusive child care for Indigenous children. **[FNR]**
- \$44M in new funding for establishment of a new Ministry of Land, Water and Resource Stewardship to bring the Province's natural resource policy framework in line with UNDRIP. **[FNR]**

5. Support Services

- \$289M over 5 years in new funding to connect more than 280 First Nations, rural and remote communities to high-speed internet. **[FNR, EAs, municipalities]**
- Through a new agreement with the federal government, full-day infant and toddler care will be reduced by 50% to \$20 a day by the end of 2022. **[Recreation?]**
- Fees for preschool, before and after-school care to be less than \$20 a day for the 2023-24 school year. **[Recreation?]**
- \$172M over 3 years to provide more accessible and inclusive services for children and youth with support needs including establishing family connections centres throughout the province. **[municipalities, EAs]**
- Continued investment to support survivors of sexual assault through core funding of 50 community-based sexual assault response organizations (since 2002) **[municipalities, EAs]**
- \$3M in new funding over 3 years to continue implementation of the Accessible British Columbia Act developing accessibility plans for persons with disabilities, regulations, and establish a provincial accessibility committee **[municipalities, EAs]**

6. Emergency Response

- \$2.1B over 3 years including;
 - \$1.5B to build critical infrastructure after disastrous weather events in 2021
 - \$400M in year 1 for EMBC to support people and communities. **[Emergency Services]**
 - \$1.1B over the next 3 years in contingency for disaster recovery costs. **[Emergency Services]**
- \$600M in operating and capital funding for continuing the response to climate-related disasters, prevention and recovery projects.
 - \$145M in new funding for wildfire services
 - BC Wildfire Service will move to a year-round workforce: prevention and mitigation, preparedness, response and recovery. **[Emergency Services]**
 - \$98M over 3 years to maintain forest service roads used to respond to forest fires. **[Emergency Services]**
 - \$210M to support community climate-change preparedness and emergency management, including through the FireSmart program, the Community Emergency and Preparedness Fund. **[Emergency Services]**
 - \$83M to implement new Climate Preparedness and Adaptation Strategy including \$30M in grants to safeguard watersheds. **[Emergency Services, climate action]**

7. Capital Program Spending

- \$46.5M to replace Cedar Hill Middle through the Seismic Mitigation Program. It will deliver a 575-capacity middle school by early 2025. Includes low-carbon design features and a neighbourhood learning centre space. **[municipalities, climate action]**
- \$90M for the expansion of the Engineering and Computer Science Building and construction of a new Engineering laboratory building at the University of Victoria **[municipalities]**
- \$27M for the National Centre for Indigenous Laws at the University of Victoria that will be home to the world's first joint degree in Indigenous legal orders and Canadian common law **[municipalities, FNR]**
- \$229M to construct two student housing buildings at the University of Victoria that will include 621 net-new beds, a dining facility and multi-purpose program space **[municipalities, housing]**
- Procurement and delivery of the first 10 battery electric buses for use by BC Transit in Victoria to reduce carbon emissions and improve rider experience. **[transportation, climate action]**
- Construction of a flyover from Highway 17 northbound to Keating Cross Road westbound in Central Saanich to improve safety by eliminating left turn across highway traffic onto Keating Cross Road and realigning the southbound highway on-ramp. **[municipalities, transportation]**
- As part of the modernization and renewal of the Royal BC Museum, a new collections and research building will break ground in Colwood in 2022 with anticipated completion in 2025. **[municipalities]**
- \$89M for two new schools in the Sooke School District, the 500 student Pexsisen Elementary and the 700 student Centre Mountain Lellum Middle school. **[municipalities]**

8. Other Budget Items of Interest

- \$664M over 3 years for growing K-12 enrolment, totalling \$7.3 billion annually by year 3
 - To account for growth in children and youth in care, Indigenous learners, rural schools and students with support needs.
- \$3.1B in capital over 3 years to seismically upgrade schools throughout the province
- Draft anti-racism data legislation to be introduced in spring 2022 to help provide better and more equitable services by enabling the consistent collection, use and disclosure of demographic data, and identify gaps in services to Indigenous and racialized communities.
 - builds on efforts underway including modernizing the Police Act, developing a K-12 anti-racism action plan and anti-Indigenous racism in health care.
- \$50M to implement the Stronger BC Economic Plan, with investments to grow BC's life sciences, manufacturing and agricultural sectors, and continued economic development.
 - includes an integrated marketplace of made-in-BC clean technologies.
 - includes Future Ready, a comprehensive plan to close the skills and labour gap.
- \$25M in year 1 for health-care assistants to address critical staffing shortages in the long-term care, assisted living and home care.
- \$21M over 3 years for adult education through the Graduated Adult Program including tuition-free adult literacy programs.
- \$21M to certify more skilled trades journeypersons or apprentices in electrical, mechanical and automotive.
- \$18M to support the continued growth of the mining sector through the Regulatory Excellence in Mining strategy.
- \$185M over 3 years to support forestry workers and communities affected by old-growth logging deferrals.

9. Budget Notes of Interest

- Economic Highlights
 - economy expanded ~5% in 2021 and is forecast to expand ~4% in 2022, ~2.5% in 2023.
 - Through November 2021, retail sales in BC were up 13.6% compared to 2020.
 - In November 2021, sales through food services were 2.6% above pre-pandemic levels.
 - housing markets and residential construction reached record highs, in volumes of sales, housing starts and prices in 2021.
 - home sales increased by 32.8% in 2021 compared to 2020.
 - average home sale price in BC increased by 18.7% in 2021 following an 11.6% increase in 2020.
 - housing starts increased by 25.6% in 2021 to a record 47,607 units.
 - Provincial unemployment rate averaged 6.5% in 2021, down from 8.9% in 2020. The unemployment rate in January 2022 was 5.1%, 0.1% below pre-pandemic levels.

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, MARCH 09, 2022**

SUBJECT **Amendment to Bylaw No. 3727, to change the Commission name to Salt Spring Island Community Economic Sustainability Commission**

ISSUE SUMMARY

To change the name of the Salt Spring Island Community Economic Development Commission (CEDC) to better reflect the intent of the commission.

BACKGROUND

At the CEDC meeting on February 14, 2022, the CEDC members considered proposed changes to the establishing bylaw focusing on the Commission's name to the Salt Spring Island Community Economic Sustainability Commission.

ALTERNATIVES

Alternative 1

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

1. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be introduced and read a first, second, and third time.
2. That Bylaw 4482, "Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022" be adopted.

Alternative 2

That Bylaw No. 3727, Salt Spring Island Community Economic Development Commission Bylaw, 2010, remain as adopted.

IMPLICATIONS

This is an administrative bylaw and therefore does not require public consultation. The Salt Spring Island CEDC support the bylaw amendment to change the name of the commission.

CONCLUSION

The CEDC wishes to change the commission name to the Salt Spring Island Community Economic Sustainability Commission to better reflect the intent of the commission.

RECOMMENDATION

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

1. That Bylaw 4482, “Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022” be introduced and read a first, second, and third time.
2. That Bylaw 4482, “Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022” be adopted.

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

ATTACHMENT(S)

Appendix A: Bylaw No. 4482

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4482

A BYLAW TO AMEND BYLAW 3272 “SALT SPRING ISLAND COMMUNITY ECONOMIC
DEVELOPMENT COMMISSION”

WHEREAS:

- A. Under Bylaw No. 3272, “Salt Spring Island Community Economic Development Commission Bylaw No. 1, 2010”, the Regional Board established a community economic development commission for the electoral area of Salt Spring Island; and
- B. The Regional Board wishes to amend the bylaw to change the name of the commission.

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

- 1. Bylaw No. 3272 being the “Salt Spring Island Community Economic Development Commission Bylaw, 2010” is amended by replacing section 13, Citation with the following:
 - (a) The Commission shall be called the “Salt Spring Island Community Economic Sustainability Commission”.
 - (b) This Bylaw may be cited for all purposes as the “Salt Spring Island Community Economic Sustainability Commission Bylaw No. 1, 2010”.
- 2. This bylaw may be cited for all purposes as “Salt Spring Island Community Economic Development Commission Bylaw, 2010, Amendment No. 1, 2022.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER



Making a difference...together

**REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, FEBRUARY 15, 2022**

SUBJECT **Development Permit with Variance for Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 – 4460 Rannveig Place**

ISSUE SUMMARY

A request has been made for a riparian development permit with variance to reduce the requirement that 10% of a parcel fronts onto a highway for the purpose of creating a three-lot subdivision.

BACKGROUND

The 5.35 hectare (ha) subject property is located at 4460 Rannveig Place in Otter Point (Appendix A). The parcel is within the Otter Point Fire Protection Local Service Area and serviced by on-site wells and septic. The subject property was originally subdivided and removed from the Agricultural Land Reserve (ALR) in 1991. In 2004, the land was subdivided in order to provide a residence for a relative, creating the current plan configuration.

In 2011, the parcel was rezoned (CRD File: Z-07-10) to create a new AG-1 zone on the former ALR portion of the property and a new Rural A-1 zone on the remainder to permit a two-lot subdivision that was never completed. The property was the subject of a zoning amendment again in 2021 (RZ000269) to rezone the Rural A-1 portion of the property to Rural Residential 2 (RR-2) for the purpose of creating two 1.0 hectare parcels and to adjust the AG-1 zone boundary to align with the proposed plan of subdivision (Appendices B and C). There are currently agricultural buildings, accessory buildings and two dwellings on the property.

The property is partly designated as a Watercourses and Wetland Areas development permit area (DPA) by the Otter Point Official Community Plan (OCP), Bylaw No. 3819. A development permit is required as part of the subdivision process. Proposed Lots 1 and 2 are roughly panhandle configurations and do not meet the requirement that one tenth of the perimeter of the lot fronts on a highway. The owner is requesting a variance to reduce the frontage requirement for Lot 1 from 67.27 m (10%) of lot perimeter to 7.31 m (1.1%), and Lot 2 from 56.36 m (10%) of lot perimeter to 9.35 m (1.6%). Development Permit with variance DV000076 is included as Appendix D for consideration.

ALTERNATIVES

Alternative 1

The Land Use Committee recommends to the CRD Board:

That Development Permit with Variance DV000076, for Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828, to authorize a three-lot subdivision and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 1, Section 3.10(4) by reducing the frontage requirement for proposed Lot 1 from 10% (67.27 m) of lot perimeter to 1.1% (7.31 m), and for proposed Lot 2 from 10% (56.36 m) of lot perimeter to 1.6% (9.35 m), as shown on the plans prepared by J.E. Anderson, dated January 4, 2022, be approved.

Alternative 2

That Development Permit with Variance DV000076 be denied.

Alternative 3

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

IMPLICATIONS

Legislative Implications

The Otter Point Official Community Plan, Bylaw No. 3819, designates development permit areas (DPAs) and outlines development permit guidelines. The property is located within the Watercourses and Wetland Areas DPA and a development permit is required prior to subdivision or alteration of land. CRD Delegation of Development Permit Approval Authority Bylaw No. 3462, gives the General Manager, Planning and Protective Services, the authority 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.

Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4) specifies that the minimum frontage on the highway shall be one tenth of the perimeter of the lot that fronts on the highway. The proposed lots do not meet this requirement; therefore, a variance is requested.

Public Consultation Implications

Pursuant to Section 499 of the *Local Government Act*, 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 m. Any responses received from the public will be presented at the February 15, 2022, 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 Riparian Assessment report was submitted by Thomas Roy, R.P.Bio., of Cascadia Biological Services, dated December 20, 2021. The report addressed the *Riparian Areas Protection Regulations (RAPR)* and Watercourses and Wetland Areas DP guidelines for the proposed subdivision. The report reviewed Orveas Creek, which flows from the north, through a portion of the subject property along the western boundary of the parcel, under Otter Point Place and eventually into Orveas Bay. The Riparian Assessment Area (RAA) is comprised of native vegetation with fields historically cleared for agricultural uses adjacent to the stream, and the watercourse is considered fish bearing. The report established a Streamside Protection and Enhancement Area (SPEA) of 15 m.

The report confirmed that the driveway and all structures located on proposed Lot 3 are outside of the SPEA, that no further development is proposed within the RAA, and that any future works within the RAA would require additional assessment. The proposal is not anticipated to affect stormwater flow or drainage, and the report stated that there are no floodplain concerns at this site.

Variance:

The Juan de Fuca Land Use Bylaw requires that where a lot being created by a subdivision fronts on a highway, the minimum frontage on the highway shall be one tenth of the perimeter of the lot. Proposed Lot 3 meets this requirement; however, proposed Lot 1 requires 67.27 m of frontage, but is proposed to have only 7.31 m (1.1%) and Proposed Lot 2 requires 56.36 m of frontage, but is proposed to have only 9.35 m (1.6%).

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 subdivision configuration clearly defines Lot 3 within the Agricultural 1 (AG-1) zone boundary and creates two additional parcels with a minimum lot size of 1 ha as required by the RR-2 zone. The plan shows an existing driveway access to fully developed Lot 3 on Rannveig Place, and a panhandle driveway access from the cul-de-sac at the north end of Rannveig Place over proposed Lot 1, which is currently vacant. Proposed Lot 2 has a dwelling under construction and is also provided frontage on the cul-de-sac; the access strip to the building area is narrow, but meets the minimum panhandle requirements of Bylaw No. 2040.

The shape of the parent parcel is somewhat irregular due to previous subdivision layout and the historical location of the Agricultural Land Reserve boundary. Reduction of the frontage requirement for the proposed parcels does not increase those irregularities. The proposed 7.31 m and 9.35 m panhandle widths comply with Section 3.10(5) of Bylaw No. 2040 for lots that cannot be further subdivided.

The owner will put in place a reciprocal access easement between Lots 1 and 2 to utilize the existing driveway and reduce the impact of the subdivision on the neighbouring property to the south. Proposed Lot 1 and Lot 2 have no designated Development Permit areas.

Since the number of accesses onto Rannveig Place will not increase as a result of the creation of the additional parcels, the proposed subdivision layout should not affect the existing road network and access options. The proposed lot boundaries follow natural topographical features and existing infrastructure, and allow for the separation of private yards and buffers from riparian areas. Any residents that may be affected by the proposed frontage reduction will have an opportunity to come forward with their concerns through the public notification process. Staff recommend approval of DV000076 subject to public notification.

CONCLUSION

The applicant has requested a Riparian development permit with a variance to reduce the 10% minimum parcel frontage requirement for a proposed three-lot subdivision at 4460 Rannveig Place in Otter Point. Any neighbouring 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.

RECOMMENDATION

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

That Development Permit with Variance DV000076, for Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828, to authorize a three-lot subdivision and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 1, Section 3.10(4) by reducing the frontage requirement for proposed Lot 1 from 10% (67.27 m) of lot perimeter to 1.1% (7.31 m), and for proposed Lot 2 from 10% (56.36 m) of lot perimeter to 1.6% (9.35 m), as shown on the plans prepared by J.E. Anderson, dated January 4, 2022, be approved.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Local Area Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

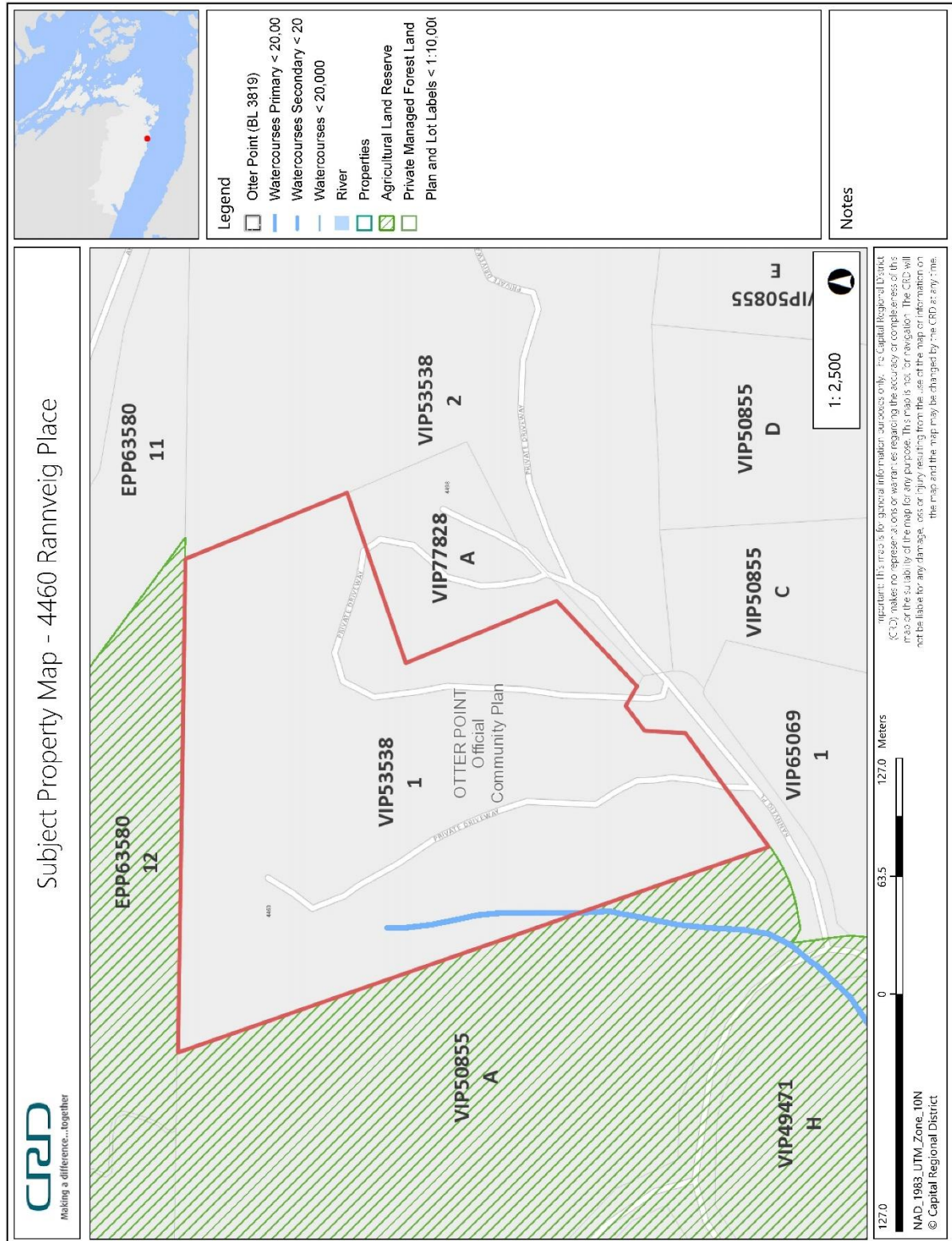
Appendix A: Subject Property Map

Appendix B: Zoning Map

Appendix C: Plan of Subdivision

Appendix D: Permit DV000076

Appendix A: Subject Property Map



Legend

□ Otter Point (BL 3819)
East Sooke, Otter Point, Shirle (BL 2040)

A, AF, AG, AG-1, AW, C-1, C-1A, CR-1, CR-3, CR-40W, M-2, M-3, M-SBP, P-1, P-2, P-20B, P-2L, P-4, R-4, RD-1, RL, RM, RM-3

Notes

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. The map and the map may be changed by the CRD at any time.

Scale

1:2,500

Scale Bar

0 63.5 127.0 Meters

North Arrow

Title

Zoning Map - 4460 Rannveig Place

CRD
Making a difference...together

Map Information

NAD 1983 UTM Zone 10N
© Capital Regional District

TENTATIVE PLAN OF SUBDIVISION OF PART OF LOT 1, PLAN VIP53538, SECTION 18, OTTER DISTRICT

4460 RANNEVIG PLACE

DESIGN: DRC	DRAWN: LB	APPROVED:
SCALE: H 1:1500		DATE: SEPT. 9, 2020
32351-01-T1-REV2		JAN 4, 2022
MUN. FILE: ———	SHEET 1 of 1	



CAPITAL REGIONAL DISTRICT

DEVELOPMENT PERMIT WITH VARIANCE NO. DV000076

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:

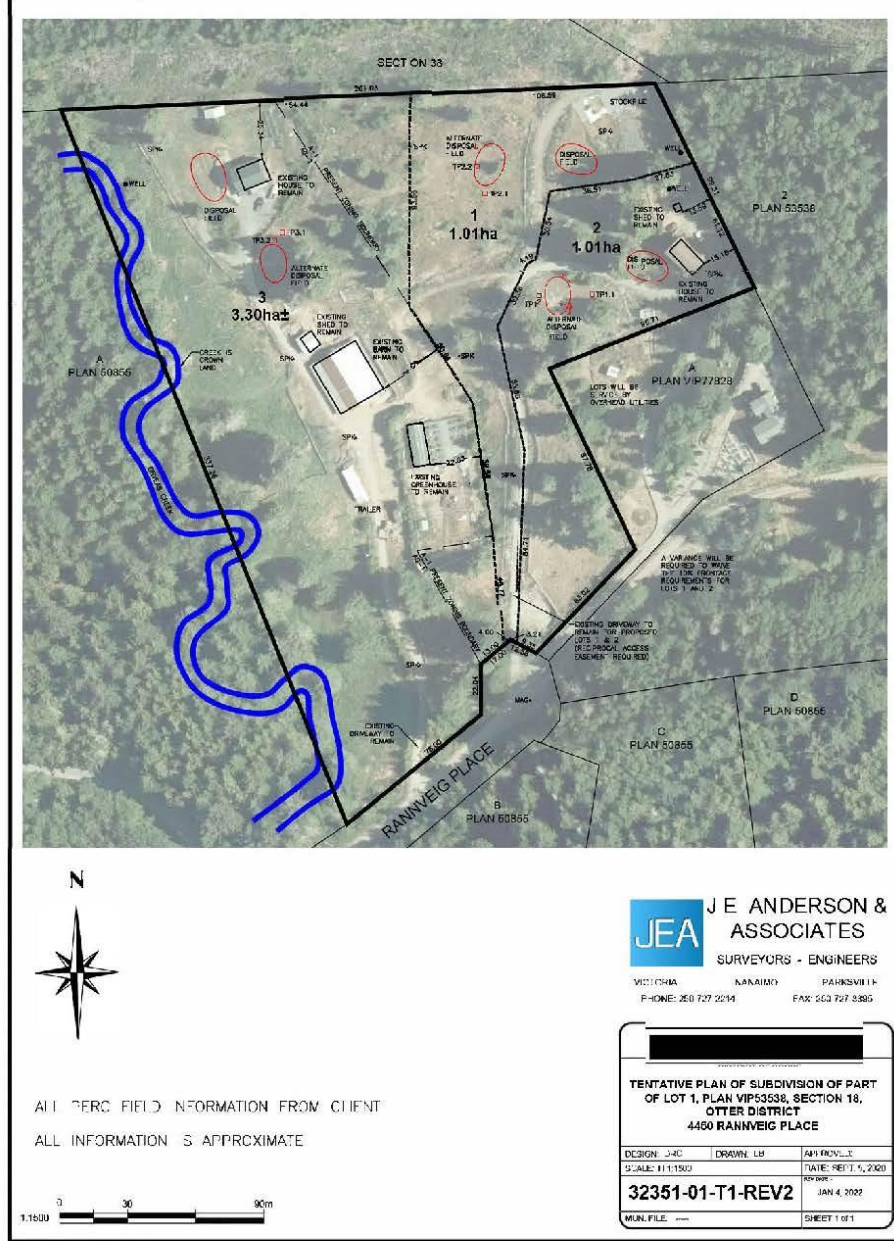
 PID: 017-612-471;
 Legal Description: Lot 1, Section 18, Otter District, Plan VIP53538, Except Part in Plan VIP77828 (the "Land")
3. This development permit authorizes a three lot subdivision (the "development") on the Land, located within the development permit areas established under the Otter Point Official Community Plan, Bylaw No. 3819, 2018, Section 6.4 (Watercourses and Wetlands Areas), in accordance with the plans submitted to the CRD and subject to the conditions set out in this Permit.
4. The conditions under which the development referred to in section 3 may be carried out are as follows:
 - a) That the components of the development occur as identified on the Survey Plan, prepared by JE Anderson & Associates, dated January 4, 2022; and
 - b) That the development comply with the report prepared by Thomas Roy, R.P.Bio., of Cascadia Biological Services, dated December 20, 2021 (the "Riparian Assessment Report").
5. The Capital Regional District's Juan de Fuca Land Use **Bylaw No. 2040** Schedule A, Part 1, Section 3.10(4) is varied under section 498 of the *Local Government Act* as follows:
 - a) That the minimum road frontage requirement be reduced from 67.27 m (10%) to 7.31 m (1.1%) for proposed Lot 1; and
 - b) That That the minimum road frontage requirement be reduced from 56.36 m (10%) to 9.35 m (1.6%) for proposed Lot 2.
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 (DV000076) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.
8. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.
9. The following plans and specifications are attached to and form part of this Permit:
 Appendix 1: Survey Plan
 Appendix 2: Riparian Assessment Report
10. This Permit is NOT a Building Permit.

RESOLUTION PASSED BY THE BOARD, THE ____ day of _____, 2022.

ISSUED this ____ day of _____, 2022

Corporate Officer
Kristen Morley

Appendix 1: Survey Plan





DV000076

Appendix 2: Riparian Assessment Report

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Riparian Areas Protection Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date 2021-12-20

I. Primary QEP Information

First Name	Thomas	Middle Name	
Last Name	Roy		
Designation	R.P. Bio	Company	Cascadia Biological Services
Registration #	1089	Email	cascadiabiological@shaw.ca
Address	772 Goldstream Ave PO Box 27034		
City	Victoria	Postal/Zip	V9B 5S4
Prov/state	BC	Country	Canada
		Phone #	250 888-4864

II. Secondary QEP Information (use Form 2 for other QEPs)

First Name		Middle Name	
Last Name			
Designation		Company	
Registration #		Email	
Address			
City		Postal/Zip	
Prov/state		Country	
		Phone #	

III. Developer Information

First Name		Middle Name	
Last Name			
Company			
Phone #		Email	
Address	4460 Ramnveig Road		
City	Sooke	Postal/Zip	V0S 1N0
Prov/state	BC	Country	Canada

IV. Development Information

Development Type	Subdivision: <6 Single Family Lots		
Area of Development (ha)	0.01	Riparian Length (m)	383
Lot Area (ha)	5.4	Nature of Development	New
Proposed Start Date	2021-10-30	Proposed End Date	2022-12-31

V. Location of Proposed Development

Street Address (or nearest town)	Otter Point Community		
Local Government	Juan de Fuca Electoral District	City	Sooke
Stream Name	Orveous Creek		
Legal Description (PID)	017612471	Region	CRD
Stream/River Type	Stream	DFO Area	South Coast
Watershed Code	930-029400		
Latitude	48	22	44
Longitude	123	49	53

Insert that form immediately after this page.



DV000076

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Table of Contents for Assessment Report

Page Number

1. Description of Fisheries Resources Values	
2. Results of Riparian Assessment (SPEA width)	
3. Site Plan	
4. Measures to Protect and Maintain the SPEA (detailed methodology only).	
1. Danger Trees.....	
2. Windthrow.....	
3. Slope Stability.....	
4. Protection of Trees.....	
5. Encroachment	
6. Sediment and Erosion Control.....	
7. Floodplain.....	
8. Stormwater Management.....	
5. Environmental Monitoring	
6. Photos	
7. Assessment Report Professional Opinion	

Form 1

Page 2 of 20



DV000076

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

Orveous Creek (WSC - 930-029400)

The purpose of this Riparian Areas Protection Regulation (RAPR) assessment is to determine RAR assessment area boundaries as well as designated Streamside Protection and Enhancement Area (SPEA) zones for a small family subdivision that is proposing to partition one large lot into three smaller ones. The total project area (parent property) measures approximately 5.4 hectares. The parent lot is located at 4460 Ramveig Place in the community of Otter Point (CRD). The property is accessed via Clark Road and then onto Ramveig Place. See site plan section, for specific location. The goal of this report therefore is to locate the Streamside Protection and Enhancement Areas (SPEA) for the watercourse located along the southern boundary of the property.

The subject property is T-shaped, encompassing approximately 5.4 hectares and has a general southwestern aspect. Our assessment of the subject property in early July of 2021, determined there was 1 watercourse that met the definition of a stream as identified by the Fish-Stream Identification Guidebook (1998). Stream #1 is the main stem which runs just outside and sometimes within the western property boundary. Please refer to site plan for the stream location. The creek at this location is gazetted as Orveous Creek. Orveous Creek flows directly into the ocean and is considered fish bearing along its length.

Stream #1 Reach #1

This 3rd order stream enters the property along the northwestern corner and includes flows from 3 tributaries. It and all the tributaries above this location (and including) are considered fish bearing by default. With an average channel width of 3.38m and an average gradient of 1.5%, the stream morphology is considered riffle pool. The reach is approximately 385m in length and has a canopy closure is between 60-70% and is composed of younger second-generation conifers. The understory vegetation varies with salmonberry, sword fern, skunk cabbage, deer fern and sedges in the understory closest to the creek with evergreen huckleberry and oceanspray as you move further up the reach. The stream channel is fairly defined with a substrate dominated by gravel with fines being sub-dominant.

As a result of the sensitive nature of the stream at this location, the calculated SPEA of 10.14m has been expanded to include a fisheries sensitive zone of 4.86m resulting in a total amalgamated SEA zone measuring 15m. All SPEA measurements have been included on the following maps.

Amendment Dec 22 2021

Note: At this particular location and within the study area (parent lot), the designated HWM represents the extent of the active floodplain.



DV000076

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 2. Results of Riparian Assessment (SPEA width)

2. Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2021-10-04

Description of Water bodies involved (number, type)

1 Stream (S1R1)

Stream #1
Wetland
Lake
Ditch
Number of reaches 1
Reach # 1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

Channel Width(m)		Gradient (%)
starting point	4.9	I, <u>Thomas Roy</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>[redacted]</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
Upstream	2.7	
	3.7	
	3.1	
	2.4	
Downstream	4.1	
	3.5	
	3.8	
	2.2	
	5.8 high	
	1.98 low	2
Total: minus high /low	30.4	1
Mean	3.38	1.5
	R/P C/P S/P	
Channel Type	X	

Site Potential Vegetation Type (SPVT)

SPVT Polygons	Yes	No		
		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Thomas Roy</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>[redacted]</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
Polygon No:	1			
SPVT Type	LC	SH		TR
				X
Polygon No:				Method employed if other than TR
Polygon No:				Method employed if other than TR



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SPVT Type	LC	SH	TR		
Polygon No:		Method employed if other than TR			
SPVT Type					

Zone of Sensitivity (ZOS) and resultant SPEA

Segment	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons			
No:					
LWD, Bank and Channel Stability ZOS (m)	10.14				
Litter fall and insect drop ZOS (m)	10.14				
Shade ZOS (m) max	10.14	South bank	Yes	No	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)				
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report		
SPEA Maximum	10.14	(For ditch use table3-7)			

Segment	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons			
No:					
LWD, Bank and Channel Stability ZOS (m)	10.14				
Litter fall and insect drop ZOS (m)	10.14				
Shade ZOS (m) max	10.14	South bank	Yes	No	X
SPEA Maximum	10.14	(For ditch use table3-7)			

Segment	No:	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons			
LWD, Bank and Channel Stability ZOS (m)					
Litter fall and insect drop ZOS (m)					
Shade ZOS (m) max		South bank	Yes	No	
SPEA Maximum		(For ditch use table3-7)			

I, Thomas Roy, hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;

b) I am qualified to carry out this part of the assessment of the development proposal made by the developer ;

c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

Segment 1 represents the left bank facing downstream



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Section 3. Site Plan
Insert jpg file below



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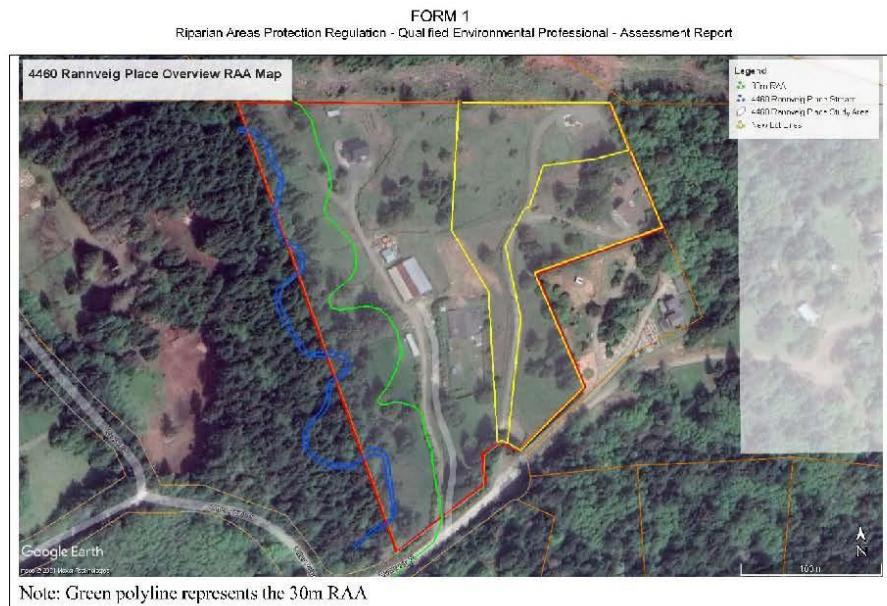


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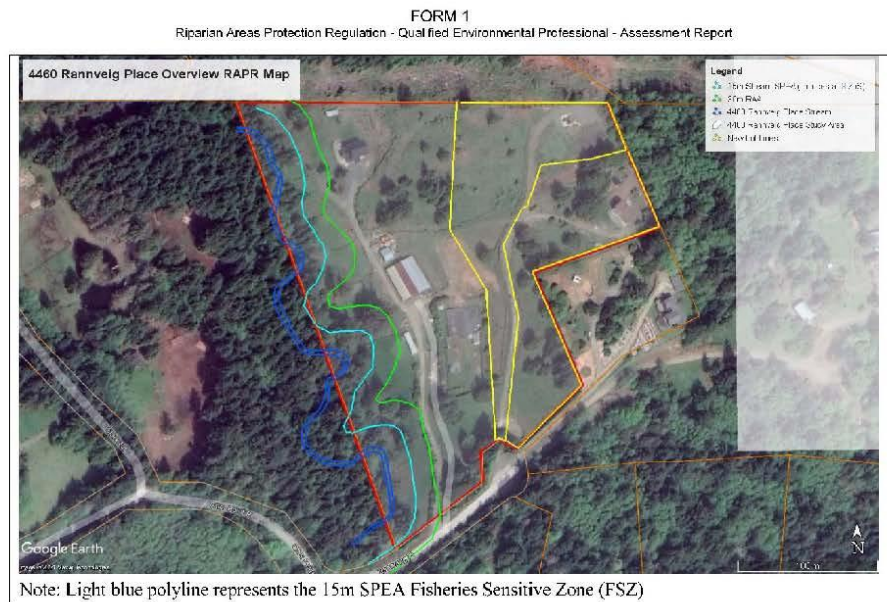


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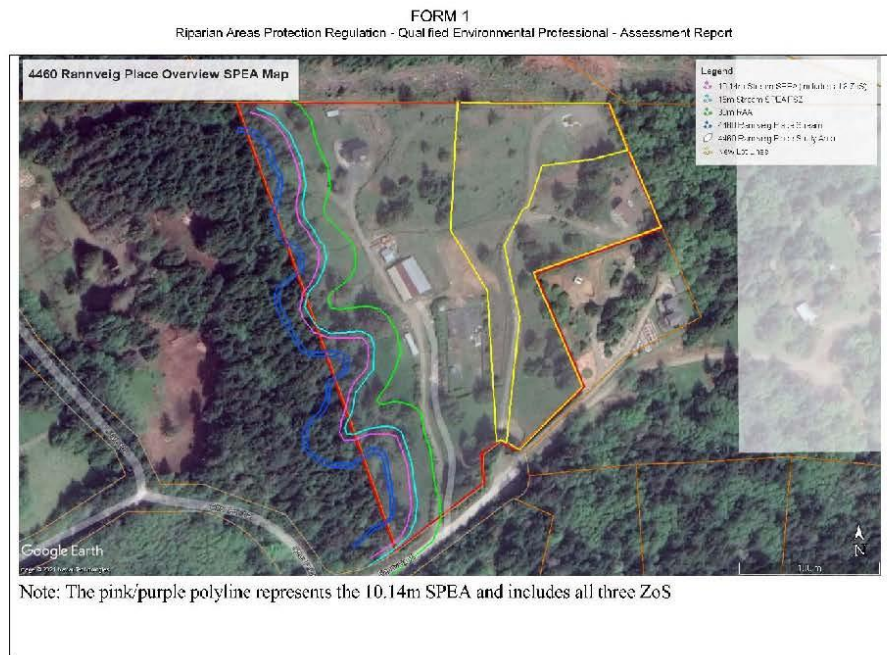


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Section 4. Measures to Protect and Maintain the SPEA

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in chapter 1.1.3 of Assessment Methodology. It is suggested that documents be converted to PDF before inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

1. Danger Trees	No danger trees identified. No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report.
I, Thomas Roy, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
2. Windthrow	No windthrow issues identified on site. No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report.
I, Thomas Roy, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
3. Slope Stability	No slope stability issues identified onsite as all slopes are of low relief. No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report.
I, Thomas Roy, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
4. Protection of Trees	No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report.
I, Thomas Roy, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
5. Encroachment	No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report.
I, Thomas Roy, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the Fish Protection Act; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	



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<p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
6. Sediment and Erosion Control	No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report
<p><u>Thomas Roy</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
7. Stormwater Management	No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report
<p><u>Thomas Roy</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
8. Floodplain Concerns (highly mobile channel)	Floodplain concerns not an issue at this site. No works or disturbances are proposed to vegetation/soil within the 30m RAA for either the parent property or the new properties being subdivided. Future works if proposed within the 30m RAA will require amendments to this report
<p><u>Thomas Roy</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	



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Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen. Use your "return" button on your keyboard after each line. It is suggested that all documents be converted to PDF before inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Specific Recommendations for Works Within the Proposed Subdivision

**4460 Rannveig Place – Sooke BC
October 4th, 2021**

Works Adjacent to the 30m RAPR assessment area

- Areas designated as the RAA will be flagged with high visibility flagging tape and temporary fencing prior to future works proposed in or near the RAA.
- Prior to construction or tree removal adjacent to the 30m RAPR assessment area (if any), a sediment and erosion control plan will be developed to prevent the discharge of sediment laden water into the RAA. This will include the installation of sediment fencing/hay bales as determined by on-site biologist prior to the initiation of construction activities.
- Prior to construction or tree removal adjacent to the 30m RAPR assessment area (if any), a detailed plan as to which areas will have work done within the RAA should be made available to government bodies and approved by a QEP.
- No works shall be undertaken within areas designated as RAA (refer to maps) unless amendments are filed and uploaded to the RARNS.
- All works Scheduled Adjacent to the 30m of a Watercourse will adhere to all recommendations as outlined in the BMP - Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia. As well:
 - Ensure construction will proceed smoothly without harmful alteration of habitat;
 - Provide long-term monitoring for disturbed sites until green-up is established and the soils at the site are stable.
- Heavy equipment (excavators etc.) working adjacent to the RAA will be monitored for leaks (oil, hydraulic fluid etc.).



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- Detailed direction to contractors will be given to ensure that no erosion or sediment movement will occur and that no silt will be released to the RAPR assessment area during the construction and post construction phase when and if works are proposed adjacent to the RAA.
- The site will be monitored by the designated QEP (once every two weeks or as required due to high rainfall events - >30mm/24 hour period) during the construction period (if proposed). Any contraventions of the RAPR will be communicated to the builder as well as local municipal staff and RAR staff.
- A post construction report generated by the designated QEP will be submitted to RAPR and local municipal staff within four months of the end of significant activities (if proposed).



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Section 6. Photos

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Plate #1	Stream #1	Reach 1
		

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Plate #2

Stream #1 – Reach 1



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Plate #3

Stream #1 – Reach 1



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Section 7. Professional Opinion

Qualified Environmental Professional opinion on the development proposal's riparian assessment.

Date 2021-10-04

1. I/We Thomas Roy

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
 - b) I am/We are qualified to carry out the assessment of the proposal made by the developer [REDACTED] which proposal is described in section 3 of this Assessment Report (the "development proposal");
 - c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
 - d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND
2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:
- a) N/A the site of the proposed development is subject to undue hardship, (if applicable, indicate **N/A otherwise**) and
 - b) X the proposed development will meet the riparian protection standard if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]



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Submission Instructions
Riparian Areas Regulation – Qualified Environmental Professional – Assessment Report
RAR-QEP-AR

Forms you will need to complete are

- **Form 1** which has the database information, the description of the fisheries resources, development site plan, measures to protect and maintain the SPEA, and environmental monitoring.
- **Form 2**, if more QEPs are part of the project team.
- Either **Form 3** the detailed assessment form(s) or **Form 4** simple assessment form(s) which is for the results of the riparian assessment (SPEA width). Use enough copies of the form to complete the assessment of the site.
- **Form 5** is the photo form(s). Duplicate for additional photos.

NB: See the Guidelines and the Assessment Methods for detailed instructions on the information required for completing the Assessment Report.

A complete Riparian Assessment Report based on the template forms must be converted to a single Portable Document Format PDF file prior to uploading onto the Notification System.

The Assessment Report must be complete, by submitting the information specified, and posted to provide notification to the local government, Ministry of Water, Land and Air Protection and the Department of Fisheries and Oceans Canada.

Tips for working with MS Word Template Forms

Using the forms

- Before beginning, print a hard copy of the form and the guidance files for reference
- Open the template
- Enter data into the shaded fields on the form
- Use TAB to move from one field to another; SHIFT-TAB to go in reverse
- Text and digital photos may be inserted from other applications
- The amount of text that can be entered in each box is limited and cannot be changed by the user; boxes with date information, for example, require input like: yyyy-mm-dd.

Saving the completed form

- Assign name to the completed form
- Save a word document (*.doc file)
- Do not overwrite the Template (*.dot file) with your completed form
- If you do overwrite the template, you can download a new copy from this web site

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 26, 2022**

SUBJECT Elk/Beaver Lake Remediation – Project Update

ISSUE SUMMARY

To provide an update on the Elk/Beaver Lake Remediation Project to the committee.

BACKGROUND

Water quality issues at Elk and Beaver Lake were identified in the 1980s and studies indicate that high phosphorous loading has had a significant impact on the environmental and recreational values of the lake system.

In May 2019, a preliminary design to address the issue for both lakes was estimated to be \$1.4 million. In March 2021, the CRD was awarded a provincial grant of \$750,000 from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, with a completion date of March 31, 2022.

Following a Request for Proposals process, a detailed design contract was signed in July 2021 with Arcadis Canada Inc., which has a technical expert on the design team with vast experience in this specialized field. A design memo was received in November 2021 that recommended a more cost effective technology solution; however, more comprehensive sampling was also necessary to complete the design. This additional sampling work is underway and expected to be completed by the end of February.

Arcadis identified that the current plan to install treatment systems simultaneously in both Elk and Beaver lakes is not the recommended approach. The oxygen deficiency of Beaver Lake has been found to be just 5% of that for Elk Lake. As Elk Lake and Beaver Lake are connected water bodies, it is anticipated that an oxygenation system installed in Elk Lake may have a positive impact on Beaver Lake. As a result, the size of the Beaver Lake remediation system could be reduced if it were to be designed following installation and operation of the Elk Lake system.

The project is approximately three months behind the original schedule due to the availability of the consultants and the additional sampling that has been required. Based on current progress, the timelines to acquire the required permits and to procure the supply and installation of the equipment cannot be completed by the grant deadline of March 2022.

IMPLICATIONS

Financial Implications

The design consultant has indicated that the existing budget is not sufficient to cover the cost of a system for Elk Lake and a system for Beaver Lake. The project will proceed with a focus on Elk Lake within the existing project budget, and when the Elk Lake system is fully evaluated, staff will work with consultants to determine the most appropriate solution for Beaver Lake. Additional funding for this second phase will be identified at that time.

CONCLUSION

The Elk/Beaver Lake remediation project is approximately three months behind the original schedule. A 12-month extension of the Ministry of Forest, Lands, Natural Resource Operations and Rural Development project agreement associated with a \$750,000 grant has been secured. The project will proceed with implementation of remediation equipment in Elk Lake. Successful implementation of the Elk Lake system will provide the information required to properly size the system for Beaver Lake, to be delivered as a second future phase.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the CRD Regional Parks Elk/Beaver Lake Remediation Update be received for information.

Submitted by:	Stephen May, P.Eng., Senior Manager, Facilities Management & Engineering Services
Concurrence:	Jeff Leahy, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer