Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, July 13, 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. 22-334 Minutes of the June 8, 2022 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of June 8, 2022 be adopted as circulated.

Attachments: Minutes - June 8, 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

5.1.1. 22-266 Presentation: Ian Robertson (CEO) and Christine Willow (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

Attachments: Presentation: GVHA - Member Agency Report to CRD

5.1.2. 22-455 Presentation: Larry Stevenson (Chief Executive Officer), Island Corridor Foundation; Re: Rail on Vancouver Island Update

Attachments: Presentation: ICF - Rail Update on Vancouver Island

5.2. Delegations

5.2.1. 22-471 Delegation - Marg Gardiner; Representing James Bay Neighbourhood Association, Fair Sailing Initiative: Re: Agenda Item 6.6.: Disposal of International Cruise Ship Waste at Hartland Landfill - Follow-up

5.2.2. 22-472 Delegation - Brian Webster; Resident of Salt Spring Island: Re: Agenda Item 8.2.: Salt Spring Island Establishment of Local Community Commission

5.2.3. 22-473 Delegation - Mike Best; Resident of Salt Spring Island: Re: Agenda Item 8.2.: Salt Spring Island Establishment of Local Community Commission

6. CONSENT AGENDA

6.1. 22-431 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, Jake Werrun, Simranjeet Singh, Attila Farkas, Zoey Westle, Lexus Simpson, Sean Ahara, Ethan Stewart, Sean Blacquiere, Mike Neumann, Branden Cameron, Inderpal Sran be appointed as an Assistant Bylaw Officer.
(NWA)

Attachments: Staff Report: Appointment of Officers

6.2. 22-424 Speculation and Vacancy Tax

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Speculation and Vacancy Tax

Appendix A: Staff Report Regulation of Vacation Rentals on the SGIs and SSI

6.3. 22-445 Upgrade of Cooling System for the Salt Spring Island Public Library

Recommendation: The Electoral Areas Committee recommends the Capital Regional District Board: That the Salt Spring Island Library Service 2022 Capital Plan to be amended to increase the Cooling System Upgrade Project budget from $102,500 to $195,150. The additional budget of $92,650 is to be funded from Community Work Fund ($60,000) and the service Capital Reserve Fund ($32,650).
(WA)

Attachments: Staff Report: Upgrade of Cooling System SSI Library

6.4. 22-462 Motion with Notice: Wood Burning Appliance Operation in Electoral Areas (Director Holman)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That staff provide a report regarding CRD or CRHD legal authority to regulate wood burning appliance operation in electoral areas.
(NWA)

6.5. 22-373 Construction, Renovation and Demolition Waste - Thermal Pilot

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That staff proceed with next steps to conduct research, investigate and report out on emerging waste management technologies, including a short-term pilot of thermal destruction of construction, renovation and demolition waste at Lafarge.
(NWA)

Attachments: Staff Report: Construction, Renovation & Demolition Waste - Thermal Pilot

Appendix A: Results of Biosolids Feasibility and Financial Implications

6.6. 22-386 Disposal of International Cruise Ship Waste at Hartland Landfill - Follow-up

Recommendation: That the Environmental Services Committee recommends to the Capital Regional District Board:
That the Hartland Landfill tipping fee for international high risk cruise ship waste be increased to $500 per tonne beginning January 1, 2024.
(WA)

Attachments: Staff Report: Disposal of International Cruise Ship Waste at Hartland Landfill

6.7. 22-398 Union of BC Municipalities Community Emergency Preparedness Fund - Extreme Heat Risk Mapping, Assessment and Planning - Capital Region Heat Vulnerability Dashboard Project

Recommendation: That the Environmental Services Committee recommends to the Capital Regional District Board:
That the CRD Board support an application to the Union of BC Municipalities Community Emergency Preparedness Fund - Extreme Heat Risk Mapping, Assessment and Planning Grant to support the CRD as the regional lead (primary applicant) for the Capital Region Heat Vulnerability Dashboard Project, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.
(NWA)

Attachments: Staff Report: UBCM Community Emergency Preparedness Fund

6.8. 22-341 Capital Regional District External Grants Update

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: CRD External Grants Update

Appendix A: CRD Grants Dashboard

6.9. 22-068 Debt Term Implications

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Debt Term Implications

Appendix A: MFA Long-Term Debt Early Payout Option Examples

Appendix B: CRD Current Debt-Outstanding Analysis

Appendix C: MFA Presentation January 5, 2022

6.10. 22-414 Regional Housing First Program Second Quarterly Update

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: RHFP Second Quarterly Update 2022

Appendix A: RHFP Capital Project Summary, July 2022

6.11. 22-420 Future Housing Priorities and Partnerships

Recommendation: [At the July 6, 2022 Hospitals and Housing Committee meeting, a recommendation was passed that included the report recommendations (#1 & #2) and the addition of four new recommendations:]
The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That the CRD Board endorse the Future Housing Priorities and Partnerships in the Capital Region; and
2. That staff be directed to proceed with development of a Program Framework and identification of funding partnership contributions to address unmet housing needs in the capital region based on the priorities identified in Future Housing Priorities and Partnerships in the Capital Region; and
3. That the CRD Board direct staff to include a fourth area of focus in the Program Framework to ensure the rapid and ongoing expansion of newly built publicly owned affordable housing in the CRD; and
4. That funding for the establishment, and seed investment for a scaled up regional housing program be included in the 2023 preliminary budget; and
5. That staff explore creative opportunities for raising capital including from social impact investors with funds to invest in housing.
6. That the CRD Board advocate to the Province of BC to give the right of first refusal for public and non-profit agencies to purchase multi-unit rental buildings.
(NWA)

Attachments: Staff Report: Future Housing Priorities and Partnerships

Appendix A: Future Housing Priorities & P'ships-Capital Region

6.12. 22-355 Development Variance Permit for Section 42, Otter District Except That Part Lying 50 feet on Each Side of the Centre Line of the Right of Way Shown on Plan121 RW and Except That Part in Plan EPP63580 (Clark Road & Aythree Way)

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit VA000155 for Section 42, Otter District Except That Part Lying 50 feet on Each Side of the Centre Line of the Right of Way Shown on Plan121 RW and Except That Part in Plan EPP63580 to vary:
a) Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4) by reducing the required frontage for:
i. Lot 2 from 231 m (10%) to 15.7 m (0.68%);
ii. Lot 3 from 112 m (10%) to 46 m (4.13%);
iii. Lot 4 from 116 m (10%) to 100 m (8.61%);
iv. Lot 5 from 134 m (10%) to 51.7 m (3.85%);
v. Lot 6 from 116 m (10%) to 38.3 m (3.3%);
vi. Lot 7 from 124 m (10%) to 49.4 m (3.99%); and
b) Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(5)(b) by reducing the minimum width of a panhandle access strip from 20 m to 15.7 m;
for the purpose of creating a seven-lot subdivision, be approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report: Development Variance Permit VA000155

Appendix A: Subject Property Map

Appendix B: Sketch Plan of Proposed Subdivision

Appendix C: Permit VA000155

6.13. 22-357 Temporary Use Permit Renewal for Lot 4, Section 47, Otter District, Plan 23769 - 7822 Tugwell Road

Recommendation: The Land Use Committee recommends to the Capital Regional District Board that a three year renewal for Temporary Use Permit TP000010 to authorize a federally licensed micro-cannabis cultivation facility be approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report: Temporary Use Permit Renewal TP000010

Appendix A: Subject Property Map

Appendix B: TP000010 – Renewal

6.14. 22-356 Temporary Use Permit for Lot 4, Section 47, Otter District, Plan VIP52344 - 7861 Tugwell Road

Recommendation: The Juan de Fuca Land Use Committee recommends to the CRD Board:
1. That the referral of Temporary Use Permit TP000011, directed by the Juan de Fuca Land Use Committee on April 19, 2022, to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, Island Health, Ministry of Transportation and Infrastructure, RCMP and T'Sou-ke First Nation, be approved and comments be received; and
2. That Temporary Use Permit TP000011, to allow for the continued operation of a microbrewery with new outdoor patio and expanded food service, on Lot 4, Section 47, Otter District, Plan VIP52344, be approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments:
- Staff Report: Temporary Use Permit TP000011
- Appendix A: Subject Property Map
- Appendix B: Revised Site Plan
- Appendix C: Building Drawings
- Appendix D: Letter of Intent
- Appendix E: Referral Comments
- Appendix F: TP000011

6.15. 22-358 Development Permit with Variance for Lot 12, Section 10, Otter District, Plan VIP77477 - 2193 Otter Ridge Drive

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000088 for Lot 12, Section 10, Otter District, Plan VIP77477 to authorize the subdivision of land designated as a Sensitive Ecosystems Development Permit Area; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10 % to 1.93 % for proposed Lot B, as shown on the plans prepared by West Coast Design and Development Services, dated August 3, 2021, be approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments:
- Staff Report: Development Permit with Variance DV000088
- Appendix A: Subject Property Map
- Appendix B: Proposed Subdivision Plan
- Appendix C: Development Permit Guidelines
- Appendix D: Permit DV000088

6.16. 22-437 Rocky Point Water Upgrade Budget Amendment

Recommendation: The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:
That the 2022 Juan de Fuca Water Distribution Service capital plan and Project 18-05, Rocky Point Water Upgrades, budget be amended to $9,725,000 to reflect an increase in Federal funding of $411,000 for the additional archeological and environmental monitoring costs.
(WP - Colwood, Highlands, Langford, Metchosin, Sooke, View Royal, JDF EA)

Attachments:
- Staff Report: Rocky Point Upgrade Budget Amendment

6.17. 22-397 Grant Application for Regional Water Supply Main No.4 - Mt. Newton to Highway 17 Section Replacement

Recommendation: The Regional Water Supply Commission recommends to the Capital Regional District Board:
That staff be directed to prepare and submit an application for a Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream grant for the replacement of the Regional Water Supply Main No. 4 from Mt. Newton to Highway 17.
(NWA)

Attachments: Staff Report: Grant Application for RWS Main No. 4
Appendix A: Location Map

7. ADMINISTRATION REPORTS

7.1. 22-441 CAO Quarterly Progress Report No. 2 - 2022

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: CAO Quarterly Progress Report No. 2 - 2022
Appendix A: Photos of Corporate Activities and Initiatives
Appendix B: Board Priorities Dashboard Q2 - 2022
Appendix C: Board Priorities Dashboard Summary Of Completed Actions
Appendix D: Corporate Climate Change Initiatives
Appendix E: Advocacy Dashboard Progress Q2 - 2022
Appendix F: Operating Variance Report Q1 - 2022
Appendix G: Capital Variance Report Q1 - 2022
Appendix H: HR Trends And Corporate Safety Q1 - 2022

7.2. 22-419 Monitoring Wastewater for COVID

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Monitoring Wastewater for COVID

7.3. 22-444 Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, Schedule 18 Amendment

Recommendation: 1. That Bylaw No. 4443, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 73, 2021", be introduced, and read a first, second and third time; and
2. That Bylaw No. 4443 be adopted.
(WP - All, with 2/3 on adoption)

Attachments: Staff Report: Bylaw No. 1857, CRD Ticket Info Auth Bylaw, 1990
Appendix A: Bylaw No. 4443, CRD Ticket Info Auth Bylaw 1990

7.4. 22-415 604 Nelson Street Housing Agreement and Bylaw

Recommendation: 1. That Bylaw No. 4500, "Resale Control and Housing Agreement Bylaw (604 Nelson Street), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4500 be adopted.
(WA with 2/3 on adoption)

Attachments: Staff Report: 604 Nelson Street Housing Agreement & Bylaw

Appendix A: Bylaw 4500

7.5. 22-438 Mount Maxwell Conservation Covenant

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Mount Maxwell Conservation Covenant

8. REPORTS OF COMMITTEES

Arts Commission

8.1. 22-417 CRD Arts & Culture: 2021 Progress Report

Recommendation: [At the June 22, 2022 Arts Commission meeting, the following motion was carried:]
The Arts Commission recommends to the Capital Regional District Board:
That 100% participation in the Capital Regional District Arts & Culture Support Service be considered as a strategic initiative for the 2022-2026 Board.
(NWA)

Attachments: Staff Report: 2021 Arts & Culture Progress Report

Appendix A: CRD Arts & Culture 2021 Progress Report

Presentation: CRD Arts & Culture 2021 Progress Report

Electoral Areas Committee

8.2. 22-465 Salt Spring Island Establishment of Local Community Commission

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board that:
1. Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", be introduced and read a first, second, and third time;
2. That CRD staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as follows:
Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", authorizing the establishment of a local community commission for the Salt Spring Island Electoral Area, to be comprised of four elected commissioners and the Electoral Area Director, to oversee and advise on economic development, wastewater disposal, community parks and recreation, small craft harbour facilities, transit and transportation, street lighting, grants-in-aid, compensation for livestock injured by dogs, and the contribution services for arts, public library, and search and rescue?
YES or NO?
5. That general voting be held on Saturday, October 15, 2022, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
6. That the synopsis of Bylaw No. 4507, attached as Appendix B, be approved for advertising purposes.
7. That Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
(NWA)

Attachments: Staff Report: SSI Local Community Commission

Appendix A: Bylaw No. 4507 - LCC Establishment

Appendix B: Synopsis of Bylaw No. 4507

Appendix C: Bylaw No. 4508 - LCC Delegation

Environmental Services Committee

8.3. 22-387 Bylaw No. 4491, “Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022”

Recommendation: That the Environmental Services Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4491, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time;
2. That staff be directed to proceed with elector approval by way of Municipal Council and Electoral Area Director consent; and
3. That Bylaw No. 4491 be referred to the Inspector of Municipalities for approval.
(NWA)

Attachments: Staff Report: Bylaw No. 4491, Amendment to CRD Climate Action & Adaptation

Appendix A: District of Central Saanich (December 8, 2021)

Appendix B: Bylaw No. 4491

Finance Committee

8.4. 22-368 Bylaw No. 4495: Capital Regional District Recreation Services and Facilities Fees and Charges 2022-2023

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4495, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 16, 2022", be introduced and read a first, second and third time.
2. That Bylaw No. 4495 be adopted.
(WP with 2/3 on adoption - Central Saanich, North Saanich, Sidney, Sooke, JDF EA, SSI EA)

Attachments: Staff Report: Bylaw No. 4495 Recreation Fees & Charges 2022-2023

Appendix A: Bylaw 4495

Appendix B: List of Revisions

8.5. 22-369 Bylaws Related to Municipal Finance Authority Security Issuing, Fall 2022

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4503, "Security Issuing Bylaw No. 2, 2022", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4503 be adopted.
3. That Bylaw No. 4504, "Security Issuing Bylaw No. 3, 2022", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4504 be adopted.
(WA with 2/3 on adoption)

Attachments: Staff Report: Bylaws Related to MFA Security Issue Fall, 2022

Appendix A: Bylaw No. 4503 Security Issuing No.2, 2022 (CRD)

Appendix B: Bylaw No. 4504 Security Issuing No.3, 2022 (Saanich)

8.6. 22-370 Bylaw No. 4498: 2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 2, 2022

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4498, "2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 2, 2022", be introduced and read a first, second and third time; and
2. That Bylaw No. 4498 be adopted; and
3. That the amended Staff Establishment Chart as attached in Appendix B be approved.
(WA with 2/3 on adoption)

Attachments: Staff Report: Bylaw 4498 Financial Plan Amendment 2, 2022

Appendix A: Bylaw 4498 with Schedule A & B

Appendix B: Amended 2022 Staff Establishment Chart

8.7. 22-400 Bylaw No. 4506: Regional Parks Loan Authorization Bylaw No. 1, 2022

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4506, "Regional Parks Loan Authorization Bylaw No. 1, 2022", be introduced and read a first, second and third time;
(WA)
2. That approval on behalf of the participating areas for Bylaw No. 4506 be obtained through the municipal and electoral area consent process, according to sections 346 and 347 of the Local Government Act, and if successful, that Bylaw No. 4506 be referred to the Inspector of Municipalities for approval.
(NWA)

Attachments: Staff Report: Bylaw 4506 Regional Parks Loan Authorization 2022

Appendix A: Bylaw No. 4506 Regional Parks Loan Authorization 2022

Hospitals and Housing Committee

8.8. 22-410 902 Foul Bay Road Housing Agreement and Bylaw

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4501, "Resale Control and Housing Agreement Bylaw (902 Foul Bay Road), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4501 be adopted.
(WA with 2/3 on adoption)

Attachments: Staff Report: 902 Foul Bay Rd Housing Agreement & Bylaw

Appendix A: Bylaw No. 4501

Juan de Fuca Land Use Committee

8.9. 22-364 New Bylaw for Juan de Fuca Electoral Area Advisory Planning Commissions

Recommendation: The Juan de Fuca Land Use Committee recommends to the CRD Board:
1. That Bylaw No. 4120, "Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022", be introduced, read a first time, a second time and a third time; and
2. That Bylaw No. 4120, "Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022" be adopted.
(NWA with 2/3 on adoption)

Attachments:
Staff Report: New Bylaw for JdF EA Advisory Planning Commissions
Appendix A: Proposed Bylaw No. 4120
Appendix B: CRD Advisory Planning Commission Bylaw No. 2945
Appendix C: CRD Agricultural Advisory Planning Commission Bylaw No. 3517

Governance Committee

8.10. 22-351 Victoria Family Court Committee - Central Saanich Withdrawal Request

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4493, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 4, 2022", be introduced, and read a first, second, and third time;
(WP - All except SGI & SSI)
2. That Bylaw No. 4493 be referred to the participants for consent on behalf of the electors, and if successful, forwarded to the Inspector of Municipalities for approval.
(NWA)
3. That Bylaw No. 4494, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022, Amendment Bylaw No. 1, 2022", be introduced, read a first, second, and third time.
(WP - All except SGI & SSI)

Attachments:
Staff Report: VFCYJC - Central Saanich Withdrawal Request
Appendix A: March 11 2022 Central Saanich Letter to CRD
Appendix B: Bylaw 4493, “FCC Extended Svc. Est. BL Amd No.4" [Updated]
Appendix C: Bylaw 4494, “VFCYJC Bylaw - Amendment No. 1"
Appendix D: Bylaw 2560 (Unofficial Consolidation) - Redlined
Supplemental: June 15 2022 Central Saanich Letter to CRD

Regional Parks Committee & Transportation Committee

8.11. 22-409 Renewed Regional Parks and Trails Strategic Plan

Recommendation: [On June 22, 2022, the Regional Parks Committee passed the report recommendation to approve the plan on an interim basis (#1); endorsed the Transportation Committee's motion arising on priority action 4-2e (#2); and carried two additional motions arising on expanding protected areas (#3) and camping opportunities (#4). Please note, the Plan has been updated following Committee and is attached as UPDATED Appendix A:]
That the Regional Parks Committee recommends to the Capital Regional District Board:
1. That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved on an interim basis for one year while engagement with First Nations continues.
2. That bike parking and e-bike charging stations be added to priority action 4-2e. (WP - All)
3. That the Regional Parks Committee direct staff to report back, as part of the review, on the advisability of including the following target in the plan: "That CRD work with indigenous, federal, provincial, and philanthropic partners to expand protected areas in the region to 25% of the region's land base by 2032."
4. That staff be directed to consider the expansion of camping opportunities as part of the development of the Outdoor Recreation Plan as well as the report back on the Regional Parks and Trails Plan.
(NWA)

Attachments: Staff Report: Renewed Regional Parks and Trails Strategic Plan

Appendix A: Regional Parks and Trails Strategic Plan 2022-2032

Updated Appendix A: Regional Parks and Trails Strategic Plan 2022-2032

Appendix B: Public Engagement Report

Appendix C: First Nations Engagement Report

Appendix D: Presentation

Appendix E: Transportation Committee Staff Report - June 15, 2022

Transportation Committee

8.12. 22-393 Island Rail Corridor (E&N Corridor) Advocacy

Recommendation: [At the June 15, 2022 Transportation Committee meeting, the report was presented for information and the following 2 motions arising were carried:]
That the Transportation Committee recommends to the Capital Regional District Board:
1. That the Board escalate advocacy for restoration and resumption for rail operations on the E&N Corridor and requests that the Chair communicates with provincial, federal, first nations, and other regional elected officials on behalf of the Board.
2. Request staff provide the Board with steps to be taken and timelines for heightened, urgent advocacy in support of protecting the corridor particularly with the federal government given the court deadline of March 2023.
(NWA)

Attachments: Staff Report: Island Rail Corridor (E&N Corridor) Advocacy

Appendix A: Vancouver Island Rail Initial Business Case

9. BYLAWS

9.1. 22-450 Public Hearing Report on Bylaw No. 4422, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021”

Recommendation: 1. That the minutes that form the Report of the Public Hearing for Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on January 24, 2022, for Bylaw No. 4422, be received;
2. That Bylaw No. 4422 be read a third time as amended; and
3. That Bylaw No. 4422 be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

Attachments: Staff Report: Public Hearing Report on Bylaw No. 4422

Appendix A: Bylaw No. 4422 as Amended

Appendix B: Report of the Public Hearing

10. NOTICE(S) OF MOTION

10.1. 22-461 Motion with Notice: Funding Request for Aboriginal Coalition to End Homelessness (Director Helps)

Recommendation: That the Capital Regional District continues to fund the Aboriginal Coalition to End Homelessness on an ongoing basis in the amount of $150,000 per year.
(WA)

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 22-454 Motion to Close the Meeting

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

13. RISE AND REPORT

14. ADJOURNMENT

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

Making a difference...together

625 Fisgard St.,
Victoria, BC V8W 1R7

Capital Regional District

Meeting Minutes

Capital Regional District Board

Wednesday, June 8, 2022 **1:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

PRESENT:
Directors: R. Mersereau (Acting Chair), M. Alto (for J. Loveday), P. Brent, S. Brice, B. Desjardins, K. Harper (for F. Haynes) (EP), L. Helps, M. Hicks, G. Holman, R. Martin, C. McNeil-Smith, K. Murdoch, G. Orr, J. Ranns, L. Seaton, D. Screech, L. Szpak (for D. Blackwell), M. Tait (EP), N. Taylor, K. Williams (EP), R. Windsor, G. Young

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

EP - Electronic Participation

Regrets: Directors: D. Blackwell, F. Haynes, B. Isitt, J. Loveday, C. Plant

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

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in a preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Helps, SECONDED by Director Windsor,
That the agenda for the June 8, 2022 Session of the Capital Regional District Board be approved with the removal of the following item:
8.2. Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)
CARRIED

3. ADOPTION OF MINUTES

3.1. 22-359 Minutes of the May 11, 2022 Capital Regional District Board Meeting

MOVED by Director Seaton, SECONDED by Director Brice,
That the minutes of the Capital Regional District Board meeting of May 11, 2022 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

I want to start by acknowledging that the CRD conducts its business on the traditional territory of many nations. We recognize the First Nations governments across this region; Songhees and Esquimalt Nations here in the core area, the WSANEC Nations, Tsartlip, Pauquachin, Tsawout, Tseycum out on the Saanich Peninsula and Gulf Islands, to the west Beecher Bay, T'Sou-ke, and Pacheedaht, and Malahat and Penelekut Nations. All of whom have ancestors who have been taking care of the land since time immemorial. June is National Indigenous History Month. It is a time for all of us to reflect on the unique histories, sacrifices, cultures, contributions, and strengths of First Nations, Inuit, and Metis Peoples, because only by understanding our past can we hope to create a brighter future for all of us. June 21, 2022 is also Canada's Indigenous Peoples Day. I encourage you to all go out and participate in some of the events taking place in our region. It is a great way to educate ourselves about local First Nations cultures and help build relationships with First Nations communities. We know that a positive working relationship with First Nations is good for the whole region. For the CRD to have a positive relationship with First Nations we need to acknowledge, respect and complement their indigenous laws, customs and systems of governance.

I am sad to announce the resignation of our Southern Gulf Island Electoral Area Director, David Howe. Director Howe was first elected as the Southern Gulf Islands Electoral Area Director in 2012 and has since acted as a representative on the Capital Regional District, Capital Region Housing Corporation and Capital Regional Hospital District Boards as well as a number of commissions to provide community input into the delivery of specific CRD services in the Electoral Areas. He has been a local champion for the interests of the Southern Gulf Islands (SGI) and an important voice on regional matters including serving as a Finance Committee Chair and working on behalf of the Board, as a member of Core Area Wastewater Treatment Project Board. During his time with the CRD, Director Howe worked to provide greater efficiency, collaboration, and coordination of CRD services in the Southern Gulf Islands by hiring local islanders on each island to facilitate access to the CRD by SGI community members with the CRD liaison program. He also advanced the establishment of the SGI Community Economic Sustainability Commission, which has pursued important initiatives in a variety of areas such as transportation, connectivity, affordable housing, and food and agriculture planning. The support that he has provided to non-profits has had a lasting impact on the islands. During his time with the CRD, Director Howe advocated for a variety of community projects such as playgrounds, infrastructure upgrades, community buses and much more. Director Howe, I want to thank you for your efforts over the past decade. Your contributions to your community have not gone unnoticed and you will be missed. Alternate Director Paul Brent will act as the Southern Gulf Islands Electoral Area Director until the municipal election in October when a new Director will be voted into the position.

Another thing that I want to mention is that later on this month you will see that we are going to raise our new Progress Flag, replacing the Ukrainian flag on one of our three new flag poles for one week. June 23 to July 2nd is the Victoria Pride Festival and we will be flying the progress flag to celebrate the wonderful

diversity of our community. The Ukrainian flag will be moved to our older flag pole during this time. The Progress Flag was developed in 2018 by non-binary American artist and designer Daniel Quasar. It is a reinterpretation of multiple iterations of the Rainbow Flag with was originally designed in 1978 by Gilbert Baker. The Progress Flag adds additional colours to the flag in the shape of a chevron to represent the need to move forward. The black and brown stripes represent the intersectionality of marginalized LGBTQ+ communities of colour, and the colours pink, light blue and white are used on the Transgender Pride Flag. As an organization, we commit to continuing our journey of listening and learning how we can be more inclusive and welcoming to our staff and residents in the 2SLGBTQIA+ communities (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual, and the countless affirmative ways in which people choose to self-identify) and how we can work towards equality for all people regardless of gender expression, gender identity, and sexual orientation. After that week we will return the Ukrainian Flag back to its current location continue to show our support for the Ukrainian people during this time.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. 22-259 Presentation: Paul Gerrard (CRD Representative) and Geoff Dickson (President/CEO), Victoria Airport Authority; Re: Report to Nominators

P. Gerrard and G. Dickson provided a presentation outlining the report to nominators.

5.2. Delegations

5.2.1. **22-394** Delegation - Marie-Terese Little; Representing Victoria Family Court and Youth Justice Committee (Chair): Re: Agenda Item 8.5.: Victoria Family Court Committee - Central Saanich Withdrawal Request

M. Little spoke to Item 8.5.

5.2.2. **22-395** Delegation - Marcie McLean; Councillor, District of Highlands: Re: Agenda Item 8.5.: Victoria Family Court Committee - Central Saanich Withdrawal Request

M. McLean spoke to Item 8.5.

6. CONSENT AGENDA

Item 6.6. was removed from the consent agenda and moved to be considered under Reports of Committees as Item 8.5.b.

MOVED by Director Seaton, SECONDED by Director Helps,
That consent agenda items 6.1. through 6.5. and 6.7. through 6.12. be approved.
CARRIED

6.1. 22-382 Southern Gulf Islands Transportation Integration Plan

There is no recommendation. This report is for information only.

6.2. 22-311 Curbside Blue Box Recycling - 2024 and Beyond

1. That staff be directed to issue a Request for Proposals for a six-year contract for Board approval to provide residential curbside blue box collection, from January 1, 2024 to December 31, 2029, and include in the Request for Proposals incentives or a scoring system to increase the likelihood of the provision of low or zero emission collection vehicles;
2. That staff be directed to return to the Environmental Services Committee and the Capital Regional District Board for direction prior to awarding the Request for Proposals; and
3. That staff accept the Recycle BC one-year extension to their current agreement with the CRD to provide service to the end of 2024, and then enter into a new five-year agreement with Recycle BC to provide residential curbside recycling services for the capital region on its behalf for January 1, 2025 to December 31, 2029.
CARRIED

6.3. 22-312 Disposal of International Cruise Ship Waste at Hartland Landfill

There is no recommendation. This report is for information only.

6.4. 22-325 Clean BC Communities Fund Grant Application - Clean Energy Transportation - Public Electric Vehicle Infrastructure Project

1. That staff be authorized to submit the Regional Public Electric Vehicle Charging Network project to the Investing in Canada Infrastructure Program's CleanBC Communities Fund grant program on behalf of the participating local governments and First Nations;
2. That the Capital Regional District participate in the regional charging network by supplying sites found in Appendix A; and
3. That up to $725,000 be assigned from the previously approved 2022-2026 climate action service financial plan for up to 175 public level 2 EV charging ports across the region, as well as a commitment to any associated ineligible costs and cost overruns.
CARRIED

6.5. 22-343 Regional Grants-in-Aid Board Policy

That the Regional Grants-in-Aid Policy be adopted.
CARRIED

6.7. 22-353 Correspondence on Agenda Items

There is no recommendation. This report is for information only.

6.8. 22-298 Radiocommunication and Broadcasting Antenna Systems Applications for Lot A, Section 23, Highland District, Plan VIP83970 - 6933 Willis Point Road

That a statement of concurrence be provided to Rogers Communications for the proposed 41 m radio communication and broadcasting antenna system on Lot A, Section 23, Highland District, Plan VIP83970 (LP000032).
CARRIED

6.9. 22-329 Sooke Regional Context Statement

That the District of Sooke regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
CARRIED

6.10. 22-323 Greater Victoria Drinking Water Quality - 2021 Annual Report

That the Greater Victoria Drinking Water Quality 2021 Annual Report be approved.
CARRIED

6.11. 22-301 2022 Master Plan - Regional Water Supply Service

There is no recommendation. This report is for information only.

6.12. 22-391 Complete the Beddis Water Intake Project

That the 2022 Five Year Financial Plan be amended to transfer $32,725 from the Beddis Capital Reserve Fund so that detailed engineering and design can be completed for both the offshore and onshore portions.
CARRIED

7. ADMINISTRATION REPORTS

7.1. 22-348 Nils Jensen Memorial Bursary 2022

Acting Chair Mersereau spoke to Item 7.1.

There is no recommendation. This report is for information only.

7.2. 22-349 Ed MacGregor Memorial Bursary 2022

Acting Chair Mersereau spoke to Item 7.2.

There is no recommendation. This report is for information only.

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 22-383 Bylaw 4484: Service Establishment for the Southern Gulf Islands Transportation Service

MOVED by Director Hicks, SECONDED by Alternate Director Brent,
1. Bylaw No. 4484, "Southern Gulf Islands Transportation Service Establishing Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Hicks, SECONDED by Alternate Director Brent,
2. That staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as follows:
Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4484, "Southern Gulf Islands Transportation Service Establishing Bylaw No. 1, 2022" authorizing the CRD to establish an integrated transportation service for the Southern Gulf Islands Electoral Area to raise a maximum annual requisition up to the greater of SIX HUNDRED AND SEVENTY FIVE THOUSAND DOLLARS ($675,000) or $0.1414 per ONE THOUSAND DOLLARS ($1,000.00) of taxable land and improvements for the purpose of funding the operating costs of the service.
YES or NO?
5. That general voting be held on Saturday, October 15, 2022 in concurrence with the General Local Election, with Advance voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
6. That the synopsis of Bylaw No. 4484, attached as Appendix B, be approved for advertising purposes.
CARRIED

8.2. 22-354 Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)

This item was removed from the agenda.

Environmental Services Committee

8.3. 22-321 Goose Management Update

Discussion ensued regarding:
- regional goose control
- cost and benefit of service

MOVED by Director Desjardins, SECONDED by Director Windsor,
That staff bring back a report outlining costs for a Canada Goose Management Service.
CARRIED

Governance Committee

8.4. 22-352 Updates to the Election and Voting Procedures Bylaw

MOVED by Director Murdoch, SECONDED by Director Desjardins,
1. That Bylaw 4486, the "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 3, 2022" be introduced, read a first, second, and third time.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Desjardins,
2. The Bylaw 4486 be adopted.
CARRIED

8.5. 22-351 Victoria Family Court Committee - Central Saanich Withdrawal Request

MOVED by Director Windsor, SECONDED by Director McNeil-Smith,
That matter be postponed until the July 13, 2022 Capital Regional District Board meeting.
CARRIED

8.5.b. 22-345 Timelines for the Notice of Motion Procedure

Discussion ensued regarding:
- upcoming election and staff availability
- board procedures bylaw

MOVED by Director Murdoch, SECONDED by Director Windsor,
1. That the CRD Board support the current notice of motion process and timelines as set out in the CRD Board Procedures Bylaw and defer consideration of possible amendment to the notice of motion timelines to the incoming Board in early 2023.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Windsor,
2. That staff report to the Governance Committee no later than the first quarter of 2023 including the comparative information from other local governments.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

10.1. 22-332 Motion with Notice: Mount Maxwell Conservation Covenant (Director Holman)

Director Holman spoke to Item 10.1.

Discussion ensued regarding:
- covenant funding
- land ownership
- benefit of placing a covenant on land

MOVED by Director Holman, SECONDED by Director Hicks,
That CRD Parks staff provide a report to the Capital Regional District Board regarding a possible maximum contribution of $100,000 to the proposed 75 acre Mount Maxwell park land acquisition, in return for the placement of a satisfactory conservation covenant on forested lands contiguous to the Provincial park and protected watershed lands.
CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 22-362 Motion to Close the Meeting

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

MOVED by Alternate Director Brent, SECONDED by Director Screech,
2. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.
CARRIED

MOVED by Alternate Director Brent, SECONDED by Director Screech,
3. That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

MOVED by Alternate Director Brent, SECONDED by Director Screech,
4. That the meeting be closed for Legal Update in accordance with Section 90(1)(i) of the Community Charter.
CARRIED

The Board went into closed session at 2:16 pm.

13. RISE AND REPORT

The Board rose from closed session at 3:54 pm and reported on the following items:
3.1. Appointments to CRD Committees and Commissions:

In accordance with Bylaw No. 3693, that the following be appointed to the Beddis Water Service Commission for a term expiring December 31, 2023: Chris Cheeseman, Chris Smid

In accordance with Solid Waste Advisory Committee Terms of Reference, that the following be appointed to the Solid Waste Advisory Committee for a term expiring December 31, 2024: Michelle Coburn, Sarah Gose, Reinhard Trautmann

14. ADJOURNMENT

MOVED by Director Desjardins, SECONDED by Director McNeil-Smith,
That the June 8, 2022 Capital Regional District Board meeting be adjourned at 3:54 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

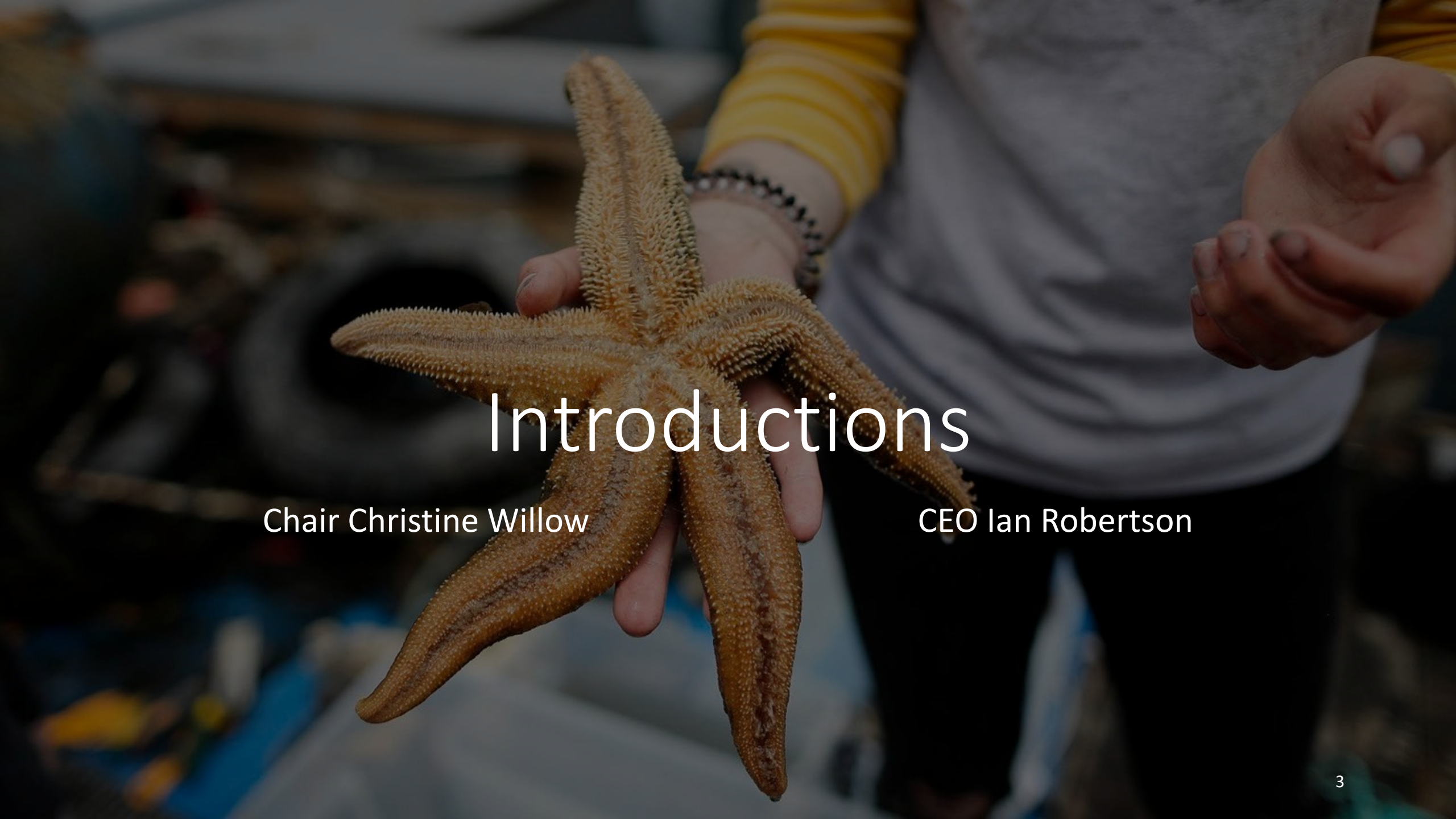


Member Agency Report
Capital Regional District

July 13, 2022



Acknowledging the Traditional Territory of the Lekwungen People



Introductions

Chair Christine Willow

CEO Ian Robertson

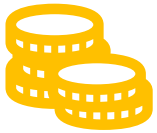
Guiding Principles



First Nations Relationship



Triple Bottom Line



Financial Self-Sustainability



Working Harbour



Accountability

Member Agencies



Songhees Nation

Making a difference...together

DESTINATION GREATER VICTORIA

Victoria Esquimalt HARBOUR SOCIETY

THE CHAMBER.
GREATER VICTORIA CHAMBER OF COMMERCE

Esquimalt Nation



THE CITY OF VICTORIA

Township of ESQUIMALT

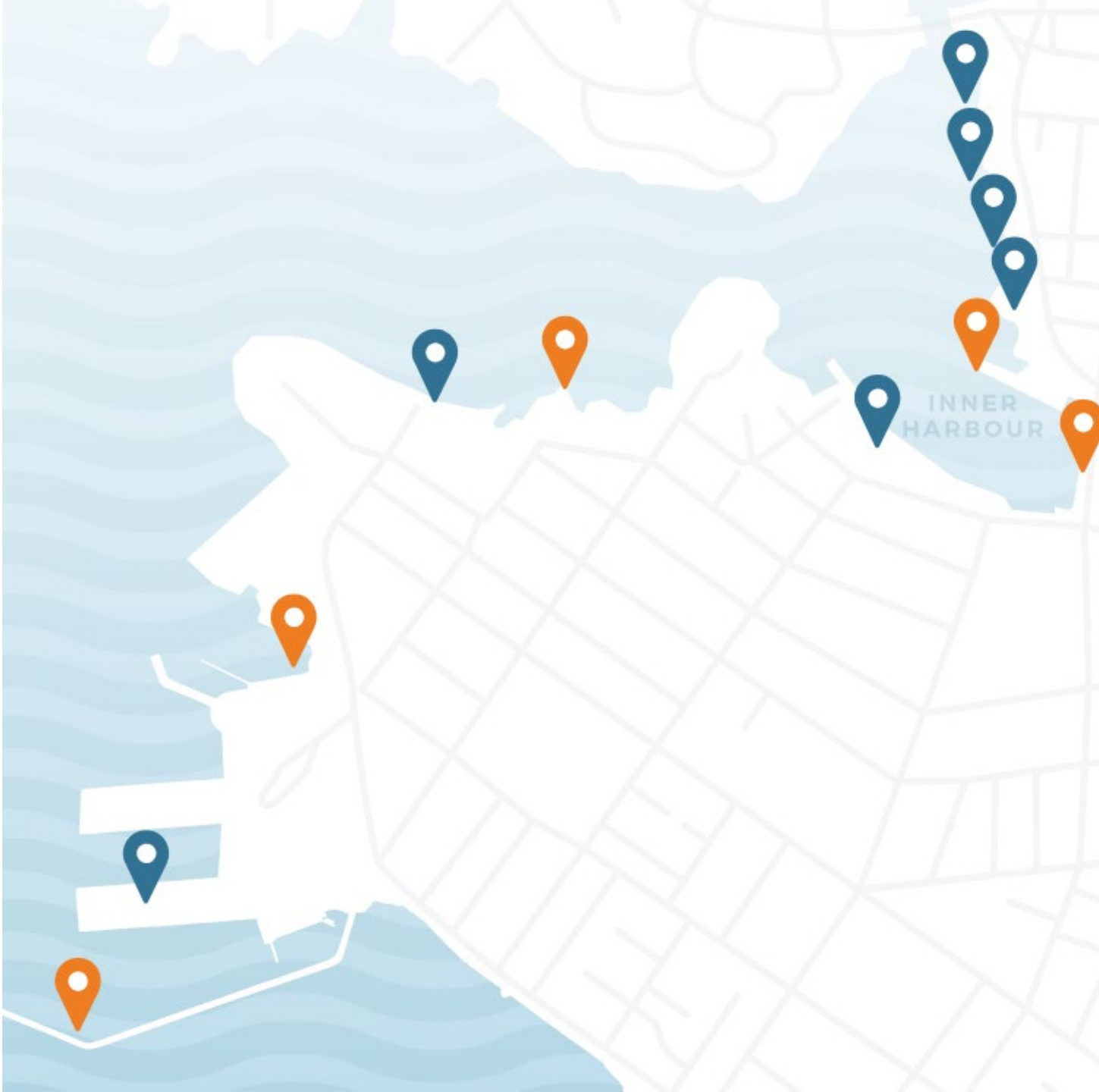
Property Holdings

Facilities

- The Breakwater District at Ogden Point
- Fisherman's Wharf and fuel dock
- Broughton Street Pier
- Causeway Marina
- Wharf Street Marina
- Hyack Terminal
- Johnson Street Marina

Community Amenities

- Ogden Point Breakwater
- James Bay Community Boat Launch
- Raymur Point Customs Dock
- Inner Harbour Lower Causeway
- Ship Point



Capital Investment

- The return of cruise is allowing us to focus on much needed repair work on our properties.
- Over the next five years we have some major repairs planned:

Ship Point	Broughton Pier	Fisherman's Wharf	Breakwater District at Ogden Point
$2M+	$1M	$5.65M	$9M

- Cost to maintain non-revenue generating assets is ~$300K per year and is funded by GVHA's sole revenue streams (cruise, tenants, marinas)

Community Assets:
Capital Investment Required 2023-2043
$86M



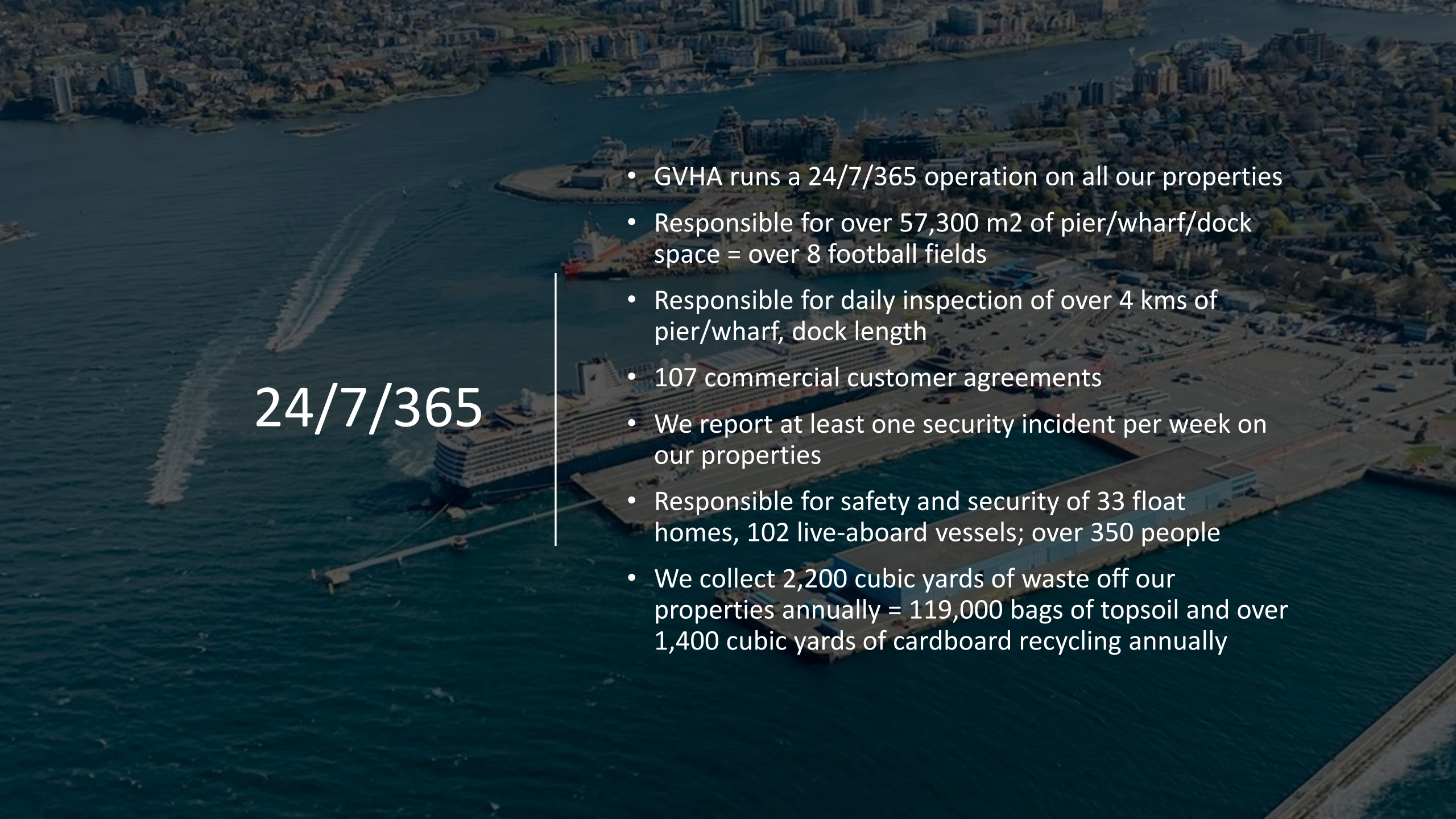
2022-2025 Business Plan

2022-2025 Business Plan Objectives

To ensure that our staff are supported, engaged, and developed	To sustain cruise in Victoria	To increase optimization of properties and manage business development opportunities
To work with government and industry to implement shore power at the Victoria Cruise Terminal	To continue to pursue environmental stewardship and sustainability initiatives	To reduce deferred capital repairs backlog
To focus on Long-term Financial Sustainability for the organization	To be a leader in Indigenous relations in Greater Victoria	To increase the profile of the organization as a leader of triple-bottom line economic development in Greater Victoria



Status of Operations



24/7/365

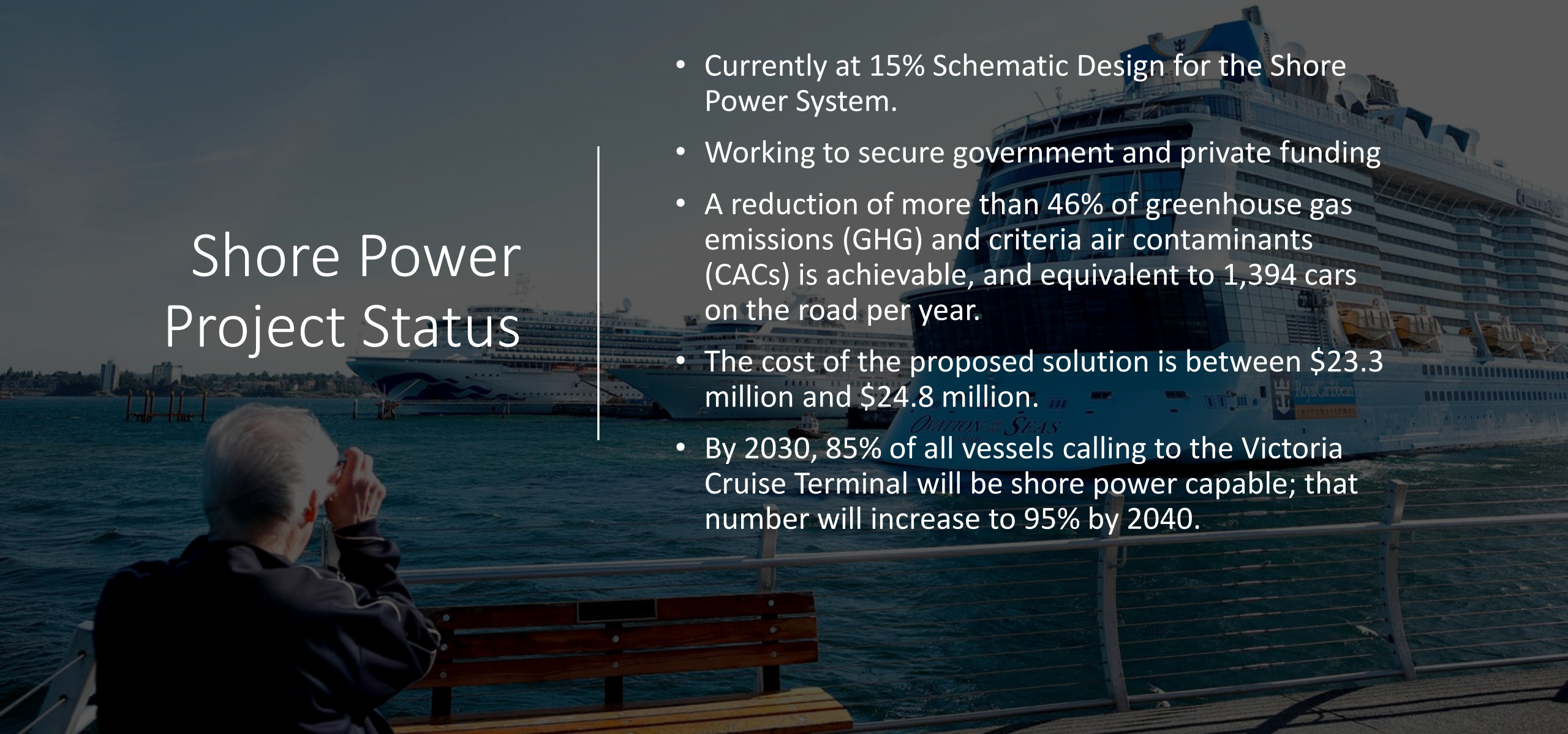
- GVHA runs a 24/7/365 operation on all our properties
- Responsible for over 57,300 m2 of pier/wharf/dock space = over 8 football fields
- Responsible for daily inspection of over 4 kms of pier/wharf, dock length
- 107 commercial customer agreements
- We report at least one security incident per week on our properties
- Responsible for safety and security of 33 float homes, 102 live-aboard vessels; over 350 people
- We collect 2,200 cubic yards of waste off our properties annually = 119,000 bags of topsoil and over 1,400 cubic yards of cardboard recycling annually

2022 Cruise Operations

- Anticipate 350 ship calls this season, up from 250 in 2019
- Challenges so far are ship cancellations due to weather and itinerary changes (a common occurrence in the early season)
- Ship slow down areas
- Ships are not fully-operational or stood up for Alaska
- Shorter/adjusted time in port
- Capacity levels of passengers are lower



Shore Power Project Status



- Currently at 15% Schematic Design for the Shore Power System.
- Working to secure government and private funding
- A reduction of more than 46% of greenhouse gas emissions (GHG) and criteria air contaminants (CACs) is achievable, and equivalent to 1,394 cars on the road per year.
- The cost of the proposed solution is between $23.3 million and $24.8 million.
- By 2030, 85% of all vessels calling to the Victoria Cruise Terminal will be shore power capable; that number will increase to 95% by 2040.



Finance, Risk & Accountability

Financial Performance – 2022

Un-audited Forecast Financial Results for fiscal year-end March 31, 2022



$5.8M in Operating Revenues

Budgeted: $4.6M



$-1.5M in Cash from Operations

Original Budget: $-3.8M



$7.3M in Operating Expenses

Budgeted: $8.4M



$0.0M in Capital Expenditures

Budget 2022-23

$17.0M in Operating Revenues

$2.4M in Cash from Operations

$14.6M in Operating Expenses

$2.8M in Capital Budgeted

Enterprise Risk Management



- Management has identified 73 identified risks that LT review quarterly and report to the Board.
- The board oversees a governance risk register of 63 risks

Top Five Corporate Risks

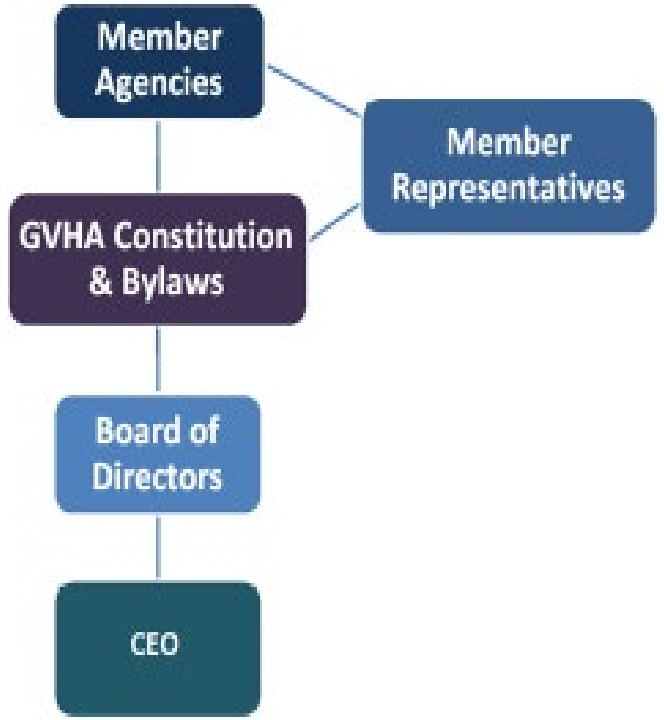
Risk #	Inherent Risk Scenario	Probability	Severity	Risk Rating	Prior Risk Rating	Status of Mitigation Strategy	Risk Owner	Committee
21	**Financial reserve levels are not met.**	5	4	20	20	Increases to asset values and insurance premiums continue to make achieving this target difficult. -Will achieve a greater than 6% 5 year average per policy	MF	AFC
46	**Major disaster including global disaster (terrorism, pandemic, rapid rate of growth…) effecting GVHA facilities results in loss of facilities for extended period of time and or negatively impacting GVHA's operations.**	4	5	20	25	Recent regulatory changes along with tangible support from provincial ministers have lowered this risk significantly	CEO	IPAD
47	**Facilities are under utilized and revenue is not optimized. COVID 19 - Economic Impact - limits utilization and revenue streams leading to longer recovery of GVHA operations.**	4	5	20	25	Recovery still uncertain, monitoring cruise pax on a call by call basis.	CEO	IPAD
50	**Material adverse regulatory changes impact operations.**	4	5	20	25	Recent regulatory changes along with tangible support from provincial ministers have lowered this risk significantly	DOPS	IPAD
3	**GVHA is unable to recruit and retain a competent and skilled work force.**	4	4	16	16	Seasonal recruiting is coming to a close and we were able to find the talent we needed. Hired a permanent maint. Crew instead of supervisor, considering another approach here. Starting recruitment for Enviro role. Marketplace still competitive, too early to decide if risk has been reduced. Compensation increases April 1, 2022 based on recent comp survey	CAO	HRC

Your Role & Responsibility

- What is your role as the Member Agency and the role of your Representative?
- What can you do to support GVHA rebuild?

GVHA Framework & Accountability

- **Member Agencies**
  - Own GVHA's Constitution & Bylaws
  - Appoint Member Representatives
  - Nominate Directors
- **Constitution & Bylaws**
  - Establish Role of GVHA
  - Provide Governance to GVHA
- **Member Representatives**
  - Accountable to their Member Agency
  - Act in their Member Agency's interest
- **Board of Directors**
  - Accountable to all Member Agencies
  - Act in best interests of GVHA
- **Chief Executive Officer**
  - Appointed by Board of Directors
  - Accountable to Board
  - Runs business day to day



Thank You

- Board Chair
  Christine Willow
  cwillow@gvha.ca
- CEO
  Ian Robertson
  irobertson@gvha.ca

- Board Admin
  Caralyn Laviolette
  claviolette@gvha.ca



Q&A



Capital Regional District

Rail on Vancouver Island

Update

July 13, 2022

Island Corridor Foundation

Thank you!

- We very much appreciate this opportunity to provide an update
- It has been some time since I was last before you
  - Would have liked to be here sooner - COVID
  - A lot has happened – it’s been a journey!



Our Discussion Today

- Critical Events
  - The provincial assessment
  - The legal issues
  - The weather event
  - Business Case Release
- Next Steps



The Assessment

- The Assessment
  - 2019 Province initiates the Island Corridor Condition Assessment
    - Independent third party assessment
    - Released spring of 2020
    - Outcome provided three operating scenarios with varying price levels
      - $326 million to $728 Million
    - Extremely important
      - Provides a common base



The Legal Issues

- Snaw-Naw-As Case
  - Filed in 2015 – Decision July 2020
    - Lands held for Railway purposes
- The Appeal – Sept 2021
  - Appeal was denied with conditions
    - The court places primary responsibility on Canada to:
      - Determine if the corridor is in the public interest and if it will fund improvements – Northern Region
    - If it is not in the public interest and it will not be funded
      - The matter can be brought back to the courts
      - Very likely reversionary rights will be applied by the court
    - The Province is also singled out
  - Deadline of March 2023



The Weather Event

The Weather Event

The Closure of the Malahat

Sinkholes north of Nanaimo

- Exposed the lack of transportation options on Vancouver Island
- Graphic display of the risks of reliance on a single highway

The Rail Corridor had a small slide

- Cleared in 4 hours

It was an eye-opener for everyone



The Initial Business Case

The Initial Business Case

- Business Case – released May 16, 2022
  - Outlines the Economic Opportunity
  - Justifies investment in Rail
  - Provided to Province and Feds
    - Review
    - Meetings with MoTI, Transport Canada, Infrastructure Canada
  - The Service
    - Commuter – Westhills to Victoria
    - Intercity Commuter
    - Regional Passenger
    - Freight Service
    - Excursion and Events Trains
  - This is **not** the Dayliner Service
    - Multiple trains each day
    - Duncan origination and termination
    - Trains start in Courtenay



The Initial Business Case

The Initial Business Case

- Total Capital Investment
  - $381 million for infrastructure
    - Contingencies at issue
  - $50 million for equipment
  - Costs are reasonable
    - Mainland projects = $340 million/KM
    - Island Project = $1.48 million/KM
- Economic Viability
  - Fully Operational - Combined Pass & Freight – Conservative estimates
    - Profitable first year
      - Modest pass modal shift 6%
      - Freight -half of historical levels
  - Opportunity for substantial growth
    - Each 1% modal shift -$1m profit
    - Historical freight -$5 m profit



The Initial Business Case

First Nations

Recognition and Consultation

- Business Case outlines the history behind land issues
  - The E&N Land Grant
- Business Case recognizes
  - Need to prioritize reconciliation
  - Need to address the Land grant
  - Responsibility of government
- First Nations must benefit
  - Open engagement and consultation
    - Opportunities & Benefits
    - How to Capture Value
      - Completion will result in an asset with a value approaching $1 billion
    - Everything is on the table
      - IBA's to First Nations-owned railway
    - Addressing Concerns



Next Steps

- The Business Case for rail is strong
- Tremendous amount of work to be done
  - First Nations Engagement – ICF
  - First Nations Reconciliation – Senior Government
  - Refining Business Case – getting to yes
- We need your voice and your assistance
    - Clear demonstration of support
      - Provincial and Federal
    - Get the Feds and Province in the same room
    - Establish a joint multi-disciplinary team
- The Best way to protect the corridor – Use It
- The Clock is ticking
  - There is a lot at stake

Thank you for this opportunity!



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 13, 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, Jake Werrun, Simranjeet Singh, Attila Farkas, Zoey Westle, Lexus Simpson, Sean Ahara, Ethan Stewart, Sean Blacquiere, Mike Neumann, Branden Cameron, Inderpal Sran 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, Jake Werrun, Simranjeet Singh, Attila Farkas, Zoey Westle, Lexus Simpson, Sean Ahara, Ethan Stewart, Sean Blacquiere, Mike Neumann, Branden Cameron, Inderpal Sran be appointed as an Assistant Bylaw Officer.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P.Eng., MBA, Acting Chief Administrative Officer

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Speculation and Vacancy Tax**

ISSUE SUMMARY

To consider the financial impacts of business licenses, and the costs and benefits of the speculation and vacancy tax (SVT) as applied to Salt Spring Island (SSI).

BACKGROUND

At the February 9, 2022 meeting, the Electoral Areas Committee received a report on the regulation of vacation rentals on the Southern Gulf Islands and SSI, attached at Appendix A. At the meeting, the following motion arising was passed:

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.

Both SGI and SSI are currently exempt from the provincial SVT. The report provided information on the regulatory tools available to local governments to regulate vacation rentals in residential zones by way of zoning bylaws, temporary use permits, and business licensing, all of which can be enforced by ticketing, fines, or court-issued injunction.

ALTERNATIVES

Alternative 1:
There is no recommendation. This report is for information only.

Alternative 2:
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board request the Province to include Salt Spring Island in the Speculation and Vacancy Tax specified area to address the problem of electoral area rental and housing affordability.

IMPLICATIONS

Speculation and Vacancy Tax
Between 2018 and 2020, the Province collected $231M in revenue from the SVT and the Capital Regional District accounted for 8% of the revenue.

SVT Revenue by Region: 2018 – 2020 (millions)[1]					
Regional District	**2018**	**2019**	**2020**	**Total**	**Revenue by RD (%)**
Capital	$4.3	$7.4	$7.2	$18.9	8
Central Okanagan	$3.5	$4.7	$4.6	$12.8	6
Fraser Valley	$0.6	$1.1	$2.2	$3.9	2
Metro Vancouver	$55.7	$71.8	$65.5	$193.0	84
Nanaimo	$0.6	$0.8	$1.1	$2.5	1
Total	**$64.7**	**$85.8**	**$80.6**	**$231.1**	**100**

There was a decline in revenue in 2020 which was attributed to property owners subject to the tax having sold their properties or changed their behaviour to qualify for an exemption[1].

Property owners for the purpose of SVT are classified as BC Resident, Other Canadian, Satellite Families, Foreign Owner, and Other. Revenue from the classifications are broken down as follows:

STV Revenue by Owner Type: From 2018 to 2020 (millions)				
Owner Type	**2018**	**2019**	**2020**	**Total**
BC Resident	$6.2	$5.6	$11.2	$23
Other Canadian	$5.5	$5.2	$5.7	$16.4
Foreign Owner	$25.6	$34.7	$25.6	$85.9
Satellite Families	$18.6	$26.2	$25.6	$70.4
Other	$1.4	$2.7	$4.9	$9
Undeclared	$7.4	$11.4	$7.6	$26.4
Total	**$64.7**	**$85.8**	**$80.6**	**$231.1**

The majority of SVT revenue was from foreign owners with 37% and satellite families with 31%, for a combined total of 68%. The SVT revenue from B.C. residents amounted to 10% and other Canadians amounted to 7%. These figures show that non-B.C. residents are paying most of the SVT.[1]

All revenue collected from the SVT must be spent on housing affordability initiatives in the regional district where it is collected. Any SVT revenue are to be used to acquire, construct, maintain or renovate housing or shelter, as well as support other housing-related activities. BC Housing is the primary recipient of funds, but also receives other funding to support government's investments in housing affordability. BC Housing expenditures including those that are under construction or in development between 2018 and 2021 are as follows:

BC Housing Total Expenditures in Regional Districts (millions)			
Regional District	**2018/19**	**2019/20**	**2020/21**
Capital	$113.3	$135.4	$131.6
Central Okanagan	$66.3	$52.2	$60.5
Fraser Valley	$58.4	$85.3	$68.4
Metro Vancouver	$647.3	$594.3	$686.4
Nanaimo	$49.3	$38.6	$42.1
Total	**$934.6**	**$905.8**	**$989.0**

Source: BC Housing

[1] Ministry of Finance – Speculation and Vacancy Tax Act Review of Act and Regulations (June 2022), p.26-27

Intergovernmental Implications
In February 2022 Members' of the Legislative Assembly for Cowichan Valley, North Saanich and the Islands wrote to the Honourable Selina Robins, Minister of Finance, advocating for the expansion of the Speculation and Vacancy Tax within their respective constituencies. Both articulated the need to address the housing crisis within their respective ridings, noting in particular that, *"Salt Spring Island has only 3-7 primary rental units, despite reporting hundreds of short-term vacation rentals"*[2].

The province has received other requests from areas outside the SVT regions that are interested in opting-in to the tax and will be considering as part of the provincial government's upcoming review of the *SVT Act* and regulations with regard to housing affordability.

Financial Implications of the Speculation Tax
The Ministry of Finance is responsible administering the Speculation and Vacancy Tax by undertaking taxpayer contact services, declaration process support, imposing interest on unpaid STV, registering liens on unpaid taxes, etc. There is no cost to the Capital Regional District.

Business Licensing
As previously reported, Regional Districts have not been granted business licensing authority in the *Local Government Act*. Some Regional Districts, including the Central Okanagan Regional Districts, have requested and been granted business licensing authority to regulate vacation rentals, however, the Province must enable the authority by regulation before a regional district can exercise licensing powers. The *Community Charter* gives municipalities the authority to legislate in relation to a number of broadly stated "spheres of jurisdiction". The regulatory authority is found in Section 8(3) to (6): to regulate, prohibit and impose requirements, by bylaw. Licensing under Section 15 of the *Community Charter* provides for a system of licenses. This includes: providing for the granting or refusal of a license; providing for the effective periods of a license; establishing terms and conditions that must be met for obtaining, continuing to hold or renewing a license, including the nature and terms of those conditions and who may impose them; providing for the suspension or cancellation of licenses for failing to comply with a term or condition or failing to comply with the business licensing bylaw; and providing for reconsideration or appeals of decisions made with respect to the granting, refusal, suspension or cancellation of business licenses.

Short-term vacation rentals are currently regulated through the Islands Trust land use bylaw. Once a vacation rental use is permitted Islands Trust no longer has control over how the specific use is carried out at an individual property level other than controlling the use under a temporary use permit or conditional case-by-case basis. It is in these circumstances where business licenses can be an important companion to help with zoning compliance, by allowing only certain types of businesses to operate in certain areas. Like CRD, Islands Trust can seek provincial authority to have business licensing authority as an additional tool to regulate, prohibit and impose requirements in relation to short-term vacation rentals. Coordinated compliance overseen by one jurisdiction is preferable to having a regulatory scheme where CRD regulates vacation rentals by business license and Islands Trust regulates the same properties/owners by zoning.

Currently, the City of Victoria regulates short-term rentals where permitted under the City's zoning regulation to protect availability and affordability of long-term rentals. To operate a short-term rental in Victoria for stays of less than 30 days, an operator must have a short-term rental business

[2] https://islandstrust.bc.ca/wp-content/uploads/2021/02/2020-11-26-housing-needs-report-ssi-final.pdf

license and comply with operating requirements. The City of Victoria can impose a $500 per day fine for operating without a short-term rental business license. While the fines are significant, the cost of enforcement or collection of fines usually ameliorates any revenue that can be generated by fines.

Financial Implications of Business Licensing Authority
A business license function for Salt Spring Island would require new funding for administration, overhead and a part-time bylaw enforcement officer. There would also be additional legal costs for court proceedings to enforce against businesses operating without a license, or to respond to administrative court challenges where a business license is revoked or suspended. Enforcement proceedings would be necessary to ensure the regulatory authority is upheld and complied with.

Business License Function	**Part-time**
Business License staff	$45,500
Administration	$6,800
Allocations	$2,300
Subtotal	$54,600
Vehicle (One-time cost)	$50,000
	$159,200
Revenue	
225 businesses @ $100/licence	($22,500)
TOTAL	**$136,700**

CONCLUSION

Short-term vacation rentals can be regulated by land use bylaws or through business licensing. CRD does not currently have the authority under the *Local Government Act* to regulate business. Under the *Islands Trust Act*, Local Trust Committees (LTCs) have land use authority to regulate short-term vacation rentals. LTCs can permit or prohibit vacation rentals outright in accordance with zoning requirements within land use bylaws. While land use bylaws can be effective in regulating vacation rentals and are relatively simple to enforce, there are some limitations due to the fact that land use bylaw provisions are typically general and permissive in nature, rather than site-specific. It may be an option for the Islands Trust to explore additional enabling authority to regulate short-term rentals through business licensing where permitted under their land use authority to protect long-term rental and rent affordability challenges, which could then be applied throughout the Trust area.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

ATTACHMENT

Appendix A: Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island

Making a difference...together

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

SUBJECT Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island

ISSUE SUMMARY

To provide information on measures to restrict or control tourism accommodation, including the power to regulate business through the issuance of business licenses for Salt Spring Island and Southern Gulf Islands by requesting the Province pass enabling regulation through an Order in Council.

BACKGROUND

On July 14, 2021, the Electoral Areas Committee passed the following resolution:

> That the Electoral Areas Committee request staff to provide a report outlining the possibility of the Capital Regional District pursuing measures to restrict or control tourism accommodation, including the power to regulate business through the issuance of business licenses for Salt Spring Island and Southern Gulf Islands by requesting the Province pass enabling regulation through an Order in Council.

The Capital Regional District has received a similar request by way of resolutions from the Islands Trust Salt Spring Island Local Trust Committee, North Pender Island Local Trust Committee, South Pender Island Local Trust Committee, and the Galiano Island Local Trust Committee. While Local Trust Committees are the land use authorities for the islands, the LTCs lack the full range of tools for enforcement and administration of vacation rentals that can be utilized by municipalities. Please see the letter from Islands Trust, dated November 9, 2021 and attached as Appendix A.

In addition, in 2019, the Union of B.C. Municipalities (UBCM) and the Province convened a Joint Advisory Group on Short-Term Rentals. In 2021, the advisory group released a report with 13 priorities for action for the Province to consider in order to establish a regulatory framework for the short-term accommodations industry (see Appendix B). Key among the requests for action include greater regulatory tools for local government:

- *Amend the Local Government Act to allow regional districts to implement business licensing, by approval of the regional district board, as a tool to regulate short-term rentals.*

- *Increase the allowable fines that local governments can levy against short-term rental hosts operating out of compliance.*

- *Explore whether provincial bylaw notice adjudicators have sufficient information and awareness of short-term rental issues to understand these offences, preventing undue cancellation of violation notices.*

As discussed in the UBCM report, short-term vacation rentals can be problematic for communities by reducing the available long-term rental housing stock for residents. It can also encourage

buyers to acquire secondary homes in popular tourist destinations, such as the Gulf Islands, by offering a revenue stream to non-resident owners while still allowing them flexibility to access the property for personal use. The introduction of the Provincial Speculation and Vacancy Tax was designed in part to address some of these issues, however, the SSI and the SGI are exempt from the tax.

ALTERNATIVES

Alternative 1:

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

> That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.

Alternative 2:

> That the Capital Regional District Board request the Province of British Columbia bring forward an Order in Council to grant the Capital Regional District the authority to regulate business in the Salt Spring Island and Southern Gulf Islands Electoral Areas.

IMPLICATIONS

The regulatory tools available to local governments to regulate vacation rentals in residential zones include zoning bylaws, temporary use permits, and business licensing, all of which can be enforced by ticketing, fines or a court-issued injunction.

Regulation by Land Use Bylaw

On Salt Spring Island and in the Southern Gulf Islands, land use regulation is under the authority of the Islands Trust. Under the *Islands Trust Act*, Local Trust Committees (LTCs) have land use authority to adopt Official Community Plans and zoning regulations to regulate short-term vacation rentals. LTCs can permit or prohibit vacation rentals outright in accordance with zoning requirements within land use bylaws.

A contravention of a land use bylaw can be enforced by issuing a municipal ticket or a bylaw adjudication notice, or in more serious cases, obtaining a statutory injunction order from BC Supreme Court to prevent the continued use of the property in contravention of the bylaw. In cases where the rental is occurring in a secondary suite or guest cottage that is not authorized by zoning, the injunctive order can include the power to dismantle and remove the unauthorized suite at the owner's expense. Many local governments in BC use some or all of these enforcement tools under their land use bylaw to effectively regulate unauthorized vacation rentals.

While land use bylaws can be effective in regulating vacation rentals and are relatively simple to enforce, there are some limitations due to the fact that land use bylaw provisions are typically general and permissive in nature, rather than site-specific. Once a vacation rental use is permitted in a zone, the LTCs no longer have control over how the specific use is carried out at an individual property level. Some LTCs get around this by continuing to prohibit short-term vacation rental uses, but allowing them under temporary use permits and controlling the use on a conditional, case by case basis. Where there is a desire to further regulate how the use is carried out, to

monitor the extent of the use, or to collect data to inform adaptive management of vacation rental use, business licenses may be a more effective regulatory tool.

Regulation by Business Licensing

Under the *Local Government Act*, Regional Districts do not have business licensing authority. Regional Districts are different from municipalities in this respect, as municipalities have authority to regulate business by imposing a system of licenses, permits or approvals under section 15 of the *Community Charter*.

Regional Districts can request business licensing authority from the Province. If granted, it is enabled by an order-in-council or regulatory change. The UBCM request would enable this authority outright through a change to the *Local Government Act* and remove this as a barrier for Regional Districts that want to use business licensing to manage issues such as short-term rentals. However, currently, if the CRD would like business licensing powers, it must first be granted the authority by the Province.

Once granted the authority to regulate business by the Province, the CRD would have to adopt a business licensing bylaw which would then be used to define which categories of business it would regulate and set the conditions and requirements of the licensing regime. Normal provision of a business licensing bylaw would include the following:

- a requirement to obtain an annual permit for a fee (usually $100-$150);
- appointment of a License Inspector or Director;
- assignment of powers to the Inspector to set conditions on the issuance or cancellation of licenses and the appeal process for those decisions;
- power to conduct inspections;
- general conditions on the license such as the form, requirement to display, requirements to update information, renewal and transfer;
- specific conditions based on business type, such as home-based, commercial, personal services or inter-municipal.

If CRD were to regulate vacation rentals through business licensing, all vacation rental owners would need to purchase an annual business license issued by the CRD. Owners would need to comply with any of the terms and conditions placed on the license, which may include a requirement for an inspection of the property. Typically a business license would not be issued for any vacation rentals that are not compliant with the applicable zoning bylaws, so only those rental properties that are authorized by zoning would be licensed.

One of the benefits of licensing is that it can provide consumer protection by establishing minimum standards for businesses that are licensed. It also provides the local government a way to track and compile metrics on the number of businesses operating in the region.

Enforcement of License Contraventions

Business licensing would provide another avenue for enforcement against unauthorized vacation rental properties. Fines could be issued to a business that is operating without a license, or is operating in contravention of the terms and conditions of a license. Where a business is not complying with the requirements of a business license, the license can also be revoked by the License Inspector, however, under the *Community Charter* revocation of the license is a decision

that is subject to a right of appeal to the Regional Board. In addition, prior to revoking a license, the License Inspector must observe the rules of procedural fairness and provide the business owner an opportunity to be heard and make submissions before a decision is rendered, similar to what is required when a local government files a Section 57 Notice of Building Contravention on title of a landowner's property. The administrative law requirements that are triggered by revocation of a business license can make enforcement of a license contravention a more challenging and expensive process than enforcing compliance with a land use bylaw.

Financial Implications of Establishing a Business Licensing Function

A business license function would require new funding from the SGI and SSI electoral area for the administration and overhead of the regulatory service, as well as funding to enable Bylaw Enforcement Officers to enforce the provisions of the business licensing bylaw. A software system, such as Tempest, would be necessary to track and issue licenses, automate the renewal process and generate invoices. Business owners would need access to payment options to pay the annual license fee. Systems currently utilized by CRD Bylaw Enforcement staff could be customized to administer business licenses, however, it would require an estimated 2.0 additional FTEs for administration, operation and enforcement of the new regulatory service, depending upon the scope of the regulation. Some of the costs of the new service could be offset by the revenue generated from collection of the license fees, however, the offset would depend on the number of businesses subject to the licensing requirement. For example, if all business in the SGI and SSI electoral area required annual business licenses, the revenue offset would be greater than if the regulation was limited to vacation rentals. If Islands Trust zoning continued to prohibit vacation rentals, uptake of a business license program would be limited further.

CONCLUSION

Short-term vacation rentals can be regulated by land use bylaws or through business licensing. CRD does not currently have the authority under the *Local Government Act* to regulate business, however, the authority can be granted by the Province by an order-in-council, and enabled by the Board though the adoption of a business licensing bylaw. Establishing a business license function would require new funding be raised from the SGI and SSI electoral areas for increased staffing associated with administration and enforcement of the business license function. It is anticipated that some of the increased costs could be offset by the revenue generated from annual license fees. Staff recommend further analysis on financial impacts would be required prior to implementation.

RECOMMENDATIONS

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

> That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.

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

ATTACHMENT(S)

Appendix A: Letter from Islands Trust, dated November 9, 2021

Appendix B: Priorities for Action on Short-Term Vacation Rentals (Report of the Joint UBCM-Province Advisory Group on Short-Term Rentals).

Appendix A

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November 9, 2021 File Number: 12-14-6500-20

Justine Starke
Manager, Southern Gulf Islands Service Delivery
Capital Regional District
Via email

Dear Justine:

Re: Local Trust Committee Business Licensing Resolutions

I am writing to you concerning a number of resolutions recently adopted by local trust committees encouraging the Capital Regional District to explore business licensing. Trustees and residents in the Trust Area have been grappling with the impacts of short term vacation rentals for years, and most LTCs have policies and regulations in place to attempt to mitigate those impacts. However, it has become apparent to many trustees and residents that zoning and other land use regulations are insufficient to manage the impacts of vacation rentals. Consequently, a number of LTCs have adopted resolutions (please see attached) requesting that the CRD consider the implementation of business license regulations within the Salt Spring and Southern Gulf Islands electoral areas for tourist accommodation, specifically for enforcement and administration of vacation rentals.

Sincerely

Robert Koiima,
Regional Planning Manager
Islands Trust

Attachment: Table of Resolutions

z:\12 long range planning\14 multi-island\6500 ltc work program\20 projects (p)\2021 business licensing\crd business licensing letter.docx

Local Trust Committee	Date	Resolution
Galiano Island Local Trust Committee	July 5, 2021	**GL-2021-065** **It was Moved and Seconded,** that the Galiano Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. **CARRIED**
Mayne Island Local Trust Committee	June 21, 2021	**MA-2021-042** **It was Moved and Seconded,** that the Mayne Island Local Trust Committee request that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. **CARRIED**
North Pender Island Local Trust Committee	June 24, 2021	**NP-2021-078** **It was Moved and Seconded,** WHEREAS the North Pender Island Local Trust Committee is implementing additional policies and zoning to regulate and manage short term vacation rentals on North Pender island, the Local Trust Committee lacks the full range of tools for enforcement and administration of vacation rentals; THEREFORE the North Pender Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. **CARRIED**
Salt Spring Island Local Trust Committee	May 25, 2021	**2021-108** **It was MOVED and SECONDED,** Whereas the Salt Spring Island Local Trust Committee wishes to see appropriate regulation and management of short term vacation rentals on Salt Spring Island but lacks the full range of tools for enforcement and administration of vacation rentals; Therefore the Salt Spring Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. **CARRIED**
South Pender Island Local Trust Committee	May 7, 2021	**SP-2021-044** **It was Moved and Seconded,** that whereas the South Pender Island Local Trust Committee is implementing additional policies and zoning regulations to regulate and manage short term vacation rentals on South Pender Island, the Local Trust Committee lacks the full range of tools for enforcement and administration of vacation rentals; therefore, the South Pender Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals. **CARRIED**

PRIORITIES FOR ACTION ON SHORT-TERM RENTALS

Report of the Joint UBCM-Province Advisory Group on Short-Term Rentals

FINAL REPORT

June 30, 2021

Supported by

Housing Policy Branch
Office of Housing and Construction Standards
Ministry of Attorney General and Minister responsible for Housing

Executive Summary

The Province's Rental Housing Task Force recommended in December 2018 that the Province work with local governments to develop, implement, and enforce short-term rental rules to better protect long-term rental stock (Recommendation #11). In the May 2019 response to the Task Force recommendations, the Province agreed to address this recommendation in 2020 through further consultation with stakeholders and local governments. In fall 2019 the Province and UBCM established a Joint Advisory Group on Short-Term Rentals. The purpose of this group was established as follows:

> The Advisory Group will facilitate discussions with local governments about the impacts of STRs and tools for addressing them. Information generated by the Advisory Group will help **inform the Province's consideration of potential policy approaches to STRs**, including possible measures to support local governments interested in taking further actions to address STR impacts.

Housing affordability and availability are topics of utmost concern for all levels of government in British Columbia. The Advisory Group is particularly concerned about impacts of short-term rentals on long-term rental housing. While these impacts are hard to measure with available data set, the diversion of housing units from long-term supply is a significant problem affecting housing in many communities. The Advisory Group's work is informed by the need to take sensible precautionary steps to avoid negative outcomes for British Columbians.

The Advisory Group considered input from experts in various aspects of provincial legislation, research on short-term rental activity and broader rental housing data, and a series of stakeholder organizations. Through the Advisory Group's discovery and discussion process, a series of principles and outcomes were articulated that guided the identification of possible measures for the Province to consider. These principles were: recognition of regional differences, subsidiarity, fairness, future-proofing, and evidence-based policy balanced by precaution. The outcomes address various stakeholder viewpoints and seek to recognize both the opportunities and drawbacks presented by short-term rental platforms.

The priorities and requests to the Province in this report are intended to spark further discussion and exploration of potential policy approaches in the areas of platform accountability or regulation, data sharing, taxation, local government regulatory tools, capacity, and broader efforts to improve data sources and analysis on rental housing.

This Report represents the work done by the Advisory Group to understand the impacts of short-term rentals and suggest priorities and ideas to inform the Province's future work in this area. This report does not indicate formal endorsement by UBCM or the Province of these proposals.

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Background

Short-term rentals are the rental of a home, or room within a home, for a temporary stay (usually fewer than 30 consecutive nights). While vacation rentals and in-home bed-and-breakfasts have been a part of tourism accommodation for decades, the short-term rental industry saw significant growth with the advent of online platforms such as Airbnb and HomeAway (now VRBO).

The broad access and ease of transactions provided by these platforms led to a shift in the frequency of use and types of accommodation being listed for short-term use, with units not previously considered "tourism-oriented" being made available to travellers. The online accommodation bookings industry continues to evolve and grow despite the COVID-19 pandemic reducing worldwide travel, and hosts are now able to offer broader "experiences" and adjacent services via these platforms.

This shifting landscape in the accommodations industry has affected communities differently throughout the province. Impacts causing concern include:

- **Housing Availability:** The use of housing units for travellers has reduced long-term rental housing capacity at a time when housing availability and costs are already under pressure. While many short-term rental hosts use part of their primary residences for hosting, other types of spaces such as basement suites or accessory dwelling units also appear frequently on the platforms. Existing data on vacancy in the primary rental market (purpose-built apartments) shows no consistent correlation with short-term rental listings or bookings activity, but the true impact of short-term rentals is in the secondary market (other housing forms), which is more fluid and difficult to measure. The lack of consistent definition of what constitutes a "permanent dwelling" and limited capacity of local governments to monitor listings makes it nearly impossible to determine the actual scale of diversion from rental housing stock in a statistical sense, but observations by local governments indicate there is a significant unmeasured threat to long-term housing. As 70% of B.C.'s renter households rely on secondary rental market housing, and in some communities up to 100% of rental housing is in the secondary market, there is a strong case for responding to the potential impacts of short-term rentals even in lieu of appropriate data sources.
- **Housing Affordability:** The potential for earning revenue from short-term rental use of properties (whole or in part) often supports higher property prices than local incomes can support. This impacts housing cost in the rental market due to price competition and may be driving up the purchase price of homes in the resale market, as buyers are willing to pay a premium for units (especially condos) with potential for short-term rental use. Data to isolate and attribute this impact is not readily available, but anecdotal evidence appears in numerous B.C. communities.
- **Land Use:** In some cases, previously residential-use properties have been converted to commercial use despite local land use policies. Where short-term rentals represent a full-time business model, these properties are no longer serving their intended purpose as dwellings for local residents. In other communities (especially remote areas), the ease of promoting vacation rentals of properties has attracted tourism for which local governments are not equipped to regulate or support with infrastructure.

- **Public Impacts:** Increasing transient use of properties without oversight by hosts has contributed to noise, parking, garbage, safety, and disruption complaints. In some cases, short-term rental activity has been linked to public health risks via out-of-region visitors contributing to COVID-19 outbreaks.
- **Local Government Capacity:** Between the staff and Council time required to consult, evaluate options, and adopt short-term rental policies, and the licensing and enforcement staff time required to monitor listings and properties, regulating short-term rentals represents a significant (and new) imposition on local government capacity.

Short-term rentals also offer some benefits to communities and travellers:

- **Interim Worker Housing**: Employees arriving in a community for new employment, or for a temporary assignment, may use short-term rental housing while arranging for a permanent residence or to avoid occupying a rental unit only for a short period, freeing that unit up for a long-term residential tenant.
- **Tourism:** Short-term rentals provide some benefits to communities that are seeking to expand their tourism economies as a diversification strategy:
    - Short-term rentals expand tourist accommodation capacity, particularly in places with emerging tourism sectors where traditional lodging businesses have not yet established sufficient capacity.
    - Family travel: short-term rental units may be larger and provide more facilities that support families with children or specific accommodation needs, compared to hotels/motels. This opens up tourism in a community to different demographic segments.
    - Sports/group travel: teams or groups wishing to travel together may find an entire home with several bedrooms a more affordable way to travel for tournaments or events compared to the cost of booking multiple hotel rooms. Kamloops and Burnaby are two examples of communities with significant special event facilities where attendance may exceed local hotel capacity.
- **Economic Activity:** Hosts earn additional income on their short-term rentals (which may or may not be reported on tax returns) and visitors contribute in other ways to local economies through hospitality and experiences in the host community.

The challenge for the Province and local governments is to find a balance in regulating short-term rental activity to enhance the benefits and opportunities presented by the industry while reducing the detrimental effects on housing and neighbourhood livability.

An increasing number of local governments in B.C. have developed policies, or are in the process of doing so, to respond to the new opportunities, challenges, and impacts that short-term rentals bring to their communities. The Union of BC Municipalities (UBCM) identified short-term rentals as an ongoing issue of concern for local governments in 2016. Workshops and resolution discussions on the topic were featured at UBCM conventions in 2016, 2017, and 2018. A UBCM Special Committee on Housing included a series of

recommendations to address short-term rental regulation and taxation in the January 2018 report "*A Home for Everyone: A Housing Strategy for British Columbians"*.

Participating Organizations

The Advisory Group formed in January 2020 with representatives of nine local governments and participants from UBCM and the Ministry of Municipal Affairs and Housing (as it was then), and now also includes the Ministry of Attorney General and Minister responsible for Housing. Communities represented on the group were (in alphabetical order):

- City of Burnaby
- Islands Trust
- City of Kelowna
- City of Nelson
- Regional District of Thompson-Nicola
- Village of Tofino
- City of Vancouver
- City of Victoria
- Resort Municipality of Whistler

Process

The Advisory Group held in-person meetings in February and early March 2020, including presentations and discussions to inform the group's members about community objectives, housing impacts as measured by available data, and legislative context. The group heard presentations from:

- Housing Policy Branch (Ministry of Municipal Affairs and Housing)
- Residential Tenancy Branch (Ministry of Municipal Affairs and Housing)
- Property Tax and Assessment Branch (Ministry of Municipal Affairs and Housing)
- Tax Policy (Ministry of Finance)

The onset of the COVID-19 pandemic put the Advisory Group's process on hold during the spring and summer of 2020. Group members shared, via email, updates on the impacts of the pandemic on their communities and observations about how the short-term rental activity in their community changed (or not) while travel was affected by public health orders. Following the fall 2020 election, housing policy moved under the mandate of the Ministry of Attorney General and Minister responsible for Housing. The Advisory Group reconvened in April 2021.

Virtual meetings comprised the second stage of the Advisory Group's deliberations. In addition to local government representatives sharing the expertise and experiences from their own communities, the Advisory Group received presentations and written submissions from:

- Housing Policy Branch (Ministry of Attorney General and Minister responsible for Housing)

- Tourism Vancouver
- BC Hotel Association
- BC Real Estate Association
- Harvard Business School (on the evolution of short-term rentals and online accommodation platforms)

The Advisory Group participated in a virtual collaboration session on May 12 which captured and delved into numerous themes that had emerged from the presentation and discussions held throughout this process. A draft of this report was provided to government relations personnel from Airbnb and Expedia (owner of the VRBO platform) for comment and feedback to the panel prior to this report being finalized.

Principles

The Advisory Group identified five principles that inform the outcomes and priorities presented in this report.

- **Recognition of Regional Differences:** Economic and housing conditions vary among regions and communities. Any proposed outcomes or actions need to recognize and allow for these differences, including the need to balance needs within a community (e.g. tourism, economic development, housing).
- **Subsidiarity:** Law-making and implementation are often best achieved at a level of government that is most effective and closest to the issues affected. The federal, provincial, and local governments have different but overlapping roles in housing policy and land use planning. Subsidiarity as a guiding principle encourages complementary legislation while accommodating local circumstances.
- **Fairness:** As much as possible and where feasible, all businesses operating in an industry within a given market should be subject to the same restrictions and requirements under the law. Similarly, residents in a community should be subject to the same expectations and have access to the same types of protections or benefits.
- **Future-Proof:** The travel industry was evolving prior to the COVID-19 pandemic, which caused an abrupt and dramatic change to how and why people seek and use accommodation. The online accommodation booking industry is dynamic and any legislation or programs implemented in 2021 or 2022 need to consider the rapid changes and market reach of this platform-based industry. Relying only on local governments to adopt bylaws and pursue enforcement of this industry has already produced a fragmented regulatory landscape.
- **Evidence Based Policy balanced by Precaution:** Outcomes and priorities should be informed by multiple types of evidence, including quantitative data, qualitative research, observations, and experiences of governments in B.C., Canada, and elsewhere. Where the available data or evidence falls short of the reliability necessary for conclusive analysis, governments should exercise caution but also act to prevent likely harms.

Outcomes

Drawing from the perspectives and experience of local government representatives from a diverse range of communities, the Advisory Group identified a series of important outcomes of potential legislation or programs for various stakeholders. These outcomes will be achieved by complementary and collaborative work across orders of government.

- B.C. households seeking rental housing are not excluded from finding and affording housing that meets their needs as a result of suitable units being repurposed or developed specifically for short-term rentals instead of long-term tenancies.
- Local governments are able to set and enforce land use policies that designate residential property primarily for the purpose of providing long-term residences, while allowing ancillary uses that are aligned with community objectives.
- Local governments have sufficient and timely access to short-term rentals data, and capacity to enforce the land use policies and regulatory schemes set in their jurisdiction.
- All operators within the industry are subject to a clear and consistent regulatory structure, with the same level of accountability to B.C. communities.
- Businesses operating accommodation services via online platforms are held accountable for the same safety, labour practices, neighbourhood impacts, and taxes as accommodation providers operating in more traditional business models (e.g. hotels, motels, B&Bs, campgrounds, etc).
- Hosts, travellers, and neighbours are kept safe and have enjoyable experiences (or fewer negative experiences) resulting from short-term rental accommodations.
- Local governments and the Province have improved capability, through data sources and analysis, to understand the interaction between short-term rentals and the housing market.
- The Province continues to monitor and report on trends and impacts from the short-term rental industry to inform and support local governments.

Priorities

The following needs and ideas emerged during the Group's process as the most likely actions to lead to the desired Outcomes, while being informed by and respectful of the Principles described above. The Advisory Group acknowledges these ideas and priorities will likely require further analysis and collaboration to determine feasibility. Numerous other jurisdictions have introduced more stringent legislation and requirements for the short-term rental industry. Actions to address the impact of short-term rentals in British Columbia may carry some risk, but this needs to be balanced against the significant pressures facing rental housing in many communities.

Provincial Platform Regulation and Accountability

Priority: Where local governments have enacted regulatory tools, such as requiring business licenses for the operation of a short-term rental, these policies are only as strong as the capacity of the local government to enforce them. Platforms have a direct business relationship with their hosts which provides a greater opportunity to detect and deter non-compliant activity.

The Province has greater capacity to use legislative authority to regulate all online accommodation platforms offering services within the province. This framework could echo the provincial regulation of other travel or real-estate related industries such as travel agencies, home inspectors, and ride-hailing (e.g. Lyft, Uber, etc.). The parameters of a provincial framework need to be explored further, but the Advisory Group considers there to be many potential inclusions that would significantly address negative impacts of the short-term rental industry:

- Commercial operators (hosts with numerous short-term rental properties possibly listed across platforms and across communities) could be required to register as businesses through the B.C. Corporate Registries.
- While some platforms provide a field where hosts can display their business license or permit information, this could become a mandatory inclusion for all listings in B.C. where local governments have permit or license requirements. There needs to be validation of this information so that hosts are not providing false data simply to get their listing online. The Province could hold platforms accountable through provincial regulation to validate this information with local governments.
- Hosts could be asked to commit to a statutory declaration to the Province, via their platform, that their listing is compliant with provincial and local government requirements.
- Hosts could be held accountable to the province for standards regarding safety/hygiene, insurance, and consumer protection.

Rationale: Regulation of an industry at the provincial level, to the extent where common objectives exist, provides for greater clarity for the industry and efficiency for enforcement. A provincial regulatory framework is more future-proofed than relying on individual local governments to

keep abreast of advances in the technology and business models of online accommodation platforms and then update bylaws or policies in a patchwork form across the province.

Provincial regulation of other industries, such as ride-sharing, travel agencies, payday loans, and home inspections among others, provide standards that are intended to protect all British Columbians from safety and financial hazards that could be common if business activities are left unregulated. This applies to the customers in an industry as well as labour practices.

Requests:

1. Introduce a **provincial regulatory framework**, similar to those in place for ride-sharing and other regulated industries, for platform accountability and information validation for online accommodation platforms and short-term rental hosts.

Data Sharing

Priority: Local governments need data on short-term rentals that allows them to understand STR activity in their community, develop bylaws or policies to support community objectives, and enforce those bylaws or policies. The Province needs data on short-term rentals to understand trends across the province, monitor impacts on the housing market, and enforce tax policy.

Types of data that are needed include property information (address, ownership, unit type, legal tenure), host details (including multiple-property hosts), bookings (frequency of use and income), licensing information (if any), and information on complaints relating to public safety or neighbourhood impacts such as noise or standards of property maintenance.

In addressing this priority, governments need to consider appropriate protection for the personal privacy of short-term rental hosts, as data collected for a business purpose may not be redacted under FOIPPA as personal information. As short-term rental activity indicates potential vacancy of properties, it presents a security and safety threat to hosts if their property information or demographic details are released through a Freedom of Information Request.

Rationale: Current practices require governments to contract with third-party data providers or assign staff to manually scan online accommodation platforms, which are costly and inefficient approaches that may not always yield accurate and complete data. Requiring all participants in the online accommodation industry to adhere to common standards of data-sharing provides fairness in the industry and reduces the burden of tracking property listings across multiple platforms.

Requests:

2. Require all online accommodation platforms to **make data available through a provincial interface** from which local governments can pull information on property listings, hosts, bookings, and complaints in their community.

3. Require online accommodation platforms to **validate business license or permit information** with local governments to avoid false information in listings.

Taxation

Priorities: Undertaking a business activity, regardless of locale, should be subject to consistent taxation according to the law. Taxation provides revenue to governments to financially support (in part) the infrastructure and programs that create tourism opportunities and offset the potential negative impacts of the business activity, such as the pressures placed on local housing markets by short-term rentals. The collection and remittance of taxes does not prevent negative impacts on housing affordability and availability but is part of a coherent and aligned regulatory framework.

Tax Collection and Remittance

The Province regulates that the process by which Provincial Sales Tax (PST) and Municipal and Regional District Tax (MRDT) are collected and remitted as applicable on sales of short-term accommodation provided in B.C., including all accommodation listed on an online accommodation platform. Short-term rental hosts are required to register for the PST and MRDT (if applicable) unless they only list their accommodation on a platform that is registered to collect PST and MRDT.

The Province has negotiated with Airbnb to collect and remit taxes on behalf of hosts, but there are numerous other platforms not participating in these agreements, and current legislation does not allow the Province to require platforms to collect PST and MRDT (only to register voluntarily). All platforms operating in this industry should be subject to the same requirements for short-term rental bookings in the province.

Using Tax Revenues to Address Short-term Rental Impacts

Areas that have the MRDT in place can opt to direct tax revenues from online accommodation providers to housing purposes in their community, but not to the compliance and enforcement of short-term rental policies. Non-MRDT communities have more limited means to raise revenues to offset compliance and enforcement costs. Options to direct PST revenues from short-term rentals to the originating communities would support compliance and enforcement efforts.

The Advisory Group heard from industry stakeholders that the differing rates and coverage of MRDT is challenging for tourism operators and short-term rental hosts; making the MRDT consistent throughout the province could simplify administration and reduce confusion. Revisions to the MRDT could also yield tax revenue from short-term rentals that could support local communities to offset neighbourhood impacts by enabling more personnel to be allocated towards enforcement.

Addressing Commercial Use of Residential Property in Taxation

UBCM has previously endorsed a members' resolution calling for the Province to amend legislation so that properties used for short-term rental accommodation may be eligible for split classification between Class 1 and Class 6 under the Assessment Act. This would be consistent with the split classification of strata accommodation properties and "bed and breakfast" residential properties. The Advisory Group acknowledges the challenges involved in applying classification to short-term rental listings, and in keeping with the principle of fairness, supports a wider use of split classification so that commercial accommodation activities are taxed fairly. Higher property tax rates for commercial properties raise revenue directly for local governments to apply to the regulation and enforcement of the industry.

Rationale: Applying a consistent expectation across the industry to collect tax at the point of booking provides for tax fairness among all accommodation hosts (short-term rentals, traditional B&Bs, hotels, etc). This promotes accurate and complete collection of tax revenues which may be applied towards compliance and enforcement efforts.

Requests:

4. Introduce legislation to **make tax collection at the point of booking a requirement** for online accommodation platforms.

5**. Share PST revenues from short-term rentals with the local governments** affected by the taxed business activity.

6. Investigate further changes to the MRDT to **increase consistency across the province** and expand the uses of tax revenue to offset impacts to housing and neighbourhoods.

7. Explore options to **expand split classification of properties** so that commercial use of property for short-term rental accommodation is reflected in property tax assessments.

Regulatory Tools for Local Governments

Priority: Local governments have a variety of objectives that inform their policies on short-term rentals and need a flexible yet comprehensive suite of regulatory tools to help achieve those objectives. One of the most effective tools for addressing the impact of short-term rentals on housing availability and affordability is to prohibit listings that aren't within a host's principal residence. Additional conditions are used by local governments in response to specific community concerns, including having on-site or on-call property oversight, limiting the number of nights per year, and requiring off-street parking. The resource "Regulating Short-Term Rentals" published by Generation Squeeze provides an excellent reference for local governments seeking to identify options for their jurisdictions.

Some of the regulatory tools in use to implement this requirement include business licensing, temporary use permits, zoning bylaw definitions, and ticketing/fines. Yet not all local governments have access to the same tools, or some of these tools could be improved:

- Regional districts are currently required by the *Local Government Act* to request authority from the Province to issue business licenses. Enabling this authority by default would remove a barrier for regional districts wishing to adopt business licensing bylaws by choice, as a tool to manage short-term rentals and other industries as identified by the regional district. (The Province may also consider configuring the *Local Government Act* so that regional districts could adopt a licensing framework for specific industries instead of having to license all businesses).
- Increasing the allowable fines that can be levied through the Municipal Ticket Information system or Bylaw Enforcement System will enable local governments to apply deterrents to illegal short-term rental activity. Strata corporations are able to levy fines of up to $1,000 *per day* for contraventions of strata bylaw prohibiting short-term rentals. This is a high fine in the context of a strata corporation, though it may be insufficient in other environments; some jurisdictions outside Canada are levying fines of $1,000 for a first offence, $5,000 for a second offence, and $10,000 for a third offence.
- The Bylaw Enforcement Notice Adjudication process (Ministry of Attorney General) provides an avenue for citizens to dispute tickets; some communities have noted that after pursuing investigation and levying a bylaw notice to a short-term rental host who is not complying with local laws, the Provincial adjudicator may cancel the violation notice.

Rationale: Enabling local governments to use regulatory tools that fit their community's objectives acknowledges regional differences between communities and supports the principle of subsidiarity (placing regulations at the point closest to the resident/business that allows for efficient implementation).

Requests:

8. Amend the *Local Government Act* to **allow regional districts to implement business licensing**, by approval of the regional district board, as a tool to regulate short-term rentals.

9. **Increase the allowable fines** that local governments can levy against short-term rental hosts operating out of compliance.

10. Explore whether provincial bylaw notice adjudicators have sufficient information and awareness of short-term rental issues to understand these offences, **preventing undue cancellation of violation notices**.

Capacity Supports for Local Governments

Priority: Local governments vary widely in their objectives for regulating short-term rentals and the extent or impact of short-term rental activity in their communities. They also vary in size, and organizational capacity to develop, consult on, implement and enforce policies relating to short-term rentals. Building on past collaboration and outreach, the Province and UBCM can continue to jointly support all local governments in learning about, implementing and enforcing short-term rental policies by providing opportunities for knowledge sharing and community-to-community peer support.

A useful model for this is the BC Ideas Exchange, which focuses on local economic development practices and knowledge-sharing activities such as web-based toolkits, webinars and conference workshops. The "Regulating Short Term Rentals" Toolkit written by Third Space Planning with support from the Federation of Canadian Municipalities and others is an example of the type of content that can be shared with local governments.

Local governments have indicated the value of having knowledgeable people available to consult directly in addition to the plethora of written and online resources. Direct outreach to local governments helps bridge the capacity gap; this model is demonstrated by the Regional Economic Development Managers that support local governments through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Rationale: Capacity for policy development and implementation is a major constraint facing local governments. Simply having the legislative authority to pass bylaws and implement licensing does not mean a local government (especially a small one) has the staff time or expertise to carry out research and consultation prior to policy implementation, to respond to public pressure from short-term rental hosts opposed to policies that limit their business opportunities, or to enforce policies that are passed by Council. The Province and UBCM can act jointly to support capacity development.

Requests:

11. Allocate Provincial resources to collaborate with UBCM on an **outreach program to support local governments** in identifying and implementing policy options that address housing priorities and needs, including short-term rental regulation and enforcement.

Improve Availability of Data on Short-Term Rentals and the Rental Market

Priority: Local governments and the Province need better data on both the availability and cost of housing in the rental market. Rental market data from CMHC pertains predominantly to the primary (purpose-built rental) market, and is only available at an annual frequency, which poses serious challenges and limitations to understanding the impacts of short-term rentals on the rental market. Data on the secondary rental market (i.e. basement suites, rental houses, etc.) is largely non-existent, thus measuring the impacts of short-term rentals more broadly remains an impossible task. Even where data exists, a further challenge comes in

distinguishing rental units that could potentially form permanent housing from properties that are unlikely to be used as permanent housing, even if removed from short-term rental use (e.g. temporary listings, remote vacation properties or residences located in designated tourist accommodation zones).

The Advisory Group is aware of the challenge of establishing data sources on the secondary rental market and raises this as a priority for the Province to work on with CMHC and using municipal data where available.

In addition to improving data on the secondary rental market, the Advisory Group noted that data on short-term rentals are not incorporated into the Housing Needs Reports required for all communities. If data-sharing becomes a requirement for online accommodations providers, this information can be included in Housing Needs Reports to help Councils recognize trends or challenges and adapt policies according to local needs.

Rationale: Through the Advisory Group process it became evident that gaps in data on the rental market made it difficult to measure and compare the impacts of short-term rentals on rental housing availability and cost in communities. Existing rental housing data from Canada Mortgage and Housing Corporation (CMHC) varies in coverage among communities, with data coverage of up to 55% in some larger metropolitan areas, but as little as 10% coverage in smaller communities. By contrast, it is known from Census data that roughly 70% of all renter households in British Columbia occupy rented dwellings in the secondary rental market, yet there are very few reliable data sources available to understand this very large segment of the rental market.

These data gaps confound meaningful discussions of what policies are really needed to address housing affordability across the spectrum of housing. The gaps also increase the risk that local government policies targeting short-term rentals will fail to respond to emerging trends in housing (or developing industries) or provide the necessary housing to meet future demands.

Requests:

12. Allocate Provincial resources and collaborate with the federal government (Statistics Canada and CMHC) and local governments **to improve the collection and analysis of data on secondary rental housing**, particularly as relates to short-term rental impacts.

13. **Expand the Housing Needs Reports data requirements** to include showing data on short-term rental listings and usage, utilizing platform data collected through a provincial regulatory framework.

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REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Upgrade of Cooling System for the Salt Spring Island Public Library**

ISSUE

To upgrade the cooling system at the Salt Spring Island Public Library to prepare for the eventuality of it being used as a "cooling centre" in the event of a heat event.

BACKGROUND

The Salt Spring Island (SSI) Public Library can be considered as a potential "cooling centre" in the event of a heat event. Its central location combined with the physical area of the building makes it ideal for this purpose and is indeed the only suitable public building on SSI.

Work has been done on the engineering and design of the cooling system upgrade and a quote on the equipment supply, installation and construction work was obtained in February of 2022. The quotation for construction exceeded the budget in the five year capital plan. The contractor has been contacted recently and confirmed their pricing as well as their capacity to execute the work in the near term. There is some urgency to complete the project given that heat event season is upon us. Given the lack of response to the original RFQ and the relative urgency to execute the project there is no time to re-issue the RFQ.

ECONOMIC IMPLICATIONS

Financial Implications

The original budget for this project is $102,500 and funded by $95,000 grant from the Community Works Fund (CWF) and $7,500 from the Capital Reserve Fund (CRF). The quote for construction is $159,250. A breakdown of the additional funds required is shown below.

Salt Spring Island – Cooling System Upgrade Project	Amount $
Construction and Installation	$159,250
Contingency of 10%	$15,900
CRD Project Management & Administration at 10%	$17,500
Construction Administration	$2,500
Total Revised Project Budget	**$195,150**
Original Project Budget Approved in 2022 Capital Plan	$102,500
Additional Funds Required	**$92,650**

The additional project budget of $92,650 will be funded by the combination of CWF ($60,000) and CRF ($32,650). The estimated remaining balance of the CRF after funding this project will be approximately $41,300.

ALTERNATIVES

Alternative 1

That the Electoral Areas Committee recommends the Capital Regional District Board that:

The Salt Spring Island Library Service 2022 Capital Plan to be amended to increase the Cooling System Upgrade Project budget from $102,500 to 195,150. The additional budget of $92,650 is to be funded from Community Work Fund ($60,000) and the service Capital Reserve Fund ($32,650).

Alternative 2

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

CONCLUSION

In order to establish a suitable cooling centre on Salt Spring Island in a timely manner, additional funds will be required to complete the planned cooling system upgrade to the public library. CRF funds are available for a portion of the requirement with the balance to be funded by a CWF grant. Given that the heat event season is already here, there is no time to solicit additional proposals so the CRD must proceed with the one proposal currently in hand.

RECOMMENDATION

That the Electoral Areas Committee recommends the Capital Regional District Board that:

The Salt Spring Island Library Service 2022 Capital Plan to be amended to increase the Cooling System Upgrade Project budget from $102,500 to 195,150. The additional budget of $92,650 is to be funded from Community Work Fund ($60,000) and the service Capital Reserve Fund ($32,650).

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

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ERM 22-22

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT **Construction, Renovation and Demolition Waste – Thermal Pilot**

ISSUE SUMMARY

To provide an update on the beneficial use of construction, renovation and demolition waste.

BACKGROUND

At the March 30, 2022 Environmental Services Committee (ESC) meeting, staff were directed to return to the ESC with financial implications, timing and resource requirements to trial the beneficial use of construction, renovation and demolition (CR&D) waste with Lafarge, and existing biosolids thermal processing proponents, along with new thermal technology vendors. CR&D waste includes wood and wood products, asphalt shingles, carpet, underlay and other flooring, and accounted for an estimated 31,200 tonnes in 2021, or approximately 19.5% of the material received at Hartland Landfill.

Staff have met with representatives from the biosolids thermal pilot vendors, and while initial discussions indicated that a trial with proponents participating within the biosolids thermal pilots may be possible, the vendors subsequently identified permitting and technical feasibility issues that will not allow the addition of new sources of feedstock to the existing thermal pilots. However, pre-processed CR&D waste could be sent to Lafarge for thermal processing.

At the April 20, 2022 ESC meeting, staff presented new policies that will divert materials from the landfill in support of meeting the Solid Waste Management Plan targets. These policies will result in new material streams diverted from general refuse. In the short term, these materials will be processed at Hartland on site, or by the private sector. In the longer term, these materials present a new feedstock stream that will need to be recycled, repurposed or recovered in support of a circular economy.

The Capital Regional District's (CRD) Solid Waste Management Plan strategy 15d commits the CRD to conduct research, investigate and report out on emerging waste management technologies, including alternatives to landfilling, such as integrated resource management and gasification.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:
That staff proceed with next steps to conduct research, investigate and report out on emerging waste management technologies, including a short-term pilot of thermal destruction of construction, renovation and demolition waste at Lafarge.

Alternative 2

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

IMPLICATIONS

Financial Implications

The cost to trial CR&D waste at Lafarge is estimated to be $232/tonne, which represents a loss for direct revenue at $110/tonne tipping fees, but a surplus when the cost of creating air space is accounted for.

Alignment with Existing Plans & Strategies

The CRD's Solid Waste Management Plan, approved by the Board in May 2021, targets an annual disposal rate of 250 kg per capita by 2031. The pilot of beneficial use opportunities investigation of thermal treatment of CR&D waste could support the region in meeting the Solid Waste Management Plan targets.

CONCLUSION

The CRD's Solid Waste Management Plan strategy 15d commits the CRD to conduct research, investigate and report out on emerging waste management technologies, including alternatives to landfilling, such as integrated resource management and gasification. Staff are initiating a process of research, investigation and reporting on municipal solid waste processing alternatives that mirrors the process the CRD is following to plan for long-term management of biosolids.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That staff proceed with next steps to conduct research, investigate and report out on emerging waste management technologies, including a short-term pilot of thermal destruction of construction, renovation and demolition waste at Lafarge.

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

ATTACHMENT

Appendix A: Results of Biosolids Feasibility and Financial Implications

RESULTS OF BIOSOLIDS FEASIBILITY AND FINANCIAL IMPLICATIONS

Capital Regional District (CRD) staff worked with existing biosolids thermal treatment vendors to investigate adding construction, renovation and demolition (CR&D) waste to the upcoming biosolids thermal pilots. While vendors indicated it was technically feasible to thermally treat CR&D waste using the technology being applied to the biosolids, it was determined that due to permitting and logistics, adding CR&D waste to the upcoming biosolids thermal pilot trials was not possible.

- **Char Technologies**: CharTech's pilot pyrolysis facility is scheduled to move to a new location in August 2022. Adding CR&D waste to the biosolids thermal pilot would require a permit amendment. There is not sufficient time to amend the permit and run a pilot test on combined CR&D waste before August. CharTech indicated that it has run previous trials on CR&D wood, and would be open to sharing this data with the CRD.

- **Waste Management**: Waste Management is confident that its pyrolysis system could pyrolyze CR&D waste, but is unable to pilot CR&D waste at its Redwood City, California facility due to operational and permitting reasons. Waste Management is open to further exploration of the pyrolysis of CR&D waste.

- **Aries Clean Technologies**: Aries is unable to pilot the gasification of CR&D waste at its Linden Biosolids Gasification Facility, as its permit does not allow for it. The pilot test for biosolids has been delayed due to commissioning issues at the facility.

Using CR&D waste as an alternative fuel in the Lafarge cement kiln in Richmond was investigated. The estimated cost to grind, transport and process CR&D waste at Lafarge is $232/tonne.

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ERM 22-24

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT **Disposal of International Cruise Ship Waste at Hartland Landfill – Follow-up**

ISSUE SUMMARY

To provide the Environmental Services Committee (ESC) with additional information regarding the disposal of international cruise ship waste at Hartland Landfill, and seek direction on the tipping fee charged to receive it.

BACKGROUND

While considering an Information Report regarding the disposal of international cruise ship waste at Hartland Landfill at its May 18, 2022 meeting, the ESC raised questions with respect to:

1. What portion, if any, of cruise ship waste is diverted for recycling prior to being shipped to Hartland for disposal;
2. How cruise ship waste is classified as either high risk or low risk;
3. Whether increasing the tipping fee for cruise ship waste might impact the quantity of cruise ship waste being brought to Hartland Landfill for disposal.

With regard to the diversion of materials for recycling, the firm managing cruise ship waste reports that historically, approximately 85% of all cruise ship waste being received in Victoria is recycled, with only residuals being sent to the landfill. There is no data yet available for cruise ships visiting Victoria in 2022.

In Canada, international waste is managed in accordance with the federal International Waste Directive and applies to waste removed from ships arriving in Canada from overseas. The Canada Border Services Agency (CBSA) is responsible for the control, monitoring and disposal of international waste, while program design and approval of disposal routes and sites is the responsibility of Canadian Food Inspection Agency (CFIA). It is understood that CBSA staff, through inspecting loads of waste being offloaded, have the discretion of designating the waste as either high risk or low risk, depending on a number of parameters such as its composition and origin. As a precaution, any waste that is not inspected is deemed to be high risk, and must be managed as such. High risk waste being received at Hartland is subject to immediate deep burial in controlled waste trenches. Conversely, low risk waste can be managed along with other refuse and is typically placed at the bottom of the active face and covered with other garbage.

The International Waste Directive does not require cruise ships to offload their waste upon docking at the first or any port of call in Canada, the decision whether to offload is at the discretion of the ship. However, given the limited storage space on cruise ships, regular offloading of waste is often a logistical necessity, including in Victoria. This is particularly true when considering that Victoria is often the only Canadian port of call for Alaska cruises.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:
That the Hartland Landfill tipping fee for international high risk cruise ship waste be increased to $500 per tonne beginning January 1, 2024.

Alternative 2

That the Hartland Landfill tipping fee for international high risk cruise ship waste be increased to $340 per tonne beginning January 1, 2024.

Alternative 3

That the Hartland Landfill tipping fees for cruise ship waste remain unchanged.

IMPLICATIONS

Environmental & Climate Implications

Establishing a $500 per tonne disposal fee for high risk cruise ship waste, may incent additional recycling and waste diversion efforts by the cruise ship industry, and/or result in them seeking alternate means of disposing of their waste which would save space at Hartland for other controlled waste.

Financial Implications

All cruise ship waste, whether high or low risk, is currently subject to the controlled waste tipping fee of $157 per tonne. This rate is believed to be appropriate for low risk waste, as it can be disposed and compacted along with regular refuse, and so does not consume an inordinate quantity of landfill space. However, high risk waste must be deep buried in controlled waste trenches and covered with a minimum of one metre of low permeability clay. Staff believe the value of the consumed landfill air space, combined with operational cost of managing the waste, exceeds the $157 per tonne being paid to dispose of it.

For comparison purposes, the only other waste that is accepted at Hartland from out of region is asbestos. Out of region asbestos is managed in the same manner as high risk cruise ship waste but it is subject to a tipping fee of $500 per tonne in order to reflect the full cost of managing it and the value of the landfill space it consumes.

Since asbestos and controlled wastes cannot be compacted and must be covered a minimum of one metre of clay in order to meet provincial and/or CFIA requirements, they consume landfill air space at an estimated ratio of 3.1 to 1 as compared to regular garbage. Disposing asbestos and controlled wastes also results in additional staff and contractor costs associated with managing disposal enquiries, appointments, additional safety procedures, spotting deliveries and immediate covering.

In considering the 3.1 to 1 air space consumption ratio, the tipping fee for high risk cruise waste should more appropriately be set at $340 per tonne. If the additional costs associated with managing the material is also considered, then staff believe that high risk cruise ship waste should be subject to the same $500 per tonne fee that is levied on out of region asbestos.

In 2019, Hartland Landfill received approximately 2,100 tonnes of cruise ship waste, of which approximately 30%, or about 600 tonnes, was designated as high risk. Assuming it is an average year, it is estimated that a $500 per tonne tipping fee for high risk waste would represent an increase in disposal costs for the cruise industry (and revenue to the CRD) of approximately $200,000 per year.

In conferring with staff from the Greater Victoria Harbour Authority, they have indicated that cruise ship prices have already been set for 2023 and therefore requested that any changes to disposal fees be set to come into effect in 2024 or later.

Service Delivery Implications

In 2019, Hartland Landfill received approximately 2,100 tonnes of cruise ship waste. In 2020 and 2021, no cruise ship waste was received due to the pandemic. Up to the end of April 2022, approximately 20 tonnes of cruise ship waste has been received, all of which was deemed high risk. Managing high risk cruise ship waste consumes specially prepared controlled waste trench space that could otherwise be used to dispose of other controlled wastes.

CONCLUSION

At its May 18, 2022 meeting, the Environmental Services Committee received an Information Report regarding the disposal of international cruise ship waste, and raised questions with respect to cruise ship waste recycling, the process of classifying it as either low or high risk, and the disposal fee rates being charged to receive it. In view of both the operational and landfill space costs associated with managing high risk cruise ship waste, staff believe the fee charged to receive this waste is too low. The increased tipping fee requires a bylaw change and would come into effect in January 2024.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That the Hartland Landfill tipping fee for international high risk cruise ship waste be increased to $500 per tonne beginning January 1, 2024.

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

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EEP 22-25

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT Union of BC Municipalities Community Emergency Preparedness Fund – Extreme Heat Risk Mapping, Assessment and Planning – Capital Region Heat Vulnerability Dashboard Project

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required for a grant application to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) - Extreme Heat Risk Mapping, Assessment and Planning stream for a regional heat vulnerability dashboard project.

BACKGROUND

Summer 2021 highlighted the region's vulnerability to extreme heat events, and the consequences of not being adequately informed and prepared. There is a need to better understand the risk extreme heat poses to the region, to inform a risk-based approach to climate adaptation and emergency response planning. The proposed project involves the creation of a heat vulnerability mapping dashboard for the capital region, in order to better understand the locations of both populations and buildings that should be prioritized when planning to address future extreme heat events, now and in the future. This project will build upon existing data platforms available through the City of Victoria, and focus on collecting additional localized data that is regionally relevant and specific to build a more comprehensive understanding of the risks extreme heat poses to the region. This data will then be used to develop a dashboard to support education and local planning efforts. It's anticipated that this project will complement existing heat response planning efforts, including the province's recently announced early BC Heat Alert and Response System.

The UBCM CEPF is a suite of funding streams intended to support local governments, First Nations and communities to enhance resilience in responding to emergencies. Announced in May 2022, a new funding stream was made available to support extreme heat risk mapping, assessments, and planning activities. This stream will contribute up to 100% of eligible activities to a maximum of $30,000 per applicant. Additional funding requests from two or more applicants (i.e., co-applicants) may be submitted as a single application for eligible, collaborative, regional projects. The CRD Climate Action service proposes to manage a regional application. As the primary applicant, a Board resolution is required articulating support for the project, and approval to apply for, receive, and manage the grant funding on behalf of all co-applicants. The grant is due June 24, 2022, with resolutions following.

Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights to any and all of the spatial data products acquired/produced using CEPF funding.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:
That the CRD Board support an application to the Union of BC Municipalities Community Emergency Preparedness Fund – Extreme Heat Risk Mapping, Assessment and Planning Grant to support the CRD as the regional lead (primary applicant) for the Capital Region Heat Vulnerability Dashboard Project, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.

Alternative 2

That staff be directed to not apply to the Union of BC Municipalities Community Emergency Preparedness Fund – Extreme Heat Risk Mapping, Assessment and Planning Grant Program.

IMPLICATIONS

Intergovernmental Implications

Staff are working with local governments, electoral area staff and First Nations through the CRD Climate Action Inter-Municipal Working Group, the Local Government Emergency Programs Advisory Committee, and the Regional Emergency Management Partnership to develop and execute this project. Outputs of this project will directly support local governments, First Nations, Island Health and community agencies, in future risk assessments, extreme heat response planning, and climate adaptation planning activities.

The CRD will be the primary applicant. It is anticipated that the District of Saanich, City of Victoria, City of Langford, and Town of Sidney will be co-applicants which also require complimentary council resolutions.

Financial Implications

The total final grant application will be between $120,000 and $150,000. Additional funding may be allocated to W̱SÁNEĆ First Nation partners if they also decide to be a co-applicant under this regional application. The grant would not impact core Climate Action service budgets.

Service Delivery Implications

The CRD Climate Action service will be responsible for overall grant and project management. This can be accommodated under core services in late 2022 and 2023.

Alignment with Existing Plans & Strategies

This project aligns with the CRD Climate Action Strategy, Action 2-4 to expand data collection and mapping efforts to identify vulnerabilities to the impacts of climate change.

CONCLUSION

CRD staff are seeking approval to pursue a Union of BC Municipalities Community Emergency Preparedness Fund grant application under the Extreme Heat Risk Mapping, Assessment and Planning stream to undertake the project and provide overall grant management to develop a heat vulnerability dashboard for the capital region.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That the CRD Board support an application to the Union of BC Municipalities Community Emergency Preparedness Fund – Extreme Heat Risk Mapping, Assessment and Planning Grant to support the CRD as the regional lead (primary applicant) for the Capital Region Heat Vulnerability Dashboard Project, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.

Submitted by:	Nikki Elliott, Manager, Climate Action Programs
Concurrence:	Larisa Hutcheson, General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

A bi-monthly update on external grants activity for the period of April 12, 2022, through June 13, 2022.

BACKGROUND

This report summarizes activities and outcomes since the Capital Regional District (CRD) External Grants Update was last presented at the May 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

Seven grants are under news embargo.

1. $70,514 through Safe Restart and Recovery – additional contribution in 2022 to support the Salt Spring Island Paratransit System.

2. $26,622 (total) through Canada Summer Jobs to support summer students at Panorama Recreation – Aquatics ($15,660) and Salt Spring Island Recreation ($10,962).

3. $8,080 through Civil Forfeiture Office Grant Program for Specialized Equipment and training for Police and Related Agencies to support the CRD Regional Parks Compliance and Enforcement Program.

Applications Submitted

Four CRD applications were submitted:

1. $6,403,671 through Investing in Canada Infrastructure Program – Green Infrastructure – Climate Change Mitigation Sub-Stream – CleanBC Communities Fund to support the Capital Regional District Public Electric Vehicle Charging Network Project.

2. $24,665 through UBCM's Community Emergency Preparedness Fund – 2022 Emergency Operations Centre and Training Grant Stream to support the CRD EOC Upgrade Project.

3. $6,450 through UBCM's Asset Management Planning Program to support SEAPARC's Leisure Complex Facility Condition Assessment.

4. $5,000 through PlanH Healthy Communities Grant – 2022 Community Connectedness Stream to support the Building Community Connections with Equity-Seeking Groups Currently Underrepresented in Active Transportation 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. Cumulatively, the CRD has received $457M of the estimated total of $462M in grant revenues.

Local Government Climate Action Program (LGCAP)
As a replacement to the previous Climate Action Revenue Incentive Program, the province announced a new program that will provide $76 million over three years to eligible local governments and Modern Treaty Nations. Funding will be provided to support: CleanBC Roadmap, Climate Preparedness and Adaptation Strategy, as well as local climate action objectives. The CRD will receive $126,082 per annum to support climate action initiatives and will be required to measure corporate emissions, demonstrate climate investment (i.e., matching funding or in-kind contributions) equivalent to 20% of the provincial funding received, and complete annual reporting.

Service Delivery Implications

New Grant Opportunities

Sixteen new grant calls (includes programs with multiple streams) were issued during the reporting period and one grant program extended its deadline. Grant Calls in Progress for which the CRD is eligible to apply are featured in Appendix A (see pages 7-8), and in the table below:

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.
Capacity Building for Water and Wastewater Operators – Indigenous Services Canada	Extended to 09-May-22	Provides funding to water and wastewater operators capacity building projects on reserves.
Tourism Events Program	31-May-22	Provides funding to support marketing costs for projects that help increase tourism in BC.
Organics Infrastructure Program: Second Intake	03-Jun-22	Provides funding to projects that divert organic waste from landfills and increase capacity for organic processing in BC.
Ghost Gear Fund (formerly Sustainable Fisheries Solutions and Retrieval Support Contribution Program)	06-Jun-22	Provides funding to projects that prevent / mitigate the risk of ghost fishing, and encourages sustainable fishing practices to reduce plastic in oceans.

Grant	Deadline	Information
Canadian Women in Local Leadership (CanWILL): Second intake	10-Jun-22	Provides funding through FCM for social inclusion capacity initiatives to support women for municipal leadership positions.
Extreme Heat Risk Mapping, Assessment, and Planning – Community Emergency Preparedness Fund – UBCM	24-Jun-22	Provides funding to help develop assessments, response plans, and strategies to adapt to risks associated with extreme heat.
2022/2023 Community Wellness Grant Program – Island Health	24-Jun-22	Provides funding to support collaborative community-led initiatives for upstream wellness intervention projects.
Age-friendly Communities Grants	05-Jul-22	Provides funding through two streams to support building age-friendly communities: 1. Planning 2. Projects.
Transport Canada – Rail Safety Improvement Program – Infrastructure, Technology and Research	01-Aug-22	Provides funding to support projects that improve public safety at rail property and rail lines.
2022/2023 Community to Community Forum – UBCM	02-Sept-22	Provides funding to host a Regional Community to Community Forum.
2022 Asset Management Planning – UBCM	30-Sept-22	Provides funding to support asset management development (planning / training / resources).
ChildCareBC New Spaces Fund	January 2023 or until funding runs out.	Provides infrastructure funding to create licensed childcare spaces in BC.
Municipal Asset Management Program – Federation of Canadian Municipalities	Continuous	Funds asset management related activities.
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.

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

There is no recommendation. This report is for information only.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting 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	CleanBC - BC Hydro Commercial Custom Program	N/A	Panorama Energy Recovery Project	☑	N/A	PES - Panorama is the lead	$	200,000	7%
	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%
	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%
	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%
	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. Approved for $8,079.75.	$	8,079.75	100.00%
	2022 Canada Summer Jobs Program	23-Jan-22	Canada Summer Jobs at the CRD	☑	N/A	Panorama Recreation-Camps ($35,796); SEAPARC ($28,576); Panorama Recreation-Aquatics ($15,808); Salt Spring Recreation ($13,680); Regional Parks ($3,648). Approved for $26,622 (total): Panorama Recreation-Aquatics ($15,660) and SSI Recreation ($10,962).	$	97,508.00	TBC

Grants Administration Dashboard Externally Sourced Grant Funding

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GRANT APPLICATIONS

Community Emergency Preparedness Fund - 2022 Emergency Support Services	28-Jan-22	ESS Modernization Project	☑	9-Mar-22	Protective Services is the lead	$	22,502.40	100.00%
Enabling Accessibility Fund's Early Learning and Child Care Program	14-Feb-22	Owl's Nest Preschool Inclusive Outdoor Space Project	☑	N/A	Panorama Recreation is the lead	$	70,000.00	88.29%
Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program Stream	23-Feb-22	JDF: Anderson Cove Water Main Extension Project	☑	9-Feb-22	IWS is the lead	$	1,766,905.00	71.16%
Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program Stream	23-Feb-22	SSI: Cedars of Tuam – New Well and Water Treatment Plant	☑	9-Feb-22	SSI Administration is the lead	$	1,143,948.00	65.61%
Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program Stream	23-Feb-22	SGI: Skana Water System Storage Tank Replacement	☑	9-Feb-22	IWS is the lead	$	535,272.00	71.45%
Community Emergency Preparedness Fund – 2022 Emergency Operations Centre and Training Grant Stream-UBCM	25-Feb-22	CRD EOC Upgrade Project	☑	13-Apr-22	Protective Services is the lead	$	24,665.00	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%
Active Transportation Fund	31-Mar-22	Galloping Goose Regional Trail and Selkirk Trestle Enhancement Project	☑	13-Oct-21	Submitted by Ministry of Transportation and Infrastructure, in partnership with the CRD (Regional Parks)	$	5,848,328.00	38.40%
Asset Management Planning Program-UBCM	06-May-22	SEAPARC's Leisure Complex Facility Condition Assessment	☑	11-May-22	SEAPARC is the lead	$	6,450.00	50.39%
Investing in Canada Infrastructure Program – Green Infrastructure – Climate Change Mitigation Sub-Stream – CleanBC Communities Fund	25-May-22	Capital Regional District Public Electric Vehicle Charging Network project	☑	8-Jun-22	Climate Action is the lead	$	6,403,671.00	66.20%
PlanH Healthy Communities Grant 2022 Community Connectedness Stream	01-Jun-22	Building Community Connections with Equity-Seeking Groups Currently Underrepresented in Active Transportation project	☑	N/A	Regional and Strategic Planning is the lead	$	5,000.00	22.73%
Local Government Climate Action Program	Annuonced May 2022	Climate Action Iniitiatives TBC: Reporting Required	N/A	N/A	Climate Action is the lead. Allocation of $126,082.	$	126,082.00	-
					TOTAL GRANT ASKS IN PROGRESS (EXCLUDING CORE AREA LIQUID WASTE MANAGEMENT)	$	209,015,381	

Grants Administration Dashboard Externally Sourced Grant Funding

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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	$ 3,000,000
	TOTALS					$ 462,000,000	$ 456,750,002

Grants Administration Dashboard Externally Sourced Grant Funding

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	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	31-Dec-22	Shared Service Business Model		SSI Administration	$ 100,000	$ 90,750
	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
	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
	Community Child Care Space Creation Program	SSI	TBD	Multipurpose room for licensed child care and recreation programs		SSI Administration	TBC	$ 832,725
	BC Rural Dividend - Rural Community Development Grants	SGI	31-Dec-22	SGI Broadband Connectivity - Planning Project		SGI Administration	TBC	$ 50,000
	Investing in Canada - Community, Culture, Recreation	PES	TBD	Mayne Island Regional Trail - Phase One Development		PES - Regional Parks	TBC	$ 2,778,393
	BC Hydro Sustainable Communities Implementation Fund	PES	2021	Capital Region Electric Vehicle Infrastructure Road Map		PES - Environmental Protection - Climate Action	$ 71,500	$ 36,000
	Active Transportation Planning Program	SGI	2022	Active Transportation Plan for SGI		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 for Local Governments	FT	2022	COVID-19 funding for local governments		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. Received additional $70,514.	N/A	$ 294,868

Grants Administration Dashboard Externally Sourced Grant Funding

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PROJECTS IN PROGRESS

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	Nov-22	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
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
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	31-Dec-22	Capital Regional FireSmart Economic Recovery	Protective Services	$ 137,907	$	137,907
2021 Emergency Operations Centres & Training-Community Emergency Prepardeness Fund	PPS	27-May-22	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
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
Reaching Home-Government of Canada-Designated Communities	PPS	2024	2022-23: $1,004,181; 2023-24: $1,004,181	Regional Housing	$ 2,008,362	$	2,008,362
Salt Spring Island Foundation	SSI	2022	Child Care Space Creation - Equipment for New Day Care	SSI Parks and Recreation	$ 15,000	$	3,000

Grants Administration Dashboard Externally Sourced Grant Funding

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PROJECTS IN PROGRESS	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
	Federation of Canadian Municipalities – Green Municipal Fund-Community Buildings Greenhouse Gas Reduction Pathway Feasibility Study Grant	PES	2023	Developing a GHG Reduction Pathway for Capital Regional District Recreation Centres		Climate Action		TBC	$ 148,400
	CleanBC Go Electric Fleets Infrastructure Assessment rebate	PES	2022	Go Electric Fleets IWS Facility Assessment		Climate Action		TBC	$ 4,500
	Natural Resources Canada – Zero Emission Vehicle Infrastructure Program, MURBS, Workplaces and LDV Fleets	PES	30-Nov-22	Eight Level Two Electric Vehicle Chargers, up to 40K		Climate Action		TBC	$ 40,000
	Natural Resources Canada Zero Emission Vehicle Awareness Initiative	PES	TBC	Capital Region E-Mobility Awareness Initiative		Climate Action	$	306,833	$ 224,000
	Community Resiliency Investment Program - 2022 FireSmart Community Funding & Supports	PPS	TBC	Capital Region FireSmart Program Establishment Project		Protective Services	$	282,444	$ 282,444
	Community Emergency Preparedness Fund - 2021 Evacuation Route Planning Stream	PPS	31-Dec-22	Capital Regional District Evacuation Route Planning Project		Protective Services	$	30,000	$ 25,000
	BC Hydro Implementation Offer Program	PES	30-Sep-22	Supporting Private Sector Investment in Public EV Charging: Guidelines and Resources		Climate Action	$	76,500	$ 35,000
GRANTS AWARDED as of June 13, 2022							**$**	**273,925,896**	**$ 214,344,396**

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-22			
	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
	Federal Lands Initiative	N/A	Ongoing	Not Specified	All	Grant alert sent
	National Housing Co-Investment Fund (New Construction, Housing Repair & Renewal, Rental Construction Financing)	N/A	Ongoing	Not Specified	All	Grant alert sent
	Community Anniversaries – Building Communities through Arts and Heritage	N/A	30-Apr-22	Not Specified	All	Grant alert sent
	Capacity Building for Water and Wastewater Operators – Indigenous Services Canada	N/A	09-May-22	Not Specified	All	Grant alert sent
	Tourism Events Program	N/A	31-May-22	Not Specified	All	Grant alert sent
	Organics Infrastructure Program: Second Intake	N/A	03-Jun-22	Required	All	Grant alert sent
	Ghost Gear Fund	N/A	06-Jun-22	Not Specified	All	Grant alert sent
	Canadian Women in Local Leadership (CanWILL)	N/A	10-Jun-22	Not Specified	All	Grant alert sent
	Extreme Heat Risk Mapping, Assessment, and Planning – Community Emergency Preparedness Fund – UBCM	May-22	24-Jun-22	Required	All	Grant alert sent
	Community Wellness Grant Program – Island Health	May-22	24-Jun-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

Strategic Priorities Fund	01-Apr-22	30-Jun-22	Required	All	Grant alert sent
Age-friendly Communities Grants	N/A	05-Jul-22	Required	All	Grant alert sent
Infrastructure Planning Grant	N/A	13-Jul-22	Required	All	Grant alert sent
Local Food Infrastructure Fund	01-Jun-22	15-Jul-22	Required	All	Grant alert sent
Disaster Mitigation and Adaptation Fund-Infrastructure Canada	N/A	Postponed	Not Specified	All	Grant alert sent
Transport Canada – Rail Safety Improvement Program – Infrastructure, Technology and Research	N/A	01-Aug-22	TBC	All	Grant alert sent
2022/2023 Community to Community Forum – UBCM	N/A	02-Sep-22	Required	All	Grant alert sent
2022 Asset Management Planning – UBCM	N/A	30-Sep-22	Required	All	Grant alert sent
ChildCareBC New Spaces Fund	31-May-22	31-Jan-23	Not Specified	All	Grant alert sent
CleanBC Go Electric Fleets Program	N/A	31-Mar-23	Not Specified	All	Grant alert sent
McConnell Foundation Fund	N/A	Continuous	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

Funding Sources / Plans	Links
GRANTS FORECAST: FUNDING INITIATIVES	UBCM 2022 List of Government Program Services
ONGOING SCANS	ICIP: COVID-19 Resilience Stream - Ventiliation Improvement
	Celebrate Canada-Canadian Heritage Grants

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **Debt Term Implications**

ISSUE

To provide a summary of the changes in Municipal Finance Authority (MFA) debt issuance term and implications to the Capital Regional District (CRD), Capital Regional Hospital District (CRHD) and the Capital Region Housing Corporation (CRHC).

BACKGROUND

At the December 2021 Capital Regional District Board meeting, the Municipal Finance Authority Debt Issuance Terms report was received for information and referred back to the Finance Committee for further discussion. At the January 2022 Finance Committee meeting, MFA staff provided a presentation that discussed the need for a new approach to accessing capital markets for local government long-term borrowing. At the January 2022 CRD Board meeting, staff were directed to report back with additional information through the Finance Committee.

This report summarizes analysis by staff based on information available through May 2022.

Going forward, the MFA in response to market conditions at the time of long-term debt issuance will execute initial locked borrowing terms (maturity) for new loan and refinancing requests. The MFA is signaling they will likely fix initial rates through longer debt terms to reduce borrowing risk. This change in practice will impact the frequency for local governments to exercise repayment options and refinancing of long-term debt. The MFA communicated this change in approach through their presentation to the Committee included in Appendix C of this report.

IMPLICATIONS

Prior to the Fall 2021 issuance, for long term debt placed with maturities of 15 years or more, the MFA practice was to issue 10 year followed by 5 year bonds. This exercise provided local governments with repayment and refinancing options at the 10 year and subsequent 5 year renewals (if applicable).

Following Fall 2021, the MFA communicated a change that will no longer commit to initial financing terms less than maturity in response to changes in capital markets. The historical practice of shorting maturity had been in place for many years with various benefits including the aforementioned flexibility in addition to reduced financing costs for local governments.

In staff to staff discussions with the MFA, the change in approach to placing long term debt is based on market availability and pricing of short term commercial bonds. Staff have reviewed the new approach and will make changes to the CRD, CRHD and CRHC public consultation and communication documents, annual budget processes and guidelines for debt. The MFA has agreed these changes will only impact new borrowings while existing debt will continue with the previous refinancing options (every 5 years following initial debt term) with early payout opportunities.

The process for securing long term debt is often a multi-year, multi-step process that includes public consultation, various approvals, loan authorization and security issuing bylaws. The most significant impact for CRD, CRHD and CRHC will involve borrowings where modelling, cost analysis, and options have been communicated as part of the public engagement process, which can be extensive and commencing years in advance of security issuing bylaws.

The revised MFA approach to initial term financing reduces flexibility by decreasing or removing debt retirement and refinancing opportunities. For instance, a 20 year borrowing would historically have options at years 10 and 15. Given market conditions the MFA could lock in the borrowing for a 20 year term in the market, removing the historic option opportunities.

As directed at the January Board meeting, staff have reviewed a sample of past practices on debt for the CRD, CRHD and member municipalities summarized in Appendix A. The exercise found 14 occurrences in the CRD, 8 in the CRHD and 3 with member municipalities where early debt retirement was exercised at a refinancing option.

Additionally, Appendix B summarizes 7 CRD long-term issuances placed in the last 5 years where the maturity term was greater than 20 years, including Core Area Wastewater project debt where the financing strategy forecasted repayment options to retire all debt by 2032.

CONCLUSION

The revised MFA approach to financing new loans and refinancing existing loans have been reviewed for consideration. The change in process was analyzed and the impact to the CRD reviewed. The new MFA approach will require the CRD to review and update budget process and guidelines. Staff will conduct this review and continue to monitor the impact of the new MFA approach on budgeting, financial planning, and public consultations.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: MFA Long-Term Debt – Early Payout Option Examples
Appendix B: CRD's current debt-outstanding analysis
Appendix C: MFA Power Point Presentation from January 5, 2022 Finance Committee meeting

CRD, CRHD & Member Municipalities

Appendix A

MFA Long-Term Debt - Early Payout Option Examples

CRD	Citation	Issue	Date Loan Received	Planned Loan Term	Early Payout Date	Actual Loan Term	Change in Loan Term
CRD	Millstream Site Remediation Cost Servic	118	11-Apr-12	15	11-Apr-22	10	-5
CRD	Solid Waste Disposal Facilities	110	8-Apr-10	15	08-Apr-20	10	-5
CRD	Solid Waste Disposal Facilities	104	20-Nov-08	15	20-Nov-18	10	-5
CRD	Cedar Lane Water Service	103	23-Apr-08	15	23-Apr-18	10	-5
CRD	Outer Gulf Islands Magic Lake Estates Sewage Syster	71	7-Oct-99	15	01-Dec-09	10	-5
CRD	Regional Parks	65	5-May-97	15	07-Apr-07	10	-5
CRD	Saanich Peninsula Water Supply	61	1-Jun-96	15	01-Dec-05	10	-5
CRD	Saanich Peninsula Water Supply	61	1-Jun-96	15	01-Dec-05	10	-5
CRD	Recreation and Office Facilities	61	1-Jun-96	15	01-Dec-05	10	-5
CRD	Refuse Disposal Facilities	59	10-Nov-94	15	11-Oct-04	10	-5
CRD	Saanich Peninsula Water Supply	59	10-Nov-94	15	11-Oct-04	10	-5
CRD	Sewer Facilities	58	10-Nov-94	15	10-May-04	10	-5
CRD	Refuse Disposal Facilities	58	10-Nov-94	15	10-May-04	10	-5
CRD	Office Facilities Acquisitior	56	10-Nov-93	15	19-May-05	12	-3

CRHD		Capital Bylaw	Issue	Date Loan Received	Planned Loan Term	Early Payout Date	Actual Loan Term	Change in Loan Term
CRHD	Emergency Redevelopment, VGH	142	117	12-Oct-11	15	08-Oct-21	10	-5
CRHD	Emergency Redevelopment, VGH	142	106	13-Oct-09	15	30-Oct-19	10	-5
CRHD	OR/Palliative Care Suite, LMH	119	97	19-Apr-06	15	19-Apr-16	10	-5
CRHD	OR/Palliative Care Suite, LMH	119	95	13-Oct-05	15	02-Oct-15	10	-5
CRHD	OR/Palliative Care Suite, LMH	119	92	6-Apr-05	15	06-Apr-15	10	-5
CRHD	Palliative Care, RJH Fairfield	65	73	7-Nov-00	20	01-Dec-14	15	-5
CRHD	Rehab Relocation, RJH Fairfield	57	73	7-Nov-00	20	01-Dec-14	15	-5
CRHD	Regional Laundry Plan 1	66	71	7-Oct-99	20	01-Dec-14	15	-5

Member Municipalities	SI Bylaw	LA Bylaw	Issue	Date Loan Received	Planned Loan Term	Early Payout Date	Actual Loan Term	Change in Loan Term
Victoria	3289	04-60	95	13-Oct-05	15	13-Oct-15	10	-5
Victoria	3199	04-48	85	25-Oct-04	15	2-Jun-14	10	-5
Saanich	3197	04-48	85	25-Oct-04	15	2-Jun-14	10	-5

CRD Analysis

Appendix B

Outstanding Debt Issued Since 2017 with Greater than 20 year terms

	SI Bylaw	LA Bylaw	Issue	Bylaw Citation	Amount Requested	Date Debt Issued	Planned Loan Term	Refinancing Opportunities
CRD	4437	4320	156	Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019	1,260,000	27/09/2021	30	4
CRD	4399	4320	153	Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019	2,500,000	15/04/2021	30	4
CRD	4318	4007	149	Ganges Wastewater System Loan Authorization Bylaw No. 1, 2015	250,000	09/10/2019	25	3
CRD	4282	4204	147	Core Area Wastewater Treatment Program Loan Authorization Bylaw No. 1, 2017	60,000,000	09/04/2019	25	3
CRD	4253	3887	146	Core Area Wastewater Treatment Program Loan Authorization Bylaw No. 1, 2013	15,000,000	19/09/2018	25	3
CRD	4253	4007	146	Ganges Wastewater System Loan Authorization Bylaw No. 1, 2015	1,800,000	19/09/2018	20	2
CRD	4198	4007	142	Ganges Wastewater System Loan Authorization Bylaw No. 1, 2015	1,500,000	04/10/2017	25	3

APPENDIX C

Municipal Finance Authority of BC

Debt Management & Other Topics

Presentation to CRD Finance Committee
January 5th, 2022

Peter Urbanc, CEO

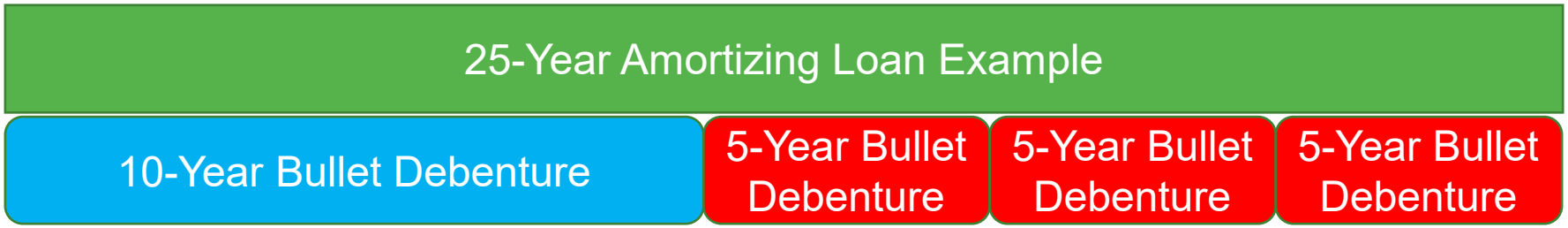
AGENDA

- Traditional Lending / Borrowing Model Overview
- Modernization of Debt Management Approach Necessary
  - Debt growth
  - Asset / liability mismatch
  - Refinancing concentration
  - Investor volatility
- Debt Management and Pricing Relative to Peers
  - Spreads indicate too much short-term debt
  - Considerably shorter issuance on average
- Member Impacts - What You Can Expect Moving Forward
- Update on MFA Pooled Funds
- DMAC Fund – Carbon Light approach

TRADITONAL BORROWING / LENDING MODEL OVERVIEW

- New loans have traditionally been funded by issuing a marketable 10-year bullet bond, locking-in a fixed interest rate for MFA (and the Member) for the first ten years

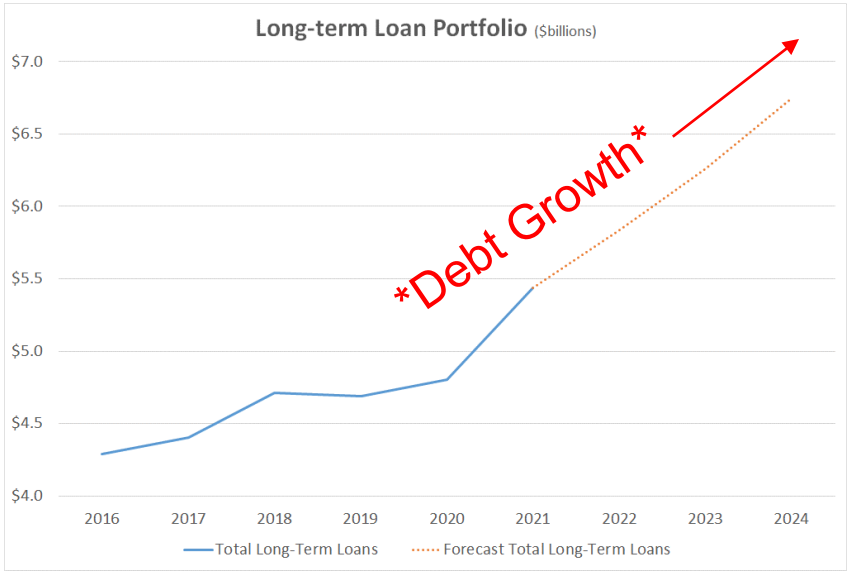
- As clients may borrow for up to thirty years, loans longer than ten years have been typically refinanced every five years, following the initial ten-year period



- Over the last few years MFA has been evaluating how best to finance each loan package based on several variables including:
  - Market conditions;
  - Loan requests received;
  - Steepness of the curve;
  - Investor interest; and
  - Prudent debt management practices such as balancing future refinancing risk

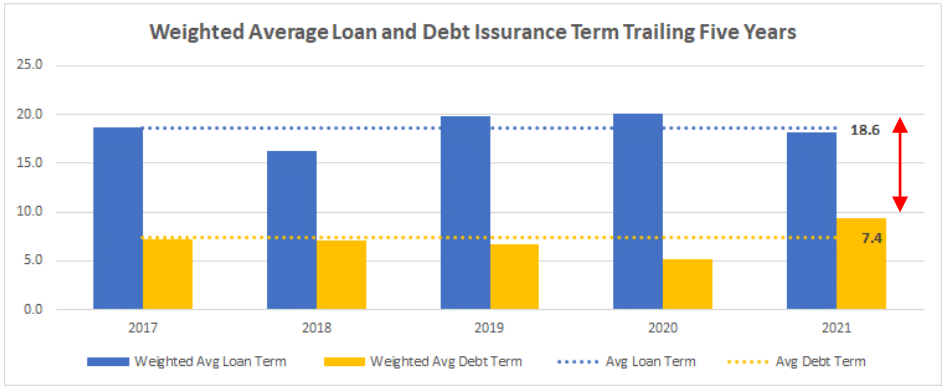
MODERNIZATION OF DEBT MANAGEMENT APPROACH NECESSARY

Historically overly flexible approach does not adequately manage risks in today's volatile market environment…

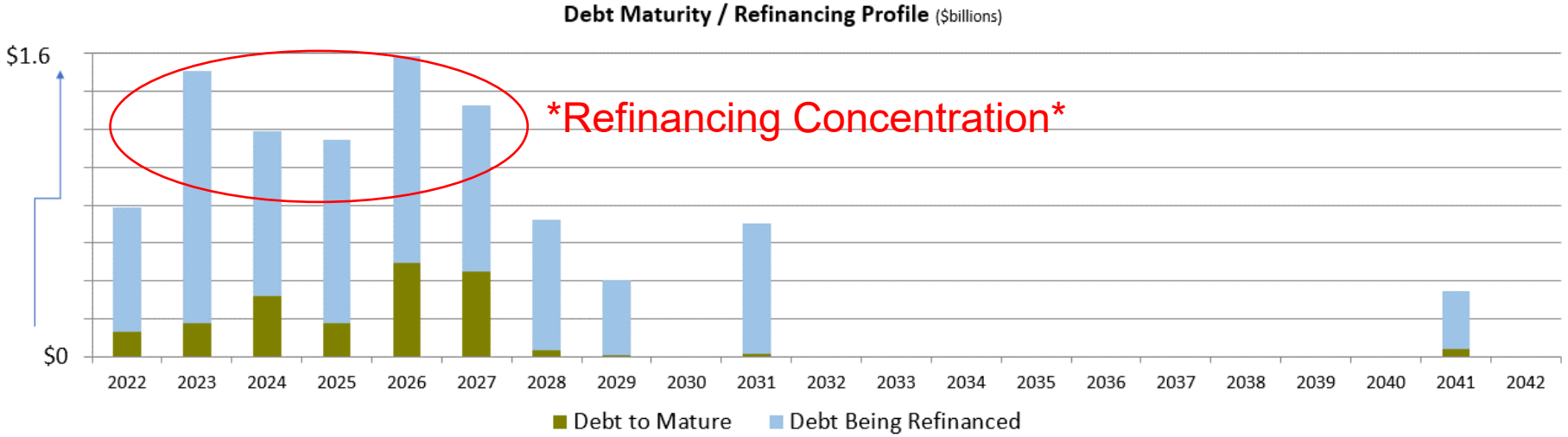


Investor Term Volatility

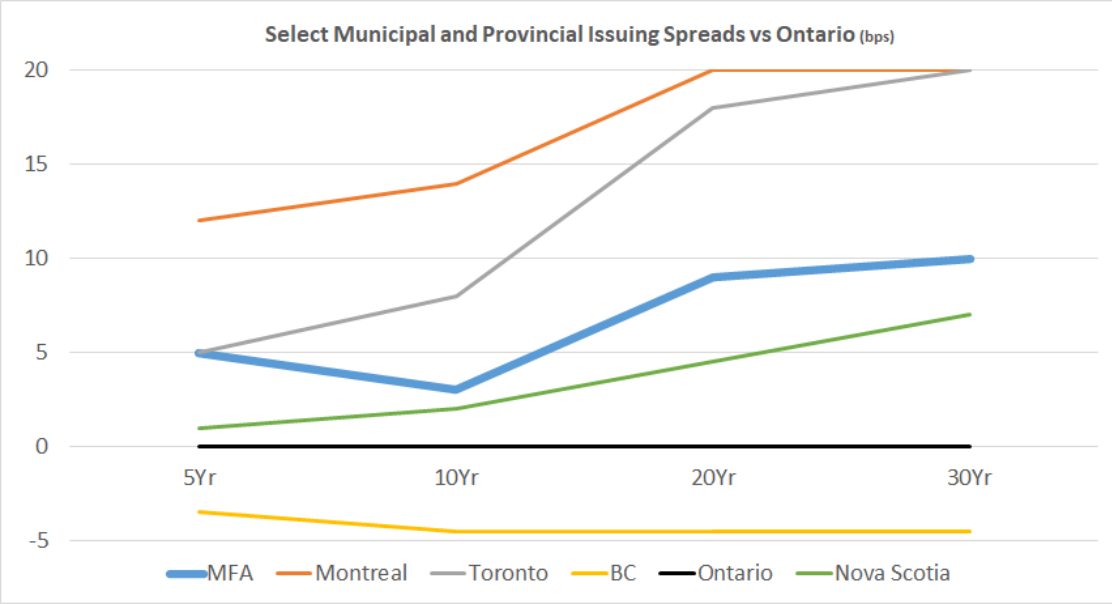




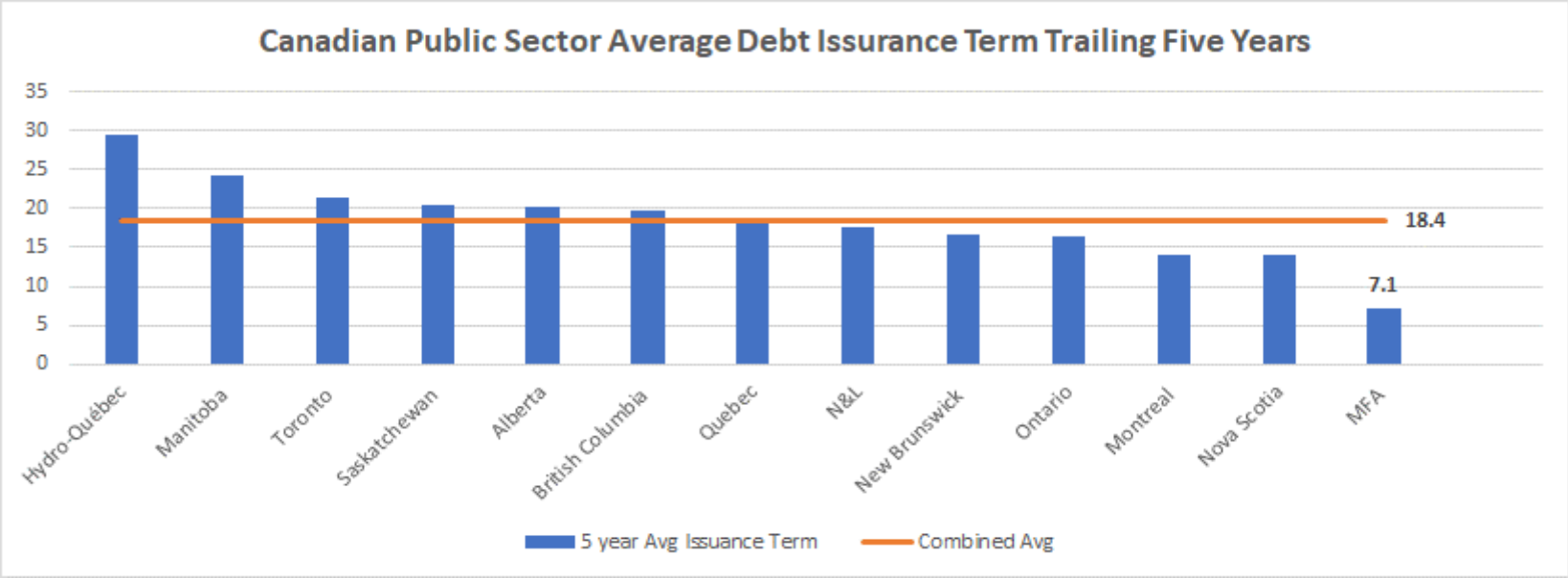
Asset / Liability Mismatch



DEBT MANAGEMENT & PRICING RELATIVE TO PEERS



* MFA's new issuance "curve" points to an over-abundance of shorter-dated debt. Adding 20 year issuance increases scarcity across the curve which will tighten pricing over all terms



MEMBER IMPACTS – WHAT YOU CAN EXPECT MOVING FORWARD

- Members will continue to select the term in which they want to repay loans from MFA (5 to 30 year amortizing loans). The principal payment will reflect the length of the repayment term you select
- MFA decides what term (maturity) to access in the capital markets to best fund the loans - as it balances the various considerations and risks in managing its market debt portfolio and ensures reliable and lowest cost access to funds from the capital markets. It is impossible to perfectly align with all Member preferences / views
- Members should ensure information shared with the public and board allows flexibility to accommodate 5,10, 20 and 30 year locked-in financing periods
- Lending rates reflect borrowing rates so with a 20 year you can expect slightly higher interest cost on average with more rate certainty over the term
- If a 20-year bond is issued, early repayment before that time is not possible given back to back ‘contract’ with investors
- Stakeholder education on this topic is provided at the onset of the borrowing process directly between MFA and Finance staff. While we always welcome Board and/or Council discussions on any topic, this esoteric topic (borrowing/lending model) must remain an operational decision made by MFA’s senior finance professionals

MFA's Suite of Pooled Investment Products

	(3) Pooled High Interest Savings Accounts	Money Market Fund	Government Focused Ultra-short Bond Fund
Key Features	NATIONAL BANK OF CANADA · CIBC · Scotiabank ‖ Best for soon needed funds. Balances favourable interest rates and liquidity. Monies held with Domestic Systemically Important Banks ✓ *Favourable deposit rates negotiated by MFA* ✓ *Monthly Interest*	This Fund is suited for Investors who must maintain adequate liquidity, while benefitting from asset diversification. This Fund holds a portfolio of very short-term securities, focused on high-quality corporates. The Fund seeks a yield advantage through active market and credit analysis. ✓ *Monthly distributions*	The main objective of this Fund is to provide safety and liquidity. This Fund maintains a bias towards safe and favourable Federal and Provincial Securities, holdings may include up to 25% Big 6 Banks debt securities. Securities acquired for the Fund may have a maximum maturity of 2 years. This Fund does not invest in non-bank corporates. ✓ *Monthly distributions*
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

	Short-term Bond Fund	Fossil Fuel Free Short-term Bond Fund	Pooled Mortgage Fund	Diversified Multi-asset Class Fund
Key Features	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. This Fund provides instant diversification through a broad asset mix of high-quality government and corporate securities. The Fund seeks a yield advantage through active market and credit analysis. ✓ *Monthly distributions*	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. Designed for Investors with a 2 to 5 year investment horizon. This Fund provides instant diversification through a broad asset mix of high-quality government and corporate securities. The Fund seeks a yield advantage through active market and credit analysis.	This Fund is designed to provide asset class diversification for local government investment portfolios. Best suited for cash not needed for 3+ years. The Fund invests in high-quality 1st mortgages on Canadian income producing commercial properties – such as retail, multi-residential, office and industrial. ✓ *Minimum 1.25x CF coverage* ✓ *Maximum 75% Loan-to-value*	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. The Fund will be broadly invested in Fixed Income, Equities, and Alternative investments. ✓ *Preserve long-term purchasing power* ✓ *Alternative Investments at very attractive pricing.* ✓ *Gain exposure to professionally managed growth assets.*
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.

The DMAC is Socially Responsible Fund – a low carbon footprint fund

Asset Class/Strategy	Target Exposure	FFF	FFF Content
Fixed Income			
Short Core Plus Bonds	15%	×	~90%
Multi-asset Global Credit	10%	×	~90%
Equities			
Canadian Equities	10%	×	~70%
Canadian Low Volatility Equities	5%	✓	100%
Global Equities	24%	✓	100%
Global Low Volatility Equities	11%	×	~90%
Emerging Market Equities	10%	✓	100%
Alternatives			
Core Real Estate	5%	×	~90%
High Yield Mortgages	5%	×	~90%
Infrastructure – Renewables	5%	×	100%

- The Fund aligns with a shared focus among BC's local governments on ESG and climate change considerations.
- All components of the Fund will be managed under the UN's Principles for Responsible Investing and incorporate broad ESG considerations into the investment process.
- DMAC will be a low carbon fund with a significant portion of the asset classes employing a strict Fossil Fuel Free (FFF) screen. An estimated 94% of the underlying funds are currently invested in FFF entities – as defined by most local governments



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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **Regional Housing First Program Second Quarterly Update**

ISSUE SUMMARY

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

BACKGROUND

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

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

IMPLICATIONS

Program Delivery
Appendix A (attached) summarizes the progress in the development of 11 RHFP capital projects that have received approval from the CRD Board. These projects represent a total of 1,055 units with 238 to be rented at Shelter Rate. There is currently an open call for new projects with the next rolling submission review date of July 31, 2022.

Financial
These projects have been approved to receive a total of $72.2M in RHFP funding, with $47.8M remaining, and represent a total capital cost of approximately $319.9M.

CONCLUSION

The Project Summary provides the Hospitals and Housing Committee with an update on the status of program implementation and high-level details of the 11 approved projects.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

ATTACHMENT

Appendix A – Regional Housing First Program: Capital Project Summary, July 2022

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding Sources		HHC Approval Date	CRD Board Approval Date	Year Completed	Update
Cedar Grove (Victoria)	$19,318,000	$9,000,000	BC Housing	30	72	Victoria Cool Aid Society (VCAS)	BC Housing	Regional Housing Trust Fund $600,000 (used to support 42 affordable units)	n/a	March 8, 2017 & November 13, 2019 (increase)	2022	The major elements of the building have been completed and finishing work continues. Most units are dry-walled and painted, and most have had the kitchens installed as well. Finishing work continues on those units. Elevator components have been installed and appliances have been delivered to most suites for installation. Drywall and finishing work is beginning in the main common areas on the first level. Land-scape work is now just commencing around the building as well. Expected occupancy date is August 1, 2022.
Croftonbrook (Salt Spring)	$22,116,905	$3,300,000	BC Housing	11	56	Islanders Working Against Violence	BC Housing	Regional Housing Trust Fund $408,000 (used to support 34 affordable units)	n/a	March 8, 2017 & November 13, 2019 (increase)	2020 and 2022	Phase II, a 22 unit apartment building with 4 RHFP provincial assistance units was completed in 2020. Phase III, a 34 unit apartment building with 7 RHFP provincial assistance units is finalizing construction with a deficiency walk through on June 3, 2022 and building tenanting targeted for July 1, 2022.
Drennan and Sooke (Sooke)	$45,622,950	$10,200,000	BC Housing	34	170	M'akola Housing Society	BC Housing	Regional Housing Trust Fund $765,000 (used to support 51 affordable units)	June 13, 2018	June 13, 2018 & November 13, 2019 (increase)	2023	The construction will be concluded in November 2023. Framing has started at the South Building and it is currently underway at the 4th floor of the North Building.
Charters (formerly called Throup) (Sooke)	$20,917,220	$3,375,000	BC Housing	15	75	M'akola Housing Society	BC Housing	Regional Housing Trust Fund $330,000 (used to support 22 affordable units)	June 13, 2018	June 13, 2018	2022	The construction has been delayed to between late July and September 2022. The archeological findings required additional time to redesign and relocate mechanical equipment. The buildings are mostly completed. Remaining work involves landscaping and site services.
Spencer Road (Langford)	$38,263,972	$7,800,000	CMHC	26	130	CHRC	CMHC $7,800,000	n/a	June 13, 2018	June 13, 2018	Nov 2020	Project completed.

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding Sources		HHC Approval Date	CRD Board Approval Date	Year Completed	Update
Millstream Ridge (formerly called Treanor) (Langford)	$45,215,533	$9,000,000	CMHC	30	132	CRHC	CMHC $9,000,000	n/a	n/a	November 14, 2018	2019	Project completed.
Hockley (Langford)	$32,775,610	$7,200,000	CMHC	24	120	CHRC	CMHC $7,200,000	n/a	n/a	November 14, 2018	Mar 2021	Project completed.
West Park Lane (View Royal)	$41,673,485	$10,200,000	CMHC	34	152	CRHC	CMHC $10,200,000	Regional Housing Trust Fund $660,000 (used to support 44 affordable units)	May 1, 2019	May 8, 2019	Nov 2020	Project completed.
Michigan Square Building 1 (Victoria)	$20,392,850	$4,500,000	CRHC	15	53	CRHC	CRHC $4,500,000	Regional Housing Trust Fund $570,000 (used to support 38 affordable units)	July 29, 2020	August 12, 2020	2023	The alteration, demolition and foundation permits have been issued. Full building permit is anticipated in June 2022. Demolition and removal of all buildings (A, B, and C) is complete. Clean up of the existing suspended slab is 50% complete and demolition of elevator core, utility and storage rooms in the parkade is ongoing. Micro-piles installation and foundation upgrades will commence in mid-June.
Michigan Square Building 2 (Victoria)	$16,630,070	$4,667,960	BC Housing	9	44	CRHC	BC Housing $4,667,960	Regional Housing Trust Fund $525,000 (used to support 35 affordable units)	N/A	December 8, 2021	2023	
Prosser Road (Central Saanich)	$16,981,555	$3,000,000	CMHC	10	51	CRHC	CMHC $3,000,000 BC Housing $3,250,000	Regional Housing Trust Fund $615,000 (used to support 41 affordable units)	N/A	April 14, 2021	2022	The underground parkade and wood framing of both buildings is complete. Building envelope installations are underway. CRD has requested an updated construction schedule to reflect the ongoing delays.
Total RHFP Units				238	1,055							
Total RHFP Investment	$319,908,150	$72,242,960										

Making a difference...together

REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **Future Housing Priorities and Partnerships**

ISSUE SUMMARY

To provide the Hospitals and Housing Committee with options for consideration regarding future priorities and partnerships to address unmet housing needs in the capital region.

BACKGROUND

Launched in 2016, the Regional Housing First Program (RHFP) is a partnership between the Capital Regional District (CRD) and federal and provincial governments to address the needs of households in need of affordable housing and those experiencing homelessness in the region. With a total capital fund of $120 million (M), the RHFP is expected to support up to 2,000 affordable rental units, with up to 400 of those units having rents set at the income assistance shelter rate. Overall, the program is anticipated to leverage the development of approximately $600M in capital development. The RHFP is anticipated to be fully allocated by the end of 2022.

The CRD Corporate Plan 2019 - 2022 includes initiative 1a-4: Determine continuation of housing supply program beyond RHFP implementation. Initially, this work was scheduled to take place in 2020, but was deferred by the Board when the RHFP was increased to $120M and extended to 2022.

The attached white paper, *Future Housing Priorities and Partnerships in the Capital Region*, provides an overview of current challenges and presents options for the next opportunity to address unmet need related to housing affordability and homelessness through innovation, partnership and cross-sectoral collaboration (see Appendix A).

ALTERNATIVES

Alternative 1
The Hospitals and Housing Committee recommends to the Capital Regional District (CRD) Board:

1. That the CRD Board endorse the *Future Housing Priorities and Partnerships in the Capital Region*; and
2. That staff be directed to proceed with development of a Program Framework and identification of funding partnership contributions to address unmet housing needs in the capital region based on the priorities identified in *Future Housing Priorities and Partnerships in the Capital Region.*

Alternative 2
That the *Future Housing Priorities and Partnerships* report be referred back to staff for additional information based on Hospital and Housing Committee direction.

IMPLICATIONS

Intergovernmental Implications
Housing affordability and homelessness are complex policy problems that require innovation, cross-sectoral collaboration and partnerships with other levels of government. Although details have yet to be announced, new and revitalized federal programs, such as the new Housing Accelerator Fund, a third round of the Rapid Housing Initiative and potential reopening of the Affordable Housing Innovation Fund, as well as initial discussions with federal colleagues, suggest potential opportunities for future partnerships. While a specific provincial funding program is not currently open to support a partnership, early discussions with the Province indicate interest, should opportunities present. A new partnership could also help the provincial government achieve its target of building 114,000 units by 2027.

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. Demand is particularly strong in the rental system, especially affordable rental units. Data suggests a continued trend of low vacancies in the lower price quartiles and high rates of core housing needs for renters.

While insufficient supply is a contributing factor to the increasing cost of housing, low mortgage rates, increasing upper-middle class incomes, investor buyers and accumulated equity are also key factors. Investor buyers and repeat purchasers make up the majority of homebuyers, many of which have accumulated significant equity from rising home prices. Research suggests the importance of building the *right* supply, rather than the quantity alone.

Some residents and communities in the region face distinct challenges, including: people with complex needs who are experiencing homelessness, and people in small and rural areas of the region. People with complex needs do not always fit into the current supportive housing model. The current healthcare system is also challenged to provide appropriate support. As a result, people with complex needs fall through the cracks. In response, the BC Urban Mayors caucus has actively advocated creation of appropriate housing and supports for people with complex needs[1]. A distinct approach is required to address the needs of people who have overlapping mental-health challenges, substance-use issues, trauma and acquired brain injuries and who may experience or be at greater risk of homelessness.

Discussions of challenges associated with preserving, acquiring and developing housing are often in relation to larger, urban centres. However, many rural and remote communities experience distinct and urgent needs. Rural homelessness is difficult to measure, as it is often more hidden, with more people living temporarily with friends or family or living in abandoned or overcrowded buildings. Housing affordability challenges have been experienced in many rural and remote communities. Recent assessed property values increased across the region, but particularly in smaller communities where value estimates rose by up to 35%[2]. A distinct approach, including specific tools, resources and supports, is required to meet the needs of rural and remote communities.

[1] BC Urban Mayors make renewed and urgent call to implement complex care housing solutions - BC Urban Mayors' Caucus (bcurbanmayorscaucus.ca)
[2] Vancouver Island 2022 Property Assessments in the Mail (bcassessment.ca)

Financial Implications
The CRD's $40M commitment toward the RHFP was financed through the Land, Banking and Housing function of the CRD ($25.5M), the Capital Regional Hospital District ($10M) and the Capital Region Housing Corporation ($4.5M). This funding was matched by the provincial government through the Provincial Investment in Affordable Housing (PIAH) Program and the Community Housing Fund. A further $40M in matching funds was also invested by the federal government through the Canada Mortgage and Housing Corporation's Affordable Housing Innovation Fund under the National Housing Strategy. In total, this innovative partnership created a total of a $120M capital program.

As noted, a future funding opportunity in the region will require partnership with other levels of government, including potential grants. Detailed financial modeling will take place in 2023, including exploration of funding contributions, consideration of financial models and funding mechanisms, development of a proposed budget, cost implications, eligibility criteria, roles and responsibilities of funding partners, and plans for monitoring and reporting.

Service Delivery Implications
The CRD currently provides a number of services that could support and complement a new funding program to acquire land and/or housing and address the unique needs of underserved households such as those with complex needs and in rural communities.

- Regional Housing: includes planning, construction and operation of housing services, as well as administration of the RHFP and federal Reaching Home program.
- Real Estate Services: strategically manages appraisal, acquisition and disposal of real property interests.
- Capital Regional Hospital District: partners with Island Health and community stakeholder agencies to develop and improve healthcare facilities in the region and provide capital funding for infrastructure such as acute care, residential care and hospital equipment.
- Administration and delivery of local services in electoral areas: Southern Gulf Islands Housing Strategy includes a recommendation to explore the potential for a CRD Rural Housing Program that takes into consideration the unique characteristics of rural communities.

Operational Implications
Opportunities have been identified through research, analysis and engagement with internal CRD staff and municipal, provincial and federal stakeholders, including the Regional Housing Advisory Committee. Recommended interventions for future consideration include:

- **Acquisition fund** to increase and preserve the supply of affordable rental and create future redevelopment opportunities, purchase of shovel-ready developments or acquire land for development of affordable housing;
- **Rural Housing Strategy** to increase, preserve and broaden the supply of affordable housing in small and rural communities, recognizing the need to approach housing solutions in rural communities with different assumptions than those used for conventional housing interventions in growing urban regions; and
- Increase the supply of **housing with supports for people with complex needs** currently not adequately supported by the traditional model as a compliment to new provincial Complex Care Housing initiative.
- Explore opportunities to **advocate to senior levels of government** on the opportunities for partnerships on the identified interventions presented through this document; and

- **Share efforts on continuing to explore these intervention areas with interested municipalities** to ensure that any future housing supply program reflects the diversity of needs and opportunities across the capital region.

This work, if endorsed by the CRD Board, will take place starting in Q1 2023 and will form the basis of a framework identifying a potential housing supply program that positions the CRD to further engage senior government partners.

Regional Growth Strategy Implications
The priorities identified in the attached white paper acknowledge the need for a broad range of affordable housing types and forms in urban and rural areas. The priorities support objectives identified in the 2018 CRD Regional Growth Strategy, including:

Objective 3.1: Goal Create Safe and Complete Communities
Objective 3.2: Improve Housing Affordability

Alignment with Board & Corporate Priorities
The priorities outlined in the attached white paper align with the following CRD Board priority:

Community Wellbeing – Transportation & Housing: The CRD Board will advocate, collaborate and form partnerships to address the affordable housing and transportation needs of the region's diverse and growing population.

The 2019-2022 CRD Corporate Plan also includes initiative 1a-4: Determine continuation of housing supply program beyond RHFP implementation.

Alignment with Existing Plans & Strategies
In 2018, the CRD Board approved an updated Regional Housing Affordability Strategy (RHAS). The priorities outlined in the attached white paper align with goals identified in the RHAS:

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

CONCLUSION

The attached white paper provides an overview of current challenges and presents options for the next opportunity to address unmet need related to housing affordability and homelessness through innovation, partnership and cross-sectoral collaboration. Subject to Board endorsement, staff will continue to develop the recommended options and return with a detailed proposal for a Program Framework and business case.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District (CRD) Board:

1. That the CRD Board endorse the *Future Housing Priorities and Partnerships in the Capital Region*; and
2. That staff be directed to proceed with development of a Program Framework and identification of funding partnership contributions to address unmet housing needs in the capital region based on the priorities identified in *Future Housing Priorities and Partnerships in the Capital Region*.

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: Future Housing Priorities and Partnerships in the Capital Region

Appendix A



Future Housing Priorities and Partnerships

INTRODUCTION

Since 2016, a partnership between the Capital Regional District (CRD) and federal and provincial partners has contributed to the development of over a thousand new units, addressing the needs of households in need of affordable housing in the region. Through the Regional Housing First Program (RHFP), the CRD, BC Housing Management Commission (BC Housing) and the Canada Mortgage and Housing Corporation (CMHC) committed $30 million (M) each to build housing units to help address chronic homelessness in the region. In 2020, each partner committed to increasing their contribution by $10M to address escalating land acquisition and construction costs. With a total capital fund of $120M, the RHFP was better positioned to achieve its target of up to 2,000 Affordable Rental Units, with up to 400 of those units having rents set at Government of British Columbia's Income Assistance Rate Table Shelter Maximum (Shelter Rate). Overall, the program is expected to leverage the development of approximately $600M in capital development. As of July 2022, 11 projects have been approved through the RHFP program, representing 1,055 units, with 238 to be rented at Shelter Rate.

Although details have yet to be announced, new and revitalized federal programs, such as the new Housing Accelerator Fund, a third round of the Rapid Housing Initiative and potential reopening of the Affordable Housing Innovation Fund, as well as initial discussions with federal colleagues, suggest potential opportunities for future partnerships. While a specific provincial funding program is not currently open to support a partnership, early discussions with the Province indicate interest, should opportunities present. A new partnership could also help the provincial government achieve its target of building 114,000 units by 2027.

The following provides an overview of current challenges and presents options for the next opportunity to address unmet need related to housing affordability and homelessness through innovation, partnership and cross-sectoral collaboration. Opportunities to address unmet need were identified through research, analysis and engagement with internal CRD staff, municipal, provincial and federal stakeholders, including with the Regional Housing Advisory Committee.

Recommended interventions for consideration include:

- Opportunities to acquire existing housing or land to increase and preserve the supply of affordable rental and create future redevelopment opportunities;
- A Rural Housing Strategy to increase the supply of affordable housing in rural and remote communities; and
- Increase the supply of housing with supports to people with complex needs not currently adequately supported by the traditional models.

CURRENT CHALLENGES

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 392,100 in 2018, to an estimated 478,500 in 2038[1], adding housing pressure in the region. Demand is particularly

[1] bylawno-4328.pdf (crd.bc.ca)

strong in the rental system, especially affordable rental units. Data suggests a continued trend of low vacancies in the lower price quartiles and high rates of core housing needs for renters[2].

CMHC's 2021 Rental Market Report, released in February 2022, showed tightened market conditions in the Victoria Census Metropolitan Area (CMA) in 2021[3]. Key findings include:

- Vacancy rates declined to 1%, one of the lowest in Canada;
- Two-bedroom purpose built rentals average rent increased by 3.1%;
- Demand returned, but supply is lagging behind and is unevenly distributed with 80% new supply concentrated in the Westshore region; and,
- Rental affordability and suitability remain a challenge for low-income households.

As of March 31, 2020, there were 12,957 subsidized housing units in the Growth Management Planning Area (GMPA), including emergency shelters, housing for the homeless, transitional and supported housing and assisted living, independent social housing and rent assistance in the private market, representing an increase of 1,046 units over the previous year[4].

The development of non-market housing has been supported through a number of new and expanded funding programs at all levels of government. In 2019, the Province of British Columbia committed more than $7 billion over 10 years for programs such as Building BC, including the Community Housing Fund, Affordable Rental Housing Program, Supportive Housing Fund, Women's Transition Housing Fund and Indigenous Housing Fund. In 2020, the Government of Canada launched the Rapid Housing Initiative, providing capital contributions to support the creation of new affordable rental units for people who are vulnerable. In the capital region, there has been and continues to be significant investments in housing through federal and provincial programs. Since 2018, the following units have been supported through various provincial and federal programs:

- Supportive Housing Fund: funding toward over 600 units across 12 projects
- Community Housing Fund: funding toward almost 900 units across 10 projects
- Rapid Housing Initiative: funding toward 136 units across three projects
- Indigenous Housing Fund: funding toward 164 units across two projects.

While the region has seen increases in the number of subsidized housing units in the GMPA, insufficient supply of affordable housing in the private market relative to population growth is also a factor. In response, a number of funding programs to support increased supply of below market housing have been launched in recent years. Provincially, this includes the HousingHub which brings together private and non-profit stakeholders to create new affordable rental and homeownership options for middle-income residents. The federal government also launched and then expanded programs such as the National Housing Co-Investment Fund to support development of mixed-income, mixed tenure and mixed-use affordable housing.

While insufficient supply is a contributing factor to the increasing cost of housing, low mortgage rates, increasing upper-middle class incomes, investor buyers and accumulated equity are also key factors. Investor buyers and repeat purchasers make up the majority of homebuyers, many

[2] http://crd.ca.legistar.com/gateway.aspx?M=F&ID=a7f6cc77-f6b6-4b32-bde9-c0a8e4411b45.pdf
[3] Rental Market Report | CMHC (cmhc-schl.gc.ca)
[4] rgs-indicatorreport2021.pdf (crd.bc.ca)

of which have accumulated significant equity from rising home prices. As one of the leading Canadian researchers on housing, Steve Pomeroy notes:

> *"It is not the quantity of buyers (i.e., total demand), it is the quality (income and wealth, abetted by low mortgage rates) of this very small segment of 'market makers' that have been the ones driving up home prices. … This small segment is creating market imbalance and serious challenge for lower income households…"*[5].

This suggests the importance of building the right supply, rather than the quantity.

Although challenges related to the cost of housing are felt by many in the capital region, research indicates some residents and communities face distinct challenges, including people with complex needs who are experiencing homelessness, and people in rural and remote areas of the region.

Challenges addressing homelessness

The 2020 Greater Victoria Point-in-Time homeless survey estimated 1,523 individuals experiencing homelessness in the region, compared to 1,525 in 2018[6]. 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). Using a different methodology, a new provincial report on homelessness estimates 1,595 individuals experienced homelessness in 2019[7].

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.

People living with complex needs experience particularly difficult challenges. While the CRD, Province of BC and the Government of Canada have all made historic investments in housing, including housing to meet the needs of people experiencing homelessness, many communities are not able to meet the needs of some vulnerable residents.

Supportive housing (subsidized housing with onsite supports for single adults, seniors and people with disabilities at-risk of or experiencing homelessness) is an important part of the housing continuum. The onsite support services help people who have experienced homelessness find and maintain stable housing.

However, people with complex needs do not always fit into the current supportive housing model. The current healthcare system is also challenged to provide appropriate support. There is a lack of ongoing rehabilitation care, services that specialize in mental health or substance use, but not both, and a lack of housing options for people who are not ready or not willing to engage in treatment. As a result, people with complex needs fall through the cracks. In many communities, including the capital region, this can lead to increased erratic behavior, open drug use and crime.

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[5] Exploring causes of escalating home prices: Part 2, demand issues | chec_ccrl.ca (chec-ccrl.ca)

[6] crd-pit-count-2020-community-report-2020-07-31.pdf (victoriahomelessness.ca)

[7] Appendix: 2019 Homeless Cohort Data Tables (gov.bc.ca)

In response, the BC Urban Mayors caucus has actively advocated for the creation of appropriate housing and supports for people with complex needs[8].

A distinct approach is required to address the needs of people who have overlapping mental-health challenges, substance-use issues, trauma and acquired brain injuries and who may experience or be at greater risk of homelessness. Approaches may include coordinated health, mental health and substance use services, along with housing, cultural and social supports, to meet these complex needs. This requires new approaches for collaborating across sectors.

In response to this challenge, the Province of BC has initiated plans to support up to 500 people with new Complex Care Housing: a suite of services and supports to better meet the needs of people with complex needs, including people with severe mental health, substance use issues or traumatic and acquired brain injuries who are homeless or unstably housed. In March 2022, the Province announced plans for 100 spaces in Greater Victoria. As the investment does not include capital funding, it is anticipated that the complex care spaces will be delivered by converting existing supportive housing sites, or supportive housing sites currently in development.

Challenges in rural and remote communities

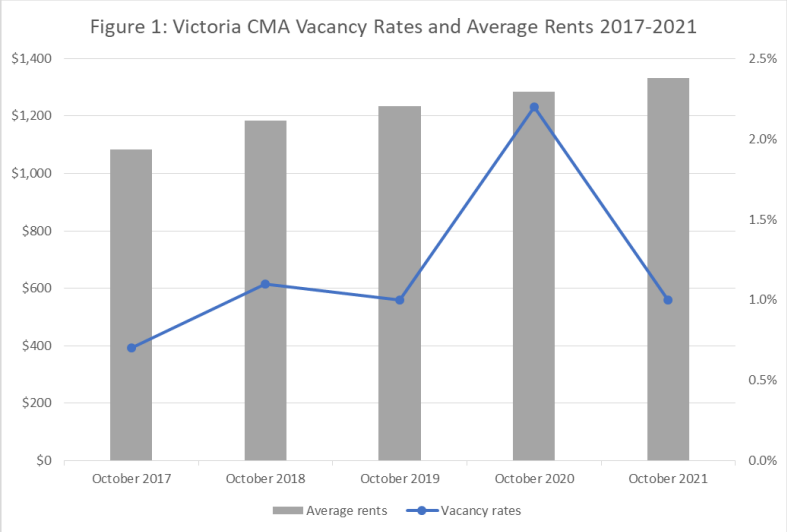
Discussions of challenges associated with preserving, acquiring and developing housing are often in relation to large, urban centres. However, many rural and remote communities experience distinct and urgent needs. Rural homelessness is difficult to measure, as it is often more hidden, with more people living temporarily with friends or family or living in abandoned or overcrowded buildings. According to a 2021 report from the National Alliance to End Rural and Remote Homelessness, 31% of Canadians live in rural and remote communities where residents suffer from homelessness in equal or greater numbers than their urban counterparts[9]. A recent provincial research study quantifying homelessness found that, on a per capita basis, it was smaller, rural and northern communities that have the highest proportion of homelessness, based on their population[10].

Housing affordability challenges have been experienced in many rural and remote communities. Recent assessed property values increased across the region, but particularly in smaller communities where value estimates rose by up to 34% in the District of Highlands and District of Sooke, and up to 35% in the District of Metchosin and the Gulf Islands[11]. According to the recently updated Southern Gulf Islands Housing Needs Report, between 2017 and 2021, median sales prices have increased significantly from 35% to 137%, depending on the island[12].

CMHC's Rental Market Survey indicates lower vacancy rates and higher average rents across the Victoria CMA (see Figure 1 below). This includes areas outside of the core, which saw

[8] BC Urban Mayors make renewed and urgent call to implement complex care housing solutions - BC Urban Mayors' Caucus (bcurbanmayorscaucus.ca)
[9] NationalAllianceToEndRuralAndRemoteHomelessness-e.pdf (ourcommons.ca)
[10] Report: Preventing and Reducing Homelessness Integrated Data Project, Province of British Columbia 2021 (gov.bc.ca)
[11] Vancouver Island 2022 Property Assessments in the Mail (bcassessment.ca)
[12] Southern Gulf Islands Updated Market Analysis (Feb 2022)

decreased vacancy rates and increased average rents for almost all apartment types.[13] See Appendix A for vacancy rates and average rents across Zones 1-10 of the Victoria CMA.



Rural and remote communities also face unique challenges in the development of affordable housing. These include: difficulty accessing financing; limited development expertise; fewer consultants with specialized expertise in rural and remote communities; challenges related smaller scale projects; funding program criteria that is not always applicable to rural and remote context; and lower supply of skilled labour[14]. Areas such as Salt Spring Island and the Southern Gulf Islands are also part of the Islands Trust Area, which mandates preservation and protection of the natural environment and unique amenities of the area.

Released in November 2021, the Southern Gulf Islands Community Housing Strategy identifies the need to approach housing solutions using different assumptions than those used for conventional housing interventions in urban areas of the region. The Strategy includes key objectives such as: exploring the potential for a CRD Rural Housing Program; annual affordable housing demand estimates; supporting third party affordable housing projects through new tools; support for pre-development expenses for affordable housing; development of garden suites and cottages; enabling alternative housing types; and taking a whole government approach through collaboration and advocacy.

A distinct approach, including specific tools, resources and supports, is required to meet the needs of rural and remote communities.

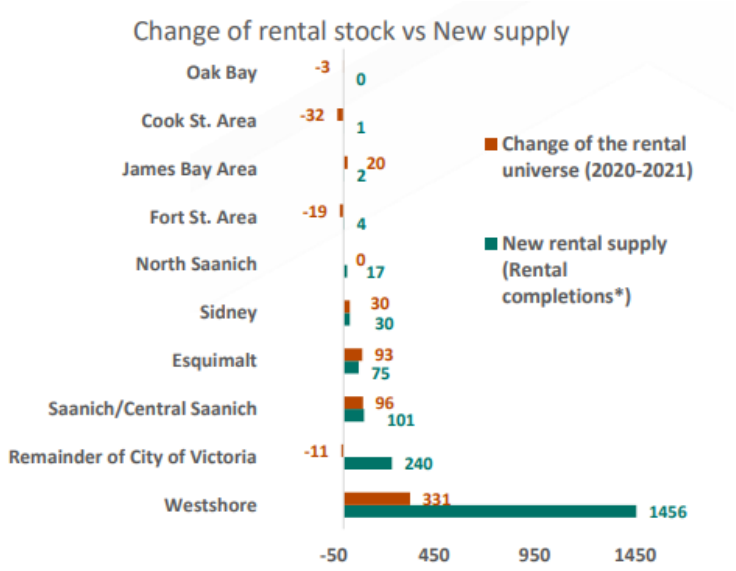
Challenges preserving existing affordable housing

Recent years have seen an increased number of financial landlords such as private equity firms, asset managers, publicly listed companies, real estate investment trusts (REITs) and financial institutions purchasing multi-family rental and single family rental, including naturally occurring affordable housing (NOAH). Between 2011 and 2016, across the country, the number of private rental units affordable to households earning less than $30,000 per year declined by 322,600

[13] Source: Rental Market Survey (CMHC). © 2022 Canada Mortgage and Housing Corporation

[14] SmallCommunitiesInitiative-Research-Brief-plus-Resource-Guide-March-28.pdf (mnpha.com)

units[15]. In BC, recent analysis by Housing Central notes that between 2015 and 2019, 34,000 rental units were lost. With provincial investment supporting just over 11,000 affordable homes in the same time period, for every one affordable unit developed, over three affordable homes in the private sector were lost[16]. According to recent CMHC Rental Market Survey data, this trend is also evident within the capital region, as illustrated in the table below[17].



* The number of rental completions is the cumulative number of rental structures completed from July 2020 to June 2021. This is consistent with the time frame covered by the 2021 Rental Market Survey.

The loss of NOAH is partially driven by the financialization of rental housing through investment by large capital funds and smaller investors capitalizing on rising rents, as well as redevelopment of sites with older, low-moderate rent properties[18]. Building new supply is one approach, but the high cost and longer timelines for construction makes replacing these affordable units challenging.

In recent years, there has been an increased awareness of the impact of the financialization of housing, which refers to the "expanding and dominant role of financial markets and corporations in the field of housing, leading to unaffordable and insufficient housing and discrimination[19]." Rather than for social good or human rights, housing is treated as vehicle for income and investment, and has transformed housing and real estate markets around the world[20]. The United

[15] Why Canada needs a non-market rental acquisition strategy. May 2020 | Focus Consulting Inc. (focus-consult.com)

[16] Budget 2022 Submission - BC Non-Profit Housing Association | BCNPHA

[17] Source: CMHC Rental Market Survey, CMHC Starts and Completion Survey. The geographical definition in the chart is based on the CMHC Rental Market Survey Zone. For details, please refer to the Rental Market Report February 2022.

[18] Why Canada needs a non-market rental acquisition strategy. May 2020 | Focus Consulting Inc. (focus-consult.com)

[19] Facing financialization in the housing sector: A human right to adequate housing for all - Ingrid Leijten, Kaisa de Bel, 2020 (sagepub.com)

[20] OHCHR | Financialization of housing

Nations Special Rapporteur on the Right to Adequate Housing has called for governments to ensure markets serve housing need rather than investment priorities.

Strategies that enable non-profit housing providers to preserve existing affordable rental housing include an acquisition strategy. An acquisition strategy would: "enable low-income tenants to stay where they are, stabilizing neighbourhoods and preserving a diversity of incomes and tenures in gentrifying districts; preserve and extend the legacy of public investment (many of the buildings at risk of financialization were created through federal grants and tax incentives totalling $4 Billion Canada-wide); [and] be faster and surer than new builds[21]."

The BC Non-Profit Housing Association has called on the Province of BC to commit $500M to create a rental housing acquisition strategy to provide expedited grants to acquisition projects initiated by the community housing sector. An acquisition fund could also include a revolving loan fund to facilitate strategic property acquisition, replaced with long-term low rate financing from CMHC[22]. The value of an acquisition fund has been raised by federal Minister Ahmed Hussen at the February 2022 National Housing Supply Summit, including the ability for non-profits and local governments to acquire land and the importance of not losing supply. The Minister's mandate letter also directs the Minister to "help affordable housing providers acquire land and buildings to build and preserve more units[23]." However, the 2022 Federal Budget did not include funding toward an acquisition strategy.

The above mentioned challenges highlight the significant housing gaps in the region and areas where households are not being adequately served. It also helps explain why communities in the capital region face substantial barriers in addressing these challenges. These challenges also shed light on what is necessary to address these challenges. While new affordable housing supply is needed, additional supply is not enough. Addressing unmet needs in the region will require innovation, partnership and cross-sectoral collaboration.

RESPONDING TO THE CHALLENGE

The CRD is exploring options for addressing housing affordability challenges in the region through partnerships with provincial and federal partners. A future funding program to address unmet need through development and acquisition of new affordable housing units could target three specific areas of unmet need:

1. **Acquisition fund** to increase and preserve the supply of affordable rental and create future redevelopment opportunities, purchase of shovel-ready developments or acquire land for development of affordable housing
2. **Rural Housing Strategy** to increase, preserve and broaden the supply of affordable housing in rural and remote communities, recognizing the need to approach housing solutions in rural communities with different assumptions than those used for conventional housing interventions in growing urban regions

[21] Beat the REITs? Or join them? | Opening the Window

[22] Affordable housing is a hot commodity — and a new Ottawa land trust wants to counter that | Ottawa Citizen

[23] Minister of Housing and Diversity and Inclusion Mandate Letter (pm.gc.ca)

3. Increase the supply of **housing with supports for people with complex needs** currently not adequately supported by the traditional model as a compliment to new provincial Complex Care Housing initiative

The three priorities target areas with unique challenges and where need is unable to be met by traditional funding programs. The priorities also acknowledge the changing landscape and expanding role of financial markets and corporations in the field of housing, reducing barriers for communities and non-profit providers in protecting, preserving and enhancing existing affordable stock.

Current CRD Services

The CRD currently offers a number of services that would complement a new funding program to acquire land and housing and address the unique needs underserved households such as those with complex needs and in rural communities.

The CRD's Real Estate Services strategically manages appraisal, acquisition and disposal of real property interests. In addition, Real Estate Services is responsible for maintaining property information, coordinating referrals from outside agencies and performing property research on behalf of CRD staff. These existing services would be an asset to supporting a future acquisition fund in the region.

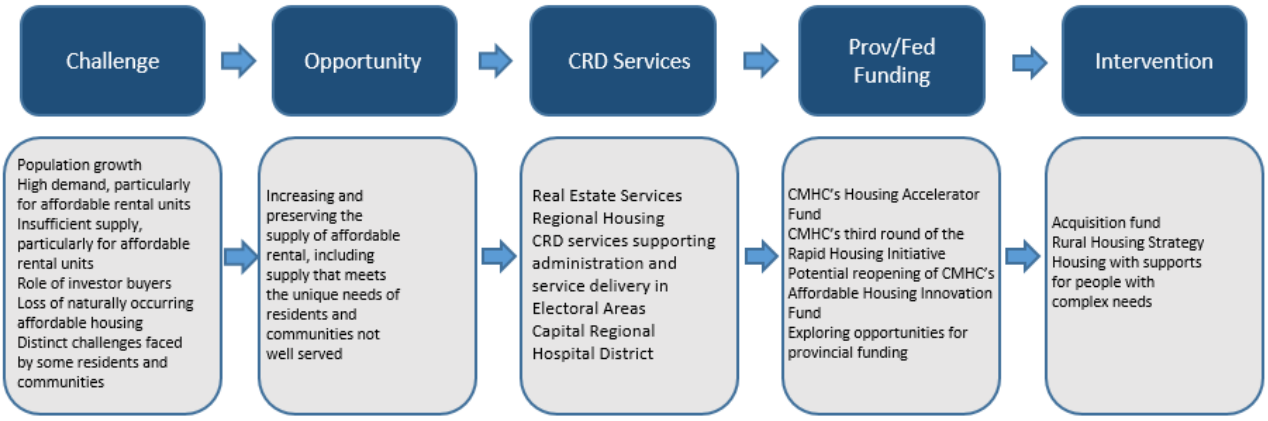
The range of services provided under the Regional Housing portfolio would also ensure the CRD is well positioned to support a program with the above mentioned priorities. Regional Housing includes planning, construction and operation of housing services, as well as administration of the current RHFP.

As a regional district, the CRD is responsible for administration and delivery of local services in the Juan de Fuca, Salt Spring Island and Southern Gulf Islands electoral areas. The recently released Southern Gulf Islands Housing Strategy includes a recommendation to explore the potential for a CRD Rural Housing Program that takes into consideration the unique characteristics of rural communities. Development of a business case that explores the viability of establishing a CRD Rural Housing Program would help support and guide the development of a future funding partnership opportunity.

The CRD is well positioned to support a program to increase the supply of housing with supports for people with complex needs, not adequately supported by the traditional housing and health models. The CRD's Housing Initiatives and Programs team administers the federal Reaching Home funding program, expected to total over $3.2M in funding to support people experiencing homelessness in the region.

Finally, the Capital Regional Hospital District's (CRHD) capital funding mechanism would also play a complimentary role. The CRHD partners with Island Health and community stakeholder agencies to develop and improve healthcare facilities in the region and provide capital funding for infrastructure such as acute care, residential care and hospital equipment.

CONCLUSION AND RECOMMENDED NEXT STEPS



This document has provided an overview of: current challenges; proposed opportunities to address unmet need; existing CRD services that could support new funding programs; potential funding partnerships; and interventions to address housing affordability challenges in the region through innovation, partnership and cross-sector collaboration. Challenges include:

- Population growth
- High demand, particularly for affordable rental units
- Insufficient supply, particularly for affordable rental units
- Role of investor buyers
- Loss of naturally occurring affordable housing
- Distinct challenges faced by some residents and communities

Opportunities to address these challenges were identified through research and engagement with internal CRD staff and municipal, provincial and federal stakeholders, including the Regional Housing Advisory Committee. These include increasing and preserving the supply of affordable rental, including supply that meets the unique needs of people with complex needs who are experiencing homelessness, and people in rural and remote areas of the region.

The identified opportunities could be supported by existing CRD services, including: Real Estate Services; Regional Housing; CRD services supporting administration and service delivery in Electoral Areas; and the CRHD.

Initial discussions with provincial and federal partners indicate potential funding opportunities to support the identified priorities to address unmet need in the region. This may include:

- CMHC's Housing Accelerator Fund
- CMHC's third round of the Rapid Housing Initiative
- Potential reopening of CMHC's Affordable Housing Innovation Fund
- Exploring opportunities for provincial funding, supporting the provincial government's target of building 114,000 units by 2027

Recommendation

Through consideration of challenges, opportunities, support through CRD services and potential funding through federal and provincial partners, the following interventions are recommended to address unmet need in the region through innovation, partnership and cross-sector collaboration have been presented:

1. **Acquisition fund** to increase and preserve the supply of affordable rental and create future redevelopment opportunities, purchase of shovel-ready developments or acquire land for development of affordable housing;
2. **Rural Housing Strategy** to increase, preserve and broaden the supply of affordable housing in rural and remote communities, recognizing the need to approach housing solutions in these communities with different assumptions than those used for conventional housing interventions in growing urban regions; and
3. Increase the supply of **housing with supports for people with complex needs** currently not adequately supported by the traditional model as a compliment to new provincial Complex Care Housing initiative.

In addition to staff continuing to explore these three identified pillars underpinning additional efforts to address housing affordability pressures felt across the capital region, advocacy to senior levels of government and continued engagement with municipal partners will be critical in supporting success. As noted throughout this white paper, intervention in the complex issue of decreasing housing affordability and the continued persistence of homelessness will require efforts from all levels of government in support of programs that are tailored to the unique needs of households and individuals across the capital region.

Therefore it is further recommended that staff continue to:

4. Explore opportunities to **advocate to senior levels of government** on the opportunities for partnerships on the identified interventions presented through this document; and
5. **Share efforts on continuing to explore these intervention areas with interested municipalities** to ensure that any future housing supply program reflects the diversity of needs and opportunities across the capital region.

Next Steps

Housing affordability and homelessness are complex policy problems that require new approaches, innovation, partnership and cross-sector collaboration. It is no longer possible for any one level of government to address these challenges alone. The RHFP has demonstrated the impact of partnership; through development of an anticipated 2,000 affordable rental units, with up to 400 of those units having rents set at the income assistance shelter rate. As the CRD prepares for the RHFP to come to a close, there is an opportunity to consider priority interventions to meet unmet need in the region.

Staff will continue to develop the recommended options, which will include continued engagement with provincial and federal partners to: explore funding contributions; consider financial modelling and funding mechanisms; development of a proposed budget; cost implications; eligibility criteria; roles and responsibilities of funding partners; and plans for monitoring and reporting. Staff will return in 2023 with a detailed proposal for a Program Framework and business case, for intended implementation in 2024.

Table 1: Private Apartment Vacancy Rates (%) by Zone and Bedroom Type - Victoria CMA

	Bachelor		1-bedroom		2-bedroom		3-bedroom	
Zone	Oct-20	Oct-21	Oct-20	Oct-21	Oct-20	Oct-21	Oct-20	Oct-21
Zone 1 - Cook Street Area	0.4	1.0	2.2	1.2	1.5	0.7	0.0	0.0
Zone 2 - Fort Street Area	1.4	1.6	1.8	0.5	1.7	0.4	**	0.0
Zone 3 - James Bay Area	3.6	0.5	2.6	2.0	4.9	1.4	**	**
Zone 4 - Remainder of City	2.1	1.1	2.6	0.8	1.9	1.0	0.0	2.3
City of Victoria (Zones 1-4)	**2.1**	**1.0**	**2.3**	**1.1**	**2.5**	**0.9**	**1.2**	**2.1**
Zone 5 – Saanich/Central Saanich	1.2	**	2.3	1.3	3.2	1.2	**	**
Zone 6 - Esquimalt	0.9	0.9	1.1	1.6	1.8	0.6	0.0	1.3
Zone 7 – Langford/View Royal/Colwood/Sooke	2.7	0.7	1.6	0.4	2.4	0.3	0.7	0.7
Zone 8 – Oak Bay	**	0.0	0.9	0.4	1.2	0.2	**	**
Zone 9 – North Saanich	**	**	**	**	**	**	**	**
Zone 10 – Sidney	**	**	0.0	0.0	**	1.0	**	0.0
Remainder of CMA (Zones 5-10)	**2.2**	**1.0**	**1.6**	**1.0**	**2.3**	**0.7**	**0.8**	**0.9**
Victoria CMA	**2.1**	**1.0**	**2.1**	**1.0**	**2.4**	**0.8**	**0.9**	**1.4**

** Data Suppressed

Table 2: Private Apartment Average Rents ($), by Zone and Bedroom Type - Victoria CMA

	Bachelor		1-bedroom		2-bedroom		3-bedroom	
Zone	Oct-20	Oct-21	Oct-20	Oct-21	Oct-20	Oct-21	Oct-20	Oct-21
Zone 1 - Cook Street Area	957	994	1,193	1,207	1,475	1,500	1,879	1,753
Zone 2 - Fort Street Area	986	961	1,125	1,157	1,450	1,501	2,082	2,069
Zone 3 - James Bay Area	1,084	1,091	1,273	1,281	1,661	1,697	2,129	2,201
Zone 4 - Remainder of City	992	1,019	1,173	1,197	1,518	1,595	1,828	1,916
City of Victoria (Zones 1-4)	**1,009**	**1,024**	**1,184**	**1,205**	**1,528**	**1,580**	**1,920**	**1,975**
Zone 5 – Saanich/Central Saanich	1,020	1,013	1,150	1,213	1,490	1,558	1,622	1,928
Zone 6 - Esquimalt	905	920	1,109	1,125	1,252	1,323	1,512	1,636
Zone 7 – Langford/View Royal/Colwood/Sooke	1,139	1,160	1,385	1,417	1,660	1,710	1,697	1,849
Zone 8 – Oak Bay	920	1,005	1,154	1,207	1,579	1,641	**	**
Zone 9 – North Saanich	**	**	**	**	**	**	**	**
Zone 10 – Sidney	**	1,218	1,276	1,251	1,492	1,618	**	2,311
Remainder of CMA (Zones 5-10)	**1,036**	**1,060**	**1,189**	**1,234**	**1,484**	**1,562**	**1,653**	**1,843**
Victoria CMA	**1,015**	**1,032**	**1,185**	**1,214**	**1,507**	**1,571**	**1,758**	**1,894**

** Data Suppressed

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 21, 2022

SUBJECT **Development Variance Permit for Section 42, Otter District Except That Part Lying 50 feet on Each Side of the Centre Line of the Right of Way Shown on Plan121 RW and Except That Part in Plan EPP63580 (Clark Road & Aythree Way)**

ISSUE SUMMARY

A request has been made for a variance to reduce the requirement that 10% of a parcel front onto a highway, and to reduce the minimum width of a panhandle access strip for the purpose of creating a seven-lot subdivision.

BACKGROUND

The 57.8 hectare (ha) property is zoned Forestry (AF) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, and located at the end of Aythree Road in Otter Point (Appendix A). The subject property is adjacent to other AF zoned parcels to the north and west, and to Rural (A) zoned parcels to the east and south. Portions of the proposed parcels are designated as Steep Slope, Watercourses and Wetlands, and Sensitive Ecosystem development permit areas. A large wetland and several watercourses are located on the parcel.

The owners have submitted subdivision and development permit applications (SU000704, DP000291, and DP000371) to create seven rural lots and a 15.5 ha remainder parcel (Appendix B). Proposed Lots 2-7 do not meet the requirement specified in Part 1, Section 3.10(4)(a) of Bylaw No. 2040 that one-tenth of the perimeter of the lot front a public highway; therefore, the applicants have requested variances.

In addition, proposed Lot 2 is a panhandle configuration and the applicants have requested a variance to reduce the minimum width of the panhandle strip from 20 m to 15.7 m. Development Variance Permit VA000155 is included as Appendix C for consideration.

ALTERNATIVES

Alternative 1:
The Land Use Committee recommends to the CRD Board:
That Development Variance Permit VA000155 for Section 42, Otter District Except That Part Lying 50 feet on Each Side of the Centre Line of the Right of Way Shown on Plan121 RW and Except That Part in Plan EPP63580 to vary:

a) Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4) by reducing the required frontage for:

   i. Lot 2 from 231 m (10%) to 15.7 m (0.68%);
   ii. Lot 3 from 112 m (10%) to 46 m (4.13%);
   iii. Lot 4 from 116 m (10%) to 100 m (8.61%);
   iv. Lot 5 from 134 m (10%) to 51.7 m (3.85%);
   v. Lot 6 from 116 m (10%) to 38.3 m (3.3%);
   vi. Lot 7 from 124 m (10%) to 49.4 m (3.99%); and

b) Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(5)(b) by reducing the minimum width of a panhandle access strip from 20 m to 15.7 m;

for the purpose of creating a seven-lot subdivision, be approved.

Alternative 2:
The Land Use Committee recommends to the CRD Board:
That the development variance permit be denied and require that the subdivision comply with zoning requirements.

IMPLICATIONS

Legislative Implications
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. Proposed Lots 2-7 do not meet this requirement; therefore, variances are requested.

Part 1, Section 3.10 (5)(b) of Bylaw No. 2040 requires that if a panhandle lot is capable of being further subdivided under the provisions of the bylaw, the minimum width of the access strip at any point shall be 20 m. Proposed Lot 2 does 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 proposes to pass a resolution to issue a development variance permit, it must give notice to each resident/tenant within a distance specified by bylaw. Capital Regional District Bylaw No. 3885, Juan de Fuca Application Fees and Procedures Bylaw, states that the Board at any time may refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 m. Any responses received from the public will be presented at the June 21, 2022, Land Use Committee meeting.

Land Use Implications
Frontage:
The Rural Lands accommodate larger rural residential parcel sizes with a density of one parcel per four hectares in the Otter Point Official Community Plan, Bylaw No. 3819. The proposed plan is consistent with the Rural Lands designation.

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?
- Does the proposed reduction disturb existing residences?
- Will the exemption reduce road network and access options?

The land that is the subject of this application is designated as Steep Slope, Watercourses and Wetlands, and Sensitive Ecosystem Development Permit Areas by the Otter Point OCP. Development permits DP000291 and DP000371 were issued to authorize the 7-lot subdivision and the construction of roads and works and services related to subdivision approval.

Part 1, Section 3.10(7) of Bylaw No. 2040 requires that side lot lines be substantially at right angles or radial to street lines unless the Approving Officer is satisfied that it is impractical to comply. The applicant has submitted the proposed access design to the Provincial Approving Officer as part of the subdivision review. With the exception of proposed Lot 2, the angle of the side lot lines to the north of the constructed road meet design requirements. The remainder parcel can only be accessed from Clark Road in the north due to the large wetland and watercourses on the lot. The requested variances are for vacant parcels within a proposed plan of subdivision and each lot has adequate frontage to provide individual accesses from the public roadway.

Panhandle:
The applicants have also requested a variance to reduce the panhandle width requirement specified in Part 1, Section 3.10 (5)(b) of Bylaw No. 2040 from 20 m to 15.7 m. The proposed panhandle extends approximately 135 m from the property's boundary at Aythree Road at a width of 15.7 m. Proposed Lot 2 is 11.6 ha and is capable of further subdivision under the current zone.

A 20 m wide panhandle is the standard requirement for designing vehicle access to any additional lots created by subdivision. Under this proposal, the 15.7 m panhandle would serve as access for Lot 2 from Aythree Road. While the minimum lot size specified by the zone would facilitate subdivision to create up to one additional lot, the owner's intended use of the property as an equestrian facility would make use of the entire parcel.

Through the public notification process, any residences that may be affected by the proposed frontage reduction will have an opportunity to come forward with their concerns. Staff recommend Alternative 1, subject to public notification and consideration of comments from neighbouring residents.

CONCLUSION

The applicant has submitted a seven-lot subdivision application and has requested a reduction of the minimum frontage requirement from 10% of the lot perimeter for several proposed parcels. A variance has also been requested to reduce the minimum width of the panhandle strip for proposed Lot 2 from 20 m to 15.7 m. Staff recommend approval of development variance permit VA000155 (Appendix C), subject to public notification.

RECOMMENDATION

The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit VA000155 for Section 42, Otter District Except That Part Lying 50 feet on Each Side of the Centre Line of the Right of Way Shown on Plan121 RW and Except That Part in Plan EPP63580 to vary:

a) Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4) by reducing the required frontage for:

   i. Lot 2 from 231 m (10%) to 15.7 m (0.68%);
   ii. Lot 3 from 112 m (10%) to 46 m (4.13%);
   iii. Lot 4 from 116 m (10%) to 100 m (8.61%);
   iv. Lot 5 from 134 m (10%) to 51.7 m (3.85%);
   v. Lot 6 from 116 m (10%) to 38.3 m (3.3%);
   vi. Lot 7 from 124 m (10%) to 49.4 m (3.99%); and

b) Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(5)(b) by reducing the minimum width of a panhandle access strip from 20 m to 15.7 m;

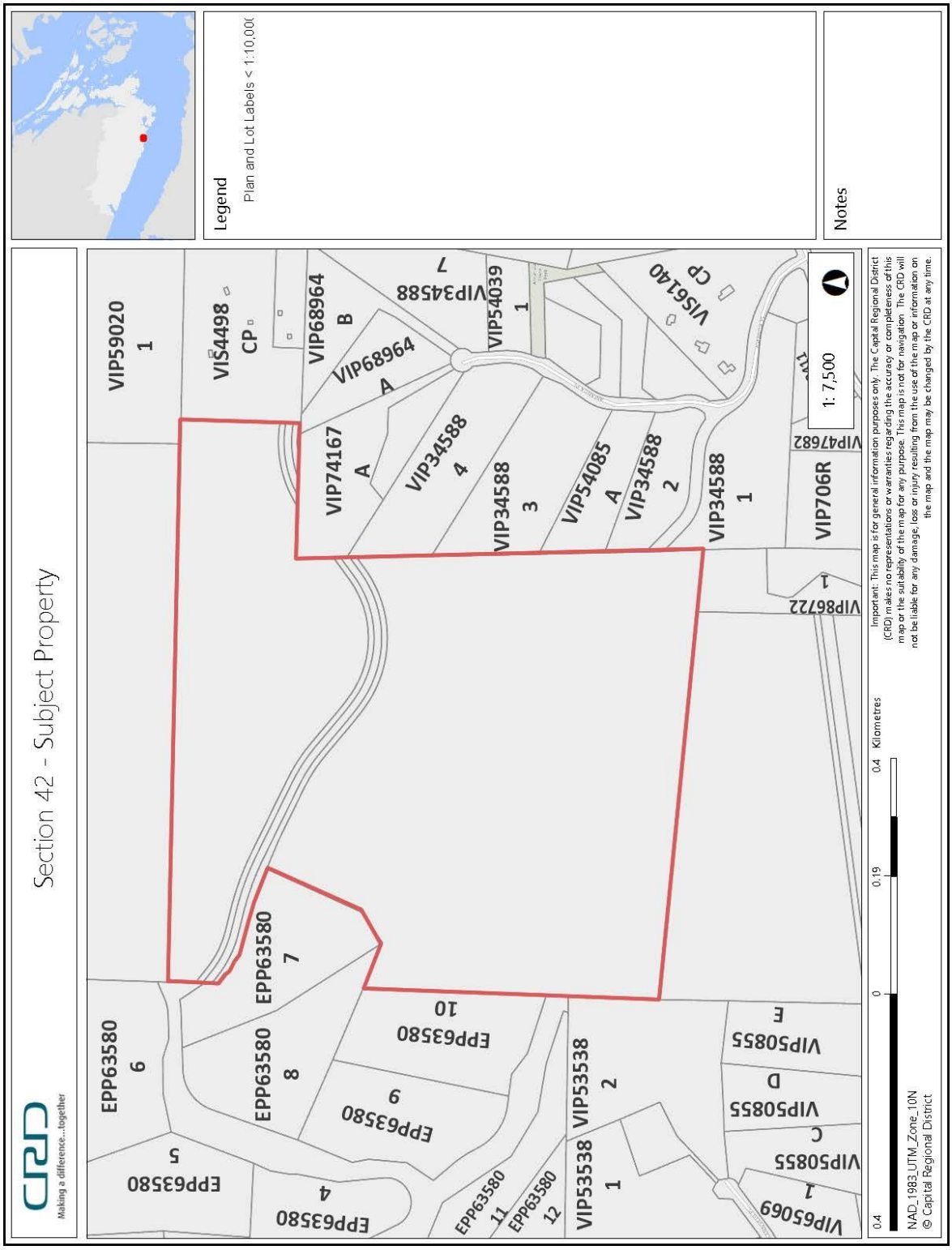
for the purpose of creating a seven-lot subdivision, be approved.

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

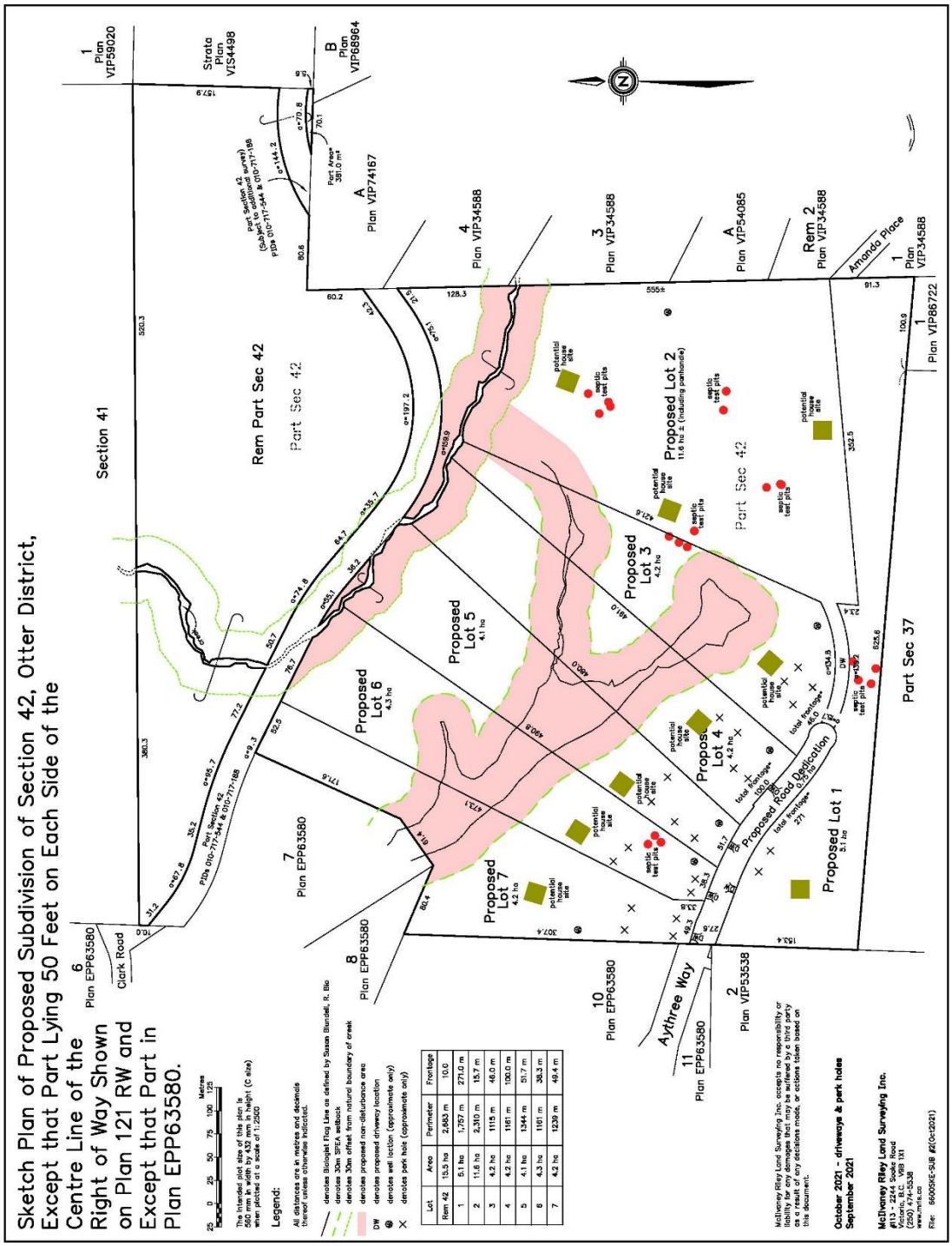
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Sketch Plan of Proposed Subdivision
Appendix C: Permit VA000155

Appendix A: Subject Property Map



Appendix B: Sketch Plan of Proposed Subdivision



Appendix C: Permit VA000155

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT NO. VA000155

1. This Development Variance Permit is issued under the authority of Section 498 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically authorized by this Permit.

2. This Development Variance Permit 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: 009-497-790;
   Legal Description: Section 42, Otter District except that part lying 50 feet on each side of the Centre Line of the Right of Way shown on Plan121 RW and except that part in Plan EPP63580

3. The Capital Regional District's Bylaw No. 2040 is varied under Section 498 of the Local Government Act as follows:

   a. That Part I, Section 3.10(4) be varied by reducing the frontage requirement for the following:
      i. Proposed Lot 2 from 231 m (10%) to 15.7 m (0.68%);
      ii. Proposed Lot 3 from 112 m (10%) to 46 m (4.13%);
      iii. Proposed Lot 4 from 116 m (10%) to 100 m (8.61%);
      iv. Proposed Lot 5 from 134 m (10%) to 51.7 m (3.85%);
      v. Proposed Lot 6 from 116 m (10%) to 38.3 m (3.3%);
      vi. Proposed Lot 7 from 124 m (10%) to 49.4 m (3.99%); and

   b. That Part I, Section 3.10(5)(b) be varied by reducing the minimum width of a panhandle access strip from 20 m to 15.7 m,

   for the purpose of creating a seven-lot subdivision, as shown on the Proposed Sketch Plan of Subdivision, prepared by McIlvaney Riley Land Surveying Inc, dated October, 2021, attached.

4. 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 (**VA000155**) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

5. 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.

6. 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.

7. The following plans and specifications are attached:
   Attachment 1: Sketch Plan of Proposed Subdivision, dated October, 2021.

8. This Permit is NOT a Building Permit.

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

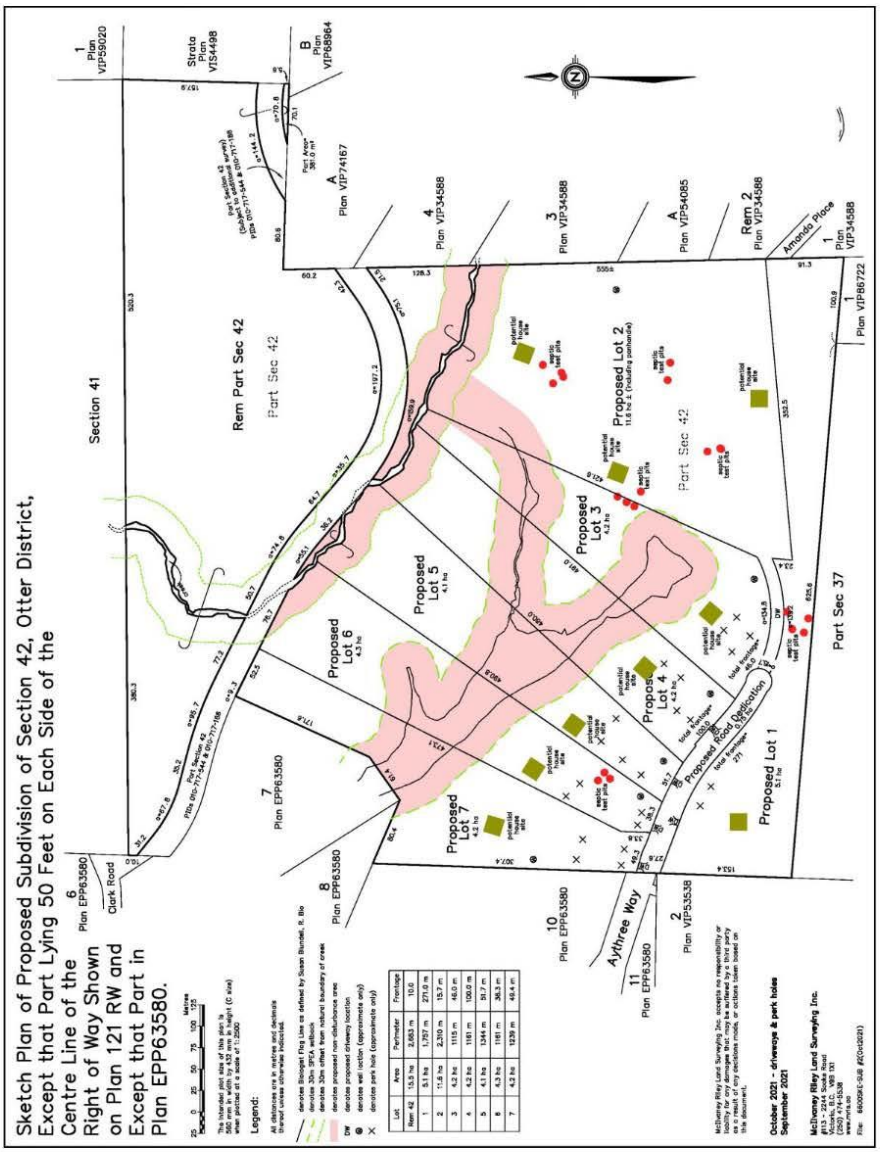
ISSUED this _____ day of _____, 2022

_____
Corporate Officer
Kristen Morley

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VA000155

Attachment 1: Sketch Plan of Proposed Subdivision



2

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 21, 2022

SUBJECT **Temporary Use Permit Renewal for Lot 4, Section 47, Otter District, Plan 23769 – 7822 Tugwell Road**

ISSUE SUMMARY

A request has been made for a three year renewal of temporary use permit TP000010 to authorize a federally licensed micro-cannabis cultivation facility in the Rural Residential 2 (RR-2) zone.

BACKGROUND

The subject property is currently zoned Rural Residential 2 (RR-2) in the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, and is adjacent to other RR-2 zoned properties to the east and west, Tugwell Road to the south, and a Rural A zoned property and DeMamiel Creek to the north (Appendix A). The parcel is designated as Settlement Area One (SA1) and is partly designated as a Steep Slopes and a Riparian Development Permit Area (DPA) in the Official Community Plan (OCP) for Otter Point, Bylaw No. 3819.

The property is approximately 0.8 ha and is serviced by on-site septic and a groundwater well. There is an existing single-family dwelling on the property that was constructed in 1978.

The CRD Board passed a resolution approving the issuance of TP000010 subject to conditions on May 8, 2019. The permit was subsequently issued on July 24, 2019, for a period of three years and will expire on July 24, 2022.

The temporary use permit authorized the operation of a micro-cannabis cultivation facility, including propagation, harvesting, testing and authorized sales via shipping. Since the date at which the permit was issued, the applicant has been working to meet Health Canada's requirements for a licensed facility and no activities authorized by the permit have been undertaken. The application for renewal requests a three year extension to the permit.

The *Local Government Act (LGA)* allows that the holder of a temporary use permit may apply to have the permit renewed, but that the permit may only be renewed once. Planning staff recommend that temporary use permit TP000010 be renewed for a period of three years.

ALTERNATIVES

Alternative 1:
The Land Use Committee recommends to the Capital Regional District Board that a three year renewal for Temporary Use Permit TP000010 to authorize a federally licensed micro-cannabis cultivation facility be approved.

Alternative 2:
That the temporary use permit renewal be denied.

LEGISLATIVE AND PUBLIC CONSULTATION MPLICATIONS

Section 492 of the *LGA* enables a local government to issue temporary use permits within areas designated by the Official Community Plan (OCP). Temporary use permits may be issued throughout the Otter Point OCP area as outlined in Bylaw No. 3819 and in accordance with Sections 493 to 497 of the *LGA*.

Section 497(2) of the *LGA* states that a temporary use permit holder may apply to have the permit renewed, but that the permit may only be renewed once.

The *LGA* does not require that notice be given of the CRD's intent to pass a resolution regarding the renewal of a temporary use permit, and CRD Bylaw No. 3885 has no requirement for public notification or consultation of a temporary use permit renewal. However, notice of the June 21, 2022, Land Use Committee agenda will be published in the Sooke News Mirror and on the CRD website.

LAND USE IMPLICATIONS

The subject property is designated Settlement Area One (SA1) under the Otter Point OCP, Bylaw No. 3819. The designation supports temporary industrial uses with a valid temporary use permit on non-industrial zoned lands. The designation also supports home based business uses that are compatible with the community's character, including having minimal traffic, parking, noise or nuisance impacts.

In comparison with the federally licensed industrial cultivation facilities, such as those located in the Sooke Business Park, the scale of a micro-cultivation facility may be more in keeping with a home based business. Micro-cultivation licences issued by Health Canada permit a maximum cultivation area of 200 m^2, which is less than the 250 m^2 maximum allowable floor area of accessory buildings on parcels greater than 0.5 ha.

Micro-cultivation licences allow for cannabis possession, cultivation, propagation, harvesting, testing and authorized sales via shipping. Health Canada's regulations include requirements for professional production practices including pest control, air filtration, sanitation, quality assurance, product disposal, packaging and labelling. Licence holders undergo security clearance reviews and are required to maintain records of individuals on site. Physical security measures are also required for micro-cultivation facilities that prevent unauthorized access and create a physical barrier around the site. The applicant proposes that these measures can be implemented while maintaining the rural residential character of the property.

Since this is the first licenced micro-cultivation operation to be proposed on rural residential land in the Juan de Fuca, the full range of impacts are not yet known. At the time the Land Use Committee considered a recommendation for issuance of TP000010, staff advised that the use could be evaluated during the term of the temporary use permit and that should conditions of the permit not be met, the permit could be revoked. In addition, the use could be reviewed prior to renewal for a second three-year term.

The applicant has now requested that TP000010 be renewed, but has confirmed that Health Canada has not yet issued a licence as the building in which the use is to occur has not been completed. The applicant has also advised that the application to Health Canada has been amended to reduce the scale such that an existing shipping container, rather than a new accessory building, will be used and that a licence for a nursery area will be submitted to Health Canada after the initial licence has received approval.

The adjacent properties are zoned for rural, rural residential and agricultural uses. The proposed facility is not anticipated to alter the rural character of the area as the use is directed towards the rear of the parcel and the subject property is fenced and screened by vegetation. Conditions of the permit include the maintenance of the vegetative buffer and screening of the property. The proposed setbacks from the property lines for the facility are similar to what is required for agricultural buildings. Nuisance odour, light and noise will be restricted in a similar fashion to home based business regulations. Traffic and visitation to the property is also to be kept to a minimum and no retail sales are permitted from the facility.

Staff have prepared Temporary Use Permit TP000010 – RENEWAL (Appendix B) to continue to authorize cannabis cultivation in accordance with the *Cannabis Act* on the subject property. The permit includes conditions to screen the use from the road and adjacent properties, limit traffic flow, establish 15 m setbacks from parcel boundaries, protect DeMamiel Creek, and restrict

nuisances. Any buildings or structures required for the use will need to either be removed or converted to accommodate a permit use upon expiration of the permit.

Staff recommend that temporary use permit TP000010 be renewed, subject to public notification. The temporary use permit can only be renewed once; therefore, the property would be required to be rezoned in order to permit the use in perpetuity.

CONCLUSION

A temporary use permit to authorize a federally licensed micro-cannabis cultivation facility in the Rural Residential 2 (RR-2) zone was issued on July 24, 2019. The owner has submitted an application to renew the permit for a second three-year term. At this time, no activities associated with the proposed use have occurred on the property as a licence from Health Canada has not been issued; however, the applicant continues to work towards meeting Health Canada's requirements. Staff recommend that the permit be renewed for a period of three years.

RECOMMENDATION

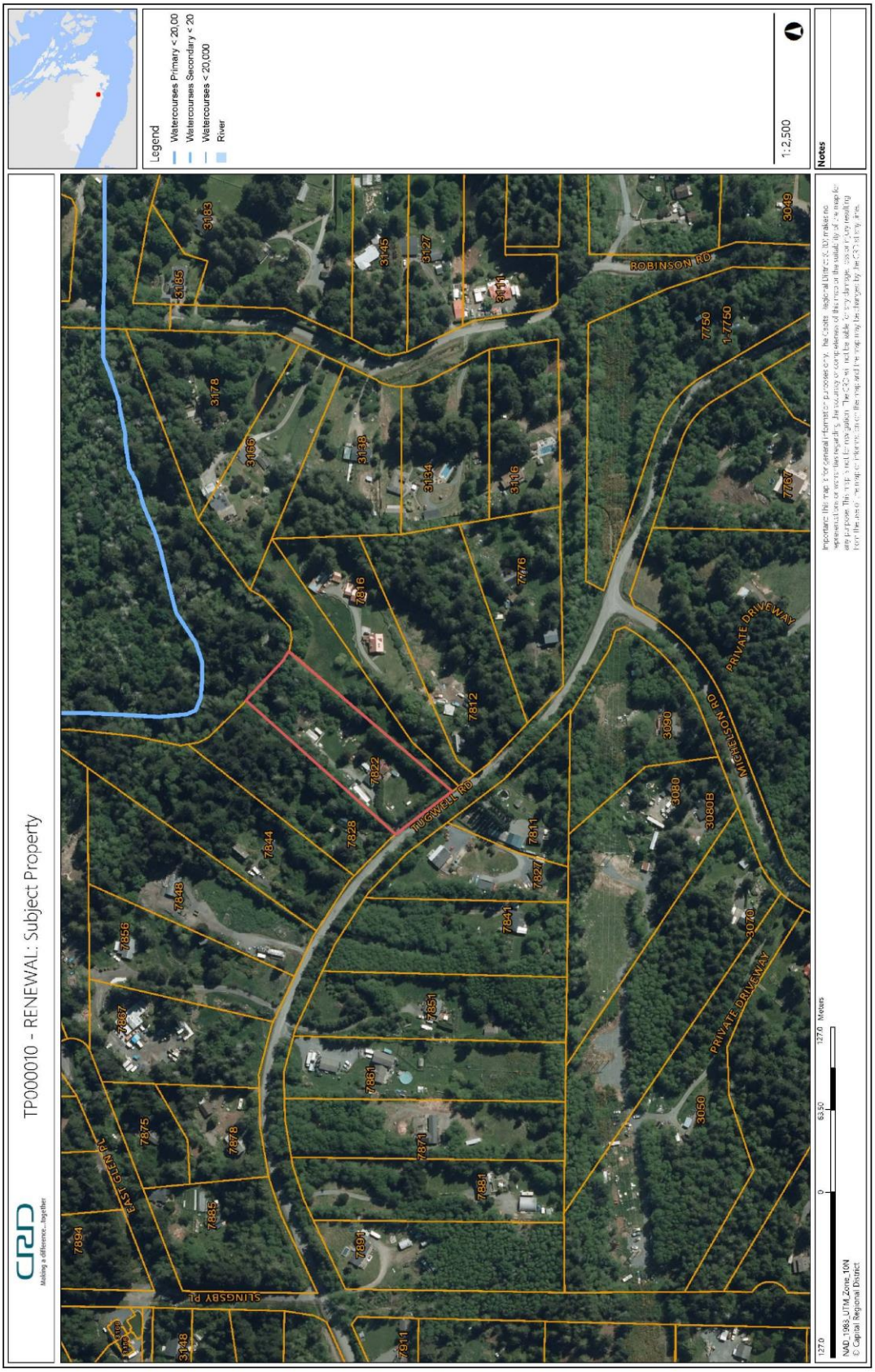
The Land Use Committee recommends to the Capital Regional District Board that a three year renewal for Temporary Use Permit TP000010 to authorize a federally licensed micro-cannabis cultivation facility be approved.

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: Temporary Use Permit TP000010 – Renewal

Appendix A: Subject Property Map



Appendix B: TP000010 – Renewal

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CAPITAL REGIONAL DISTRICT

TEMPORARY USE PERMIT NO. TP000010 – RENEWAL

1. This Permit is issued under the authority of Section 493 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically authorized by this Permit.

2. This Permit applies to and only to those lands within the Regional District described below (legal description), and to any and all buildings, structures, and other development thereon:

   PID: **001-679-503;**
   Legal Description: **Lot 4, Section 47, Otter District, Plan VIP23769 (the "Land")**

3. This Permit authorizes the operation of a micro-cannabis cultivation facility, including propagation, harvesting, testing and authorized sales via shipping (the "temporary use"), on the Land, 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 temporary use referred to in section 3 may be carried out are as follows:
   a) The temporary use shall occur at least 15 m from the property boundaries;
   b) The temporary use shall be screened from view the public road and adjacent properties through installation of a fence or natural coniferous landscaping at least 1.5 m in height;
   c) The temporary use shall be conducted fully within an accessory building and occupy a floor area no greater than 200 m^2;
   d) Composting of plant material shall be conducted in an enclosed bin and not result in nuisances;
   e) No runoff or discharge shall be permitted that would impact DeMamiel Creek riparian area or groundwater quality;
   f) Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire or explosion hazard, electrical or navigation interference;
   g) Exterior lighting shall be ground-oriented;
   h) Persons employed on the premises are limited to owners and residents of the property plus up to two non-resident employees;
   i) Up to five additional temporary workers may be employed for a period of up to 7 days during a 60 day period;
   j) There shall be no increase in vehicular traffic flow and parking by more than two additional vehicles at a time;
   k) The use of commercial vehicles for the delivery of materials to and from the premises shall be limited to a maximum of two vehicles per day.
   l) That a covenant be registered prior to issuance of the permit pursuant to Section 219 of the *Land Title Act* to permit the temporary use for the period of the permit. The covenant shall also include an agreement by the owner to indemnify and save harmless the CRD against all costs and expenses incurred by the CRD, in default by the owner, in the conversion, demolition or removal of the temporary use, and/or legal costs incurred in pursuing such legal remedies as the CRD sees fit.

5. 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 (TP000010) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

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TP000010 – RENEWAL

6. 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.

7. The following plans and specifications are attached:
   Appendix 1: Site and Building Plan

8. In default of compliance with any of the provisions of this Permit, the Permit shall lapse.

9. The owner agrees to indemnify and save harmless the CRD against all costs and expenses incurred by the CRD, in default by the owner, in the conversion, demolition or removal of the temporary use, and/or legal costs incurred in pursuing such legal remedies as the CRD sees fit.

10. This Permit is NOT a Building Permit.

11. This Permit shall expire 3 years after the date of issuance of the permit.

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

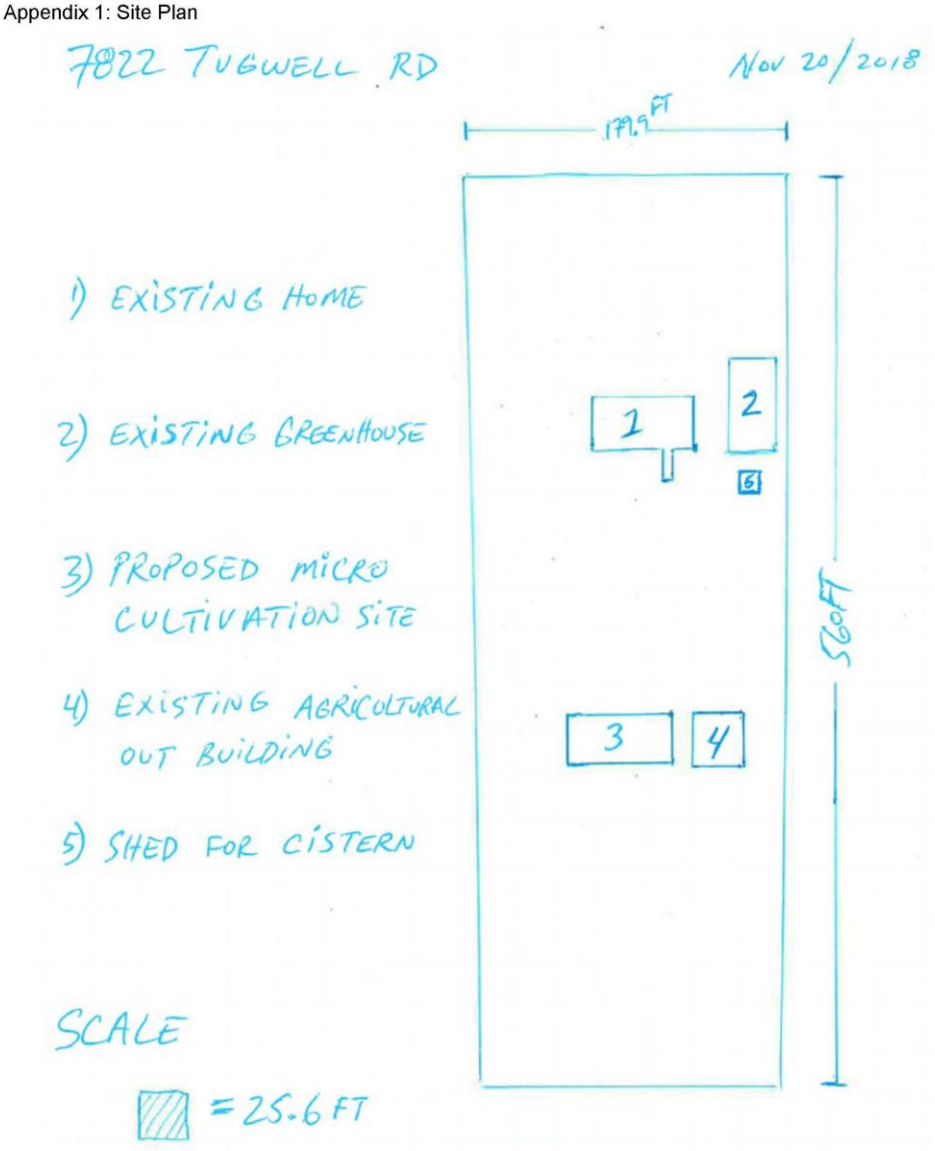
ISSUED this ____ day of _____, 2022

_____
Corporate Officer

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TP000010 – RENEWAL

Appendix 1: Site Plan



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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 21, 2022

SUBJECT **Temporary Use Permit for Lot 4, Section 47, Otter District, Plan VIP52344 – 7861 Tugwell Road**

ISSUE SUMMARY

An application has been made for a new temporary use permit to allow for the continued operation of a microbrewery with new outdoor patio and expanded food service on land zoned Rural Residential 2 (RR-2).

BACKGROUND

The 1.0 ha property is located at 7861 Tugwell Road in Otter Point (Appendix A) and is zoned Rural Residential 2 (RR-2) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040. The property fronts onto Tugwell Road to the north, and is adjacent to other RR-2 zoned properties to the east, west and south.

The owner applied for a temporary use permit (TP000009) in 2018 to expand a microbrewery operation beyond what would be permitted under the Home Based Business Category 3 (Home Industry) regulations. Changes requested at that time included moving the sales area to an unused portion of the building and expanding the brewing operation to include the area used for sales. Two outdoor covered storage areas for refrigeration equipment, an air compressor, forklift, empty kegs and other brewery equipment were also proposed (Appendices B and C). The microbrewery has been issued a manufacturer's brewing licence with on-site store endorsement and picnic area endorsement from the Liquor and Cannabis Regulation Branch (LCRB). The picnic area endorsement allows the operator to host up to 30 persons on the property for the purpose of consuming products outdoors.

On April 10, 2019, the CRD Board passed a resolution approving the issuance of TP000009 subject to conditions. The permit was issued on August 30, 2019, following registration of a restrictive covenant and indemnity, and will expire on August 30, 2022, three years after the date of issuance of the Permit.

The initial operation occupied an indoor floor area of 59.4 m^2 within an accessory building. A building permit (BP005329) to increase the indoor floor area to 96.7 m^2 was completed in December 2019, and a building permit (BP008015) to construct an 82 m^2 covered, outdoor storage area is in progress. The combined area devoted to the brewery use does not exceed the conditions set by TP000009.

The owner has now applied for a new temporary use permit to allow for the continued operation of the brewery and to add a new outdoor patio and expanded food service. Concurrent applications have been submitted to the provincial LCRB and to the CRD for the proposed changes to the licence and permit. The owner has also provided a letter of intent (Appendix D).

At its meeting of April 19, 2022, the Juan de Fuca Land Use Committee directed staff to proceed with referral of the application to the Otter Point Advisory Planning Commission (APC) and to agencies for comment. Referral comments are included in Appendix E.

Staff have prepared temporary use permit TP000011 for consideration (Appendix F).

ALTERNATIVES

Alternative 1:
The Juan de Fuca Land Use Committee recommends to the CRD Board:

1. That the referral of Temporary Use Permit TP000011, directed by the Juan de Fuca Land Use Committee on April 19, 2022, to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, Island Health, Ministry of Transportation and Infrastructure, RCMP and T'Sou-ke First Nation, be approved and comments be received; and
2. That Temporary Use Permit TP000011, to allow for the continued operation of a microbrewery with new outdoor patio and expanded food service, on Lot 4, Section 47, Otter District, Plan VIP52344, be approved.

Alternative 2:
That the agency referral comments and public submissions be received, and that Temporary Use Permit TP000011 be denied.

IMPLICATIONS

Legislative
Section 492 of the *Local Government Act (LGA)* enables a local government to designate areas where temporary uses may be allowed and to specify general conditions regarding the issuance of temporary use permits in those areas. Temporary use permits may be issued throughout the Otter Point Official Community Plan (OCP) area as outlined in Bylaw No. 3819, and in accordance with Sections 493 of the *LGA*.

Public Consultation
If a local government proposes to pass a resolution to issue a temporary use permit, it must give notice in accordance with Section 494 of the *LGA*. Sections 494(3) and 494(4) require notice to be published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit, and to be given to each resident/tenant within a given distance as specified by bylaw.

CRD Bylaw No. 3885, Development Procedures Bylaw, states that a notice of intent must be mailed to the owners and occupants of land adjacent to the site under consideration within a distance of not more than 500 m.

A public notice of intent to issue temporary use permit TP000011 will be published in the Sooke News Mirror prior to the CRD Board meeting at which the resolution to issue the permit will be considered.

Referral Comments
Referrals were sent on April 20, 2022, to 6 agencies, the Otter Point APC and to appropriate CRD departments. Comments are noted below and included in Appendix E.

CRD Bylaw Enforcement stated that they have no comments to add.

Ministry of Transportation and Infrastructure stated no objections to the proposed temporary use permit.

The Fire Chief for the Otter Point Volunteer Fire Department responded on behalf of CRD Protective Services advising that the Fire Department has no concerns with the issuance of the permit as long as Tugwell Road does not become blocked by parked vehicles.

The Otter Point APC considered the application on May 10, 2022, and three members of the public were present at the meeting. The applicants responded to concern raised in a submission to the APC regarding adequate parking by advising that the site does not normally reach the 30 person maximum, that parking is not an issue during the week and that parking could be improved with the installation of additional/directional signage. The applicants responded to the APC regarding expansion of the existing use advising that the establishment is a family business and that there are no affordable alternative sites at this time. The Otter Point APC made the following motion:

> MOVED by Bud Gibbons, SECONDED by Al Wickheim that the Otter Point Advisory Planning Commission (APC) recommends to the Juan de Fuca Land Use Committee (LUC) that it supports the application and that it recommends that the applicant manage parking by designating parking areas through improved signage and that the APC state to the LUC its concern regarding the use of temporary use permits for ongoing uses.

T'Sou-ke First Nation stated no concerns with the addition and food truck.

Land Use
The subject property is designated as Settlement Area 1 under the Otter Point OCP, Bylaw No. 3819. In accordance with Section 4.1(b), the Settlement Area 1 designation supports industrial uses on lands zoned industrial, as well as temporary industrial uses with a valid temporary use permit on non-industrial zoned lands. The designation also supports home based business uses that are compatible with the community's character, including having minimal traffic, parking, noise or nuisance impacts.

The Otter Point OCP directs that the following should be considered during the evaluation of a temporary use permit application:

- The use must be clearly temporary or seasonal in nature.
- The use should be compatible with adjacent uses.
- The potential impact of the proposed use on the natural environment.
- The intensity of the proposed use.
- The opportunity to conduct the proposed use on other land in the Plan area.
- Remedial measures to mitigate any impact to the natural environment.

The existing microbrewery operation was established in 2017 under the Home Based Business Category 3 (Home Industry) regulations. Based on the size of the dwelling, the area devoted to the brewery was restricted to 60 m^2 (640 sq. ft.) in an accessory building. Temporary use permit TP000009 was issued in 2019 to allow the brewery to expand to occupy the entire 96.7 m^2 (1,040 sq. ft.) accessory building and an 82 m^2 (884 sq. ft.) outdoor covered storage area. The permit allowed up to 30 members of the public and a total of up to 10 vehicles to be present at the facility at one time.

The owner obtained a *manufacturer's licence* for brewing from the LCRB in 2017. A *picnic endorsement* was also granted at that time under a process that did not require public consultation or a local government resolution. Liquor consumption in the picnic area is restricted to that which is served or sold from the on-site store, and to that registered under the *manufacturer's licence*. In accordance with TP000009, the *picnic endorsement* allowed the operator to host up to 30 members of the public.

In November 2020, the LCRB granted a *Temporary Expanded Service Area* (*TESA*) to support compliance with the Provincial Health Officer's orders and guidelines regarding physical distancing due to COVID-19. Authorized TESAs throughout British Columbia were set to expire on June 1, 2022. The LCRB, through Policy Directive No: 22-05, extended existing TESA authorizations up to March 31, 2023. To ensure continued operation of the expanded service area, the owner has applied to the LCRB for a *lounge endorsement* and outdoor patio. The owner submitted a concurrent CRD liquor licence referral application (LP000031) to seek public comment and obtain a local government resolution to meet the requirements of the provincial approval process, and has provided a letter of intent to describe the proposal (Appendix D). The *lounge endorsement* would permit the sale and service of liquor for onsite consumption, as well as entertainment. The lounge may be located indoors or on a patio or both, and food must be available to patrons in the lounge. At its meeting on April 19, 2022, the LUC passed a resolution of support for the *lounge endorsement* subject to issuance of the temporary use permit.

As outlined in the letter of intent, the owner wishes to operate a food trailer as part of the lounge service, in addition to selling snacks and non-alcoholic beverages through the existing on-site store. The food trailer will require a permit from Island Health to operate a food service establishment in accordance with the provincial *Food Premises Regulation.* The letter of intent notes that there is no plan to provide amplified music as part of the lounge service.

APC discussion focussed on the opportunity to improve on-site parking and concern that the temporary use could be extended beyond the intentions of the temporary use permit legislation through slight adjustments to the use. In response to comments received at the APC meeting, the owner has submitted a revised site plan indicating designated parking spaces (Appendix B). Staff recommend that the number of parking spaces specified in the permit be increased from a maximum of ten, which was specified in TP000009, to a minimum of thirteen. The maximum number of per persons that may be permitted on site at any one time remains thirty.

To limit nuisances caused by the temporary use, TP0000011 includes a condition that restricts nuisances or annoyances caused by noise, odour or unsightliness and that hours of operation be limited to 11:00 am - 7:00 pm. Should further expansion of the business be required in the future, the applicant would need to either request an amendment to this permit or find appropriately zoned industrial land.

Given the proposed scale of the use, the lack of complaints from the neighbouring property owners outside the referral process during daily operations, as well as the apparent community support expressed through the APC, staff recommend that temporary use permit TP000011 be approved, subject to public notification.

CONCLUSION

An application has been submitted for a new temporary use permit to allow for the operation of a brewery with outdoor patio and expanded food service. The application for a temporary use permit for the brewery with outdoor patio and food service is in keeping with the Otter Point OCP policies.

Staff recommend that the referral of the application to the Otter Point APC, agencies and T'Sou-ke First Nation be approved; that the public submissions and referral comments be received; and that Temporary Use Permit TP000011 be approved subject to public notification.

RECOMMENDATIONS

The Juan de Fuca Land Use Committee recommends to the CRD Board:

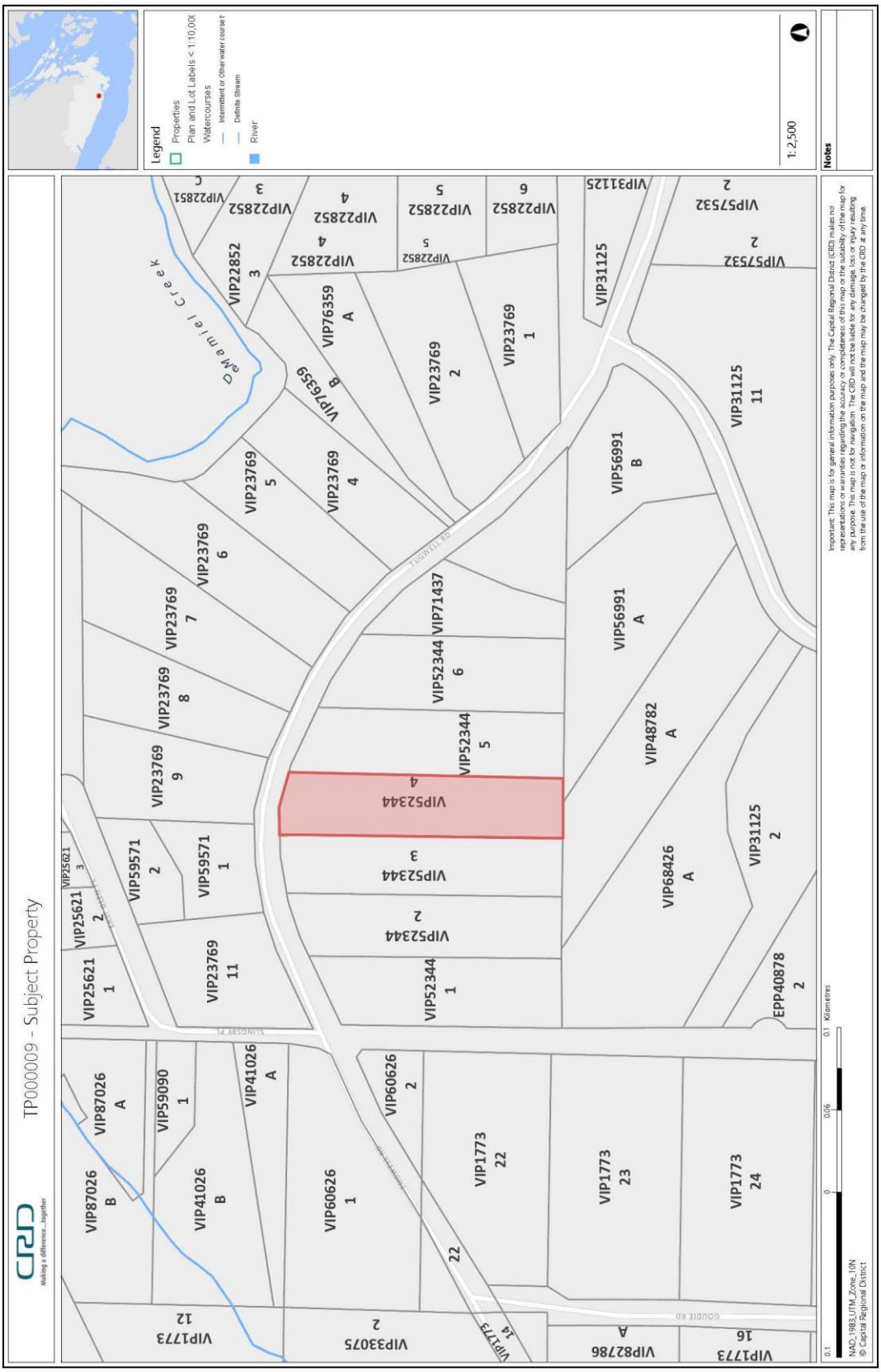
1. That the referral of Temporary Use Permit TP000011, directed by the Juan de Fuca Land Use Committee on April 19, 2022, to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, Island Health, Ministry of Transportation and Infrastructure, RCMP and T'Sou-ke First Nation, be approved and comments be received; and
2. That Temporary Use Permit TP000011, to allow for the continued operation of a microbrewery with new outdoor patio and expanded food service, on Lot 4, Section 47, Otter District, Plan VIP52344, 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

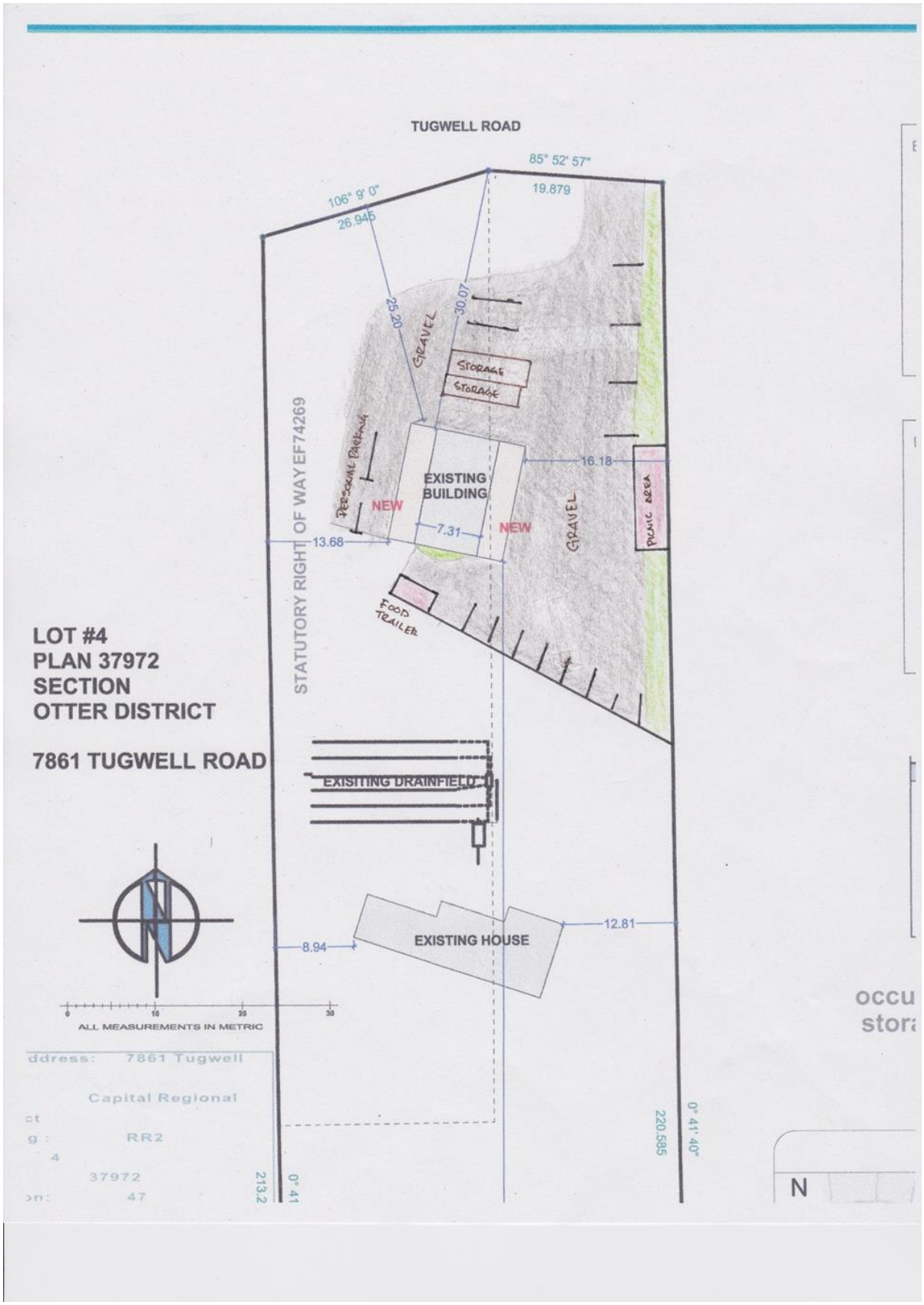
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Revised Site Plan
Appendix C: Building Drawings
Appendix D: Letter of Intent
Appendix E: Referral Comments
Appendix F: Temporary Use Permit TP000011

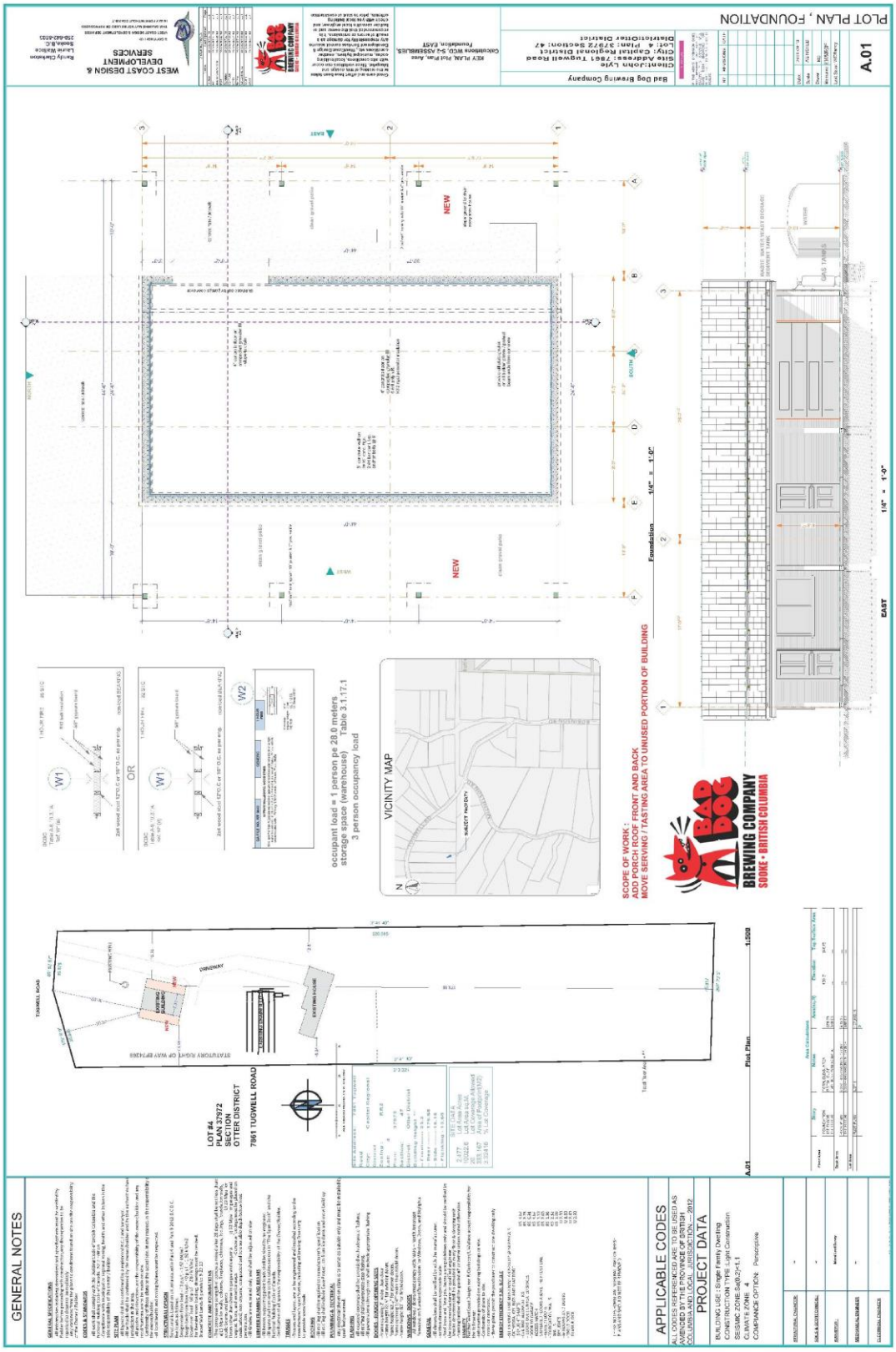
Appendix A: Subject Property Map

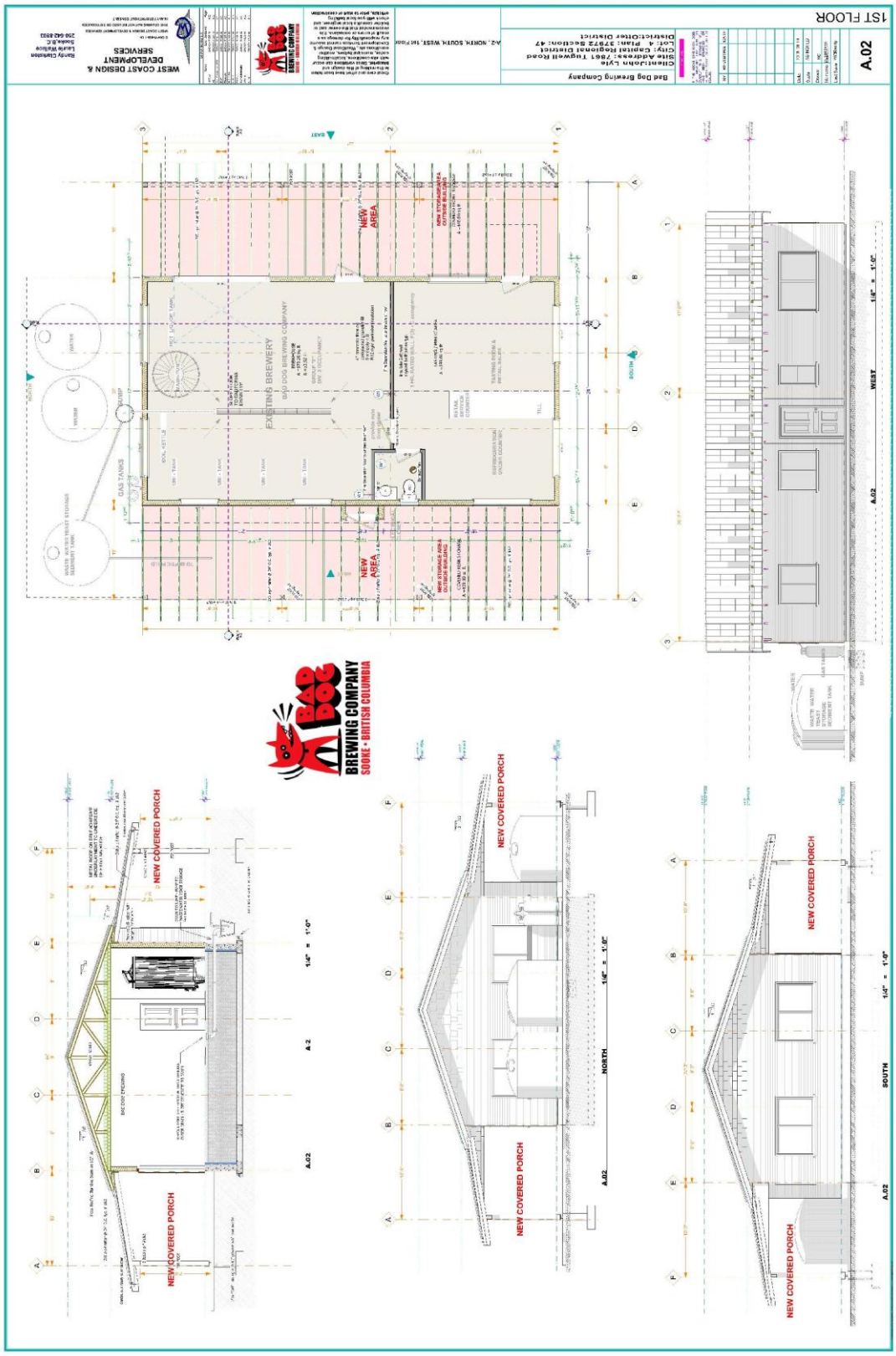


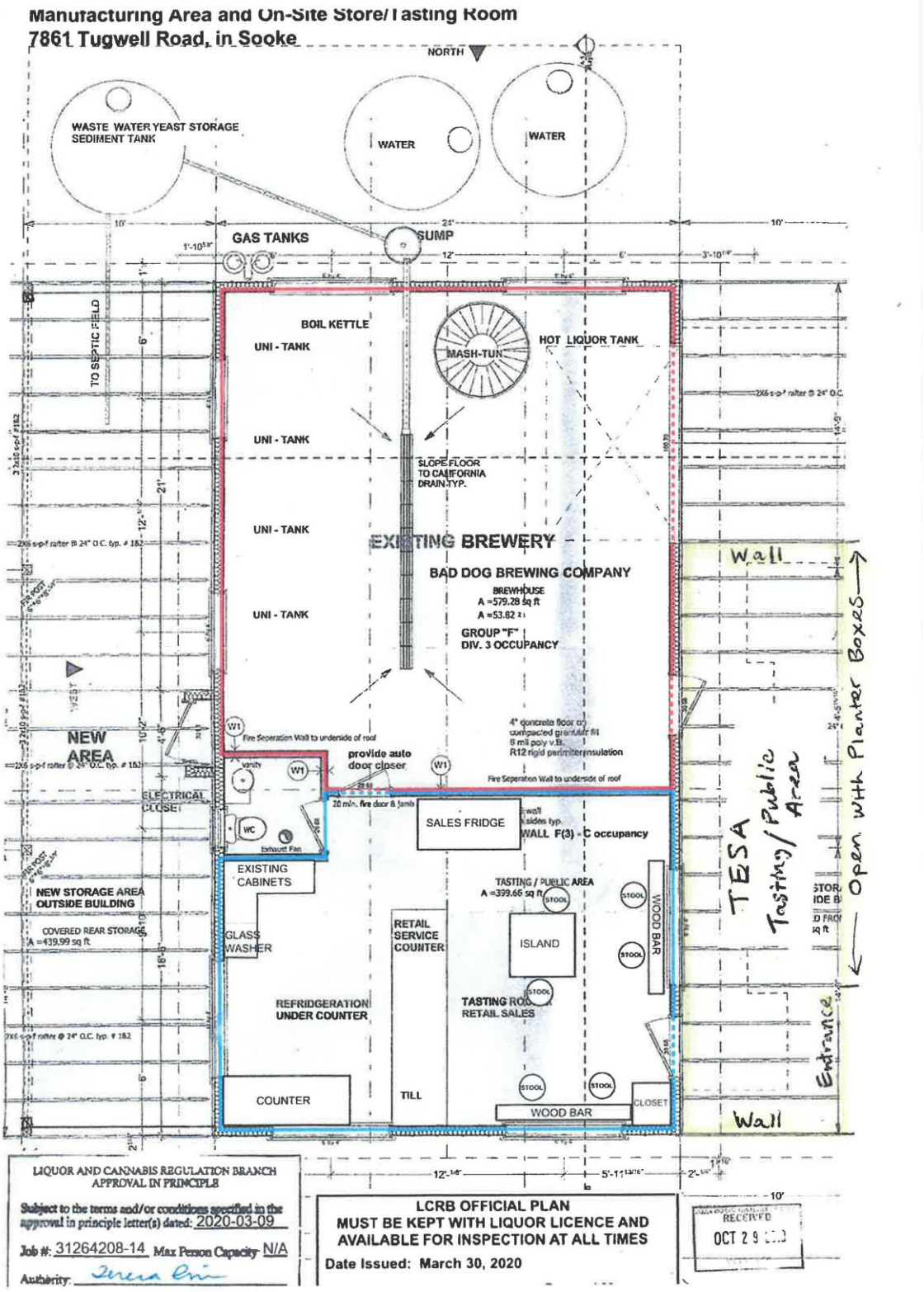
Appendix B: Revised Site Plan



Appendix C: Building Drawings




1ST FLOOR
A.02
Bad Dog Brewing Company
Site Address: 2861 Trewell Road
City: Capital Regional District
Lot: 4 Plan: 37972 Section: 47
District: Otter District
WEST COAST DESIGN & DEVELOPMENT SERVICES
EXISTING BREWERY
NEW AREA
NEW COVERED PORCH
BAD DOG BREWING COMPANY
SUOKE • BRITISH COLUMBIA


Manufacturing Area and On-Site Store/Tasting Room
7861 Tugwell Road, in Sooke
NORTH
WASTE WATER YEAST STORAGE SEDIMENT TANK
WATER
WATER
GAS TANKS
SUMP
TO SEPTIC FIELD
BOIL KETTLE
UNI - TANK
MASH-TUN
HOT LIQUOR TANK
UNI - TANK
SLOPE FLOOR TO CALIFORNIA DRAIN TYP.
UNI - TANK
EXISTING BREWERY
BAD DOG BREWING COMPANY
BREWHOUSE
A =579.28 sq ft
A =53.82 s
UNI - TANK
GROUP "F"
DIV. 3 OCCUPANCY
Wall
NEW AREA
Fire Seperation Wall to underside of roof
provide auto door closer
4" concrete floor on compacted granular fill
6 mil poly v.b.
R12 rigid perim. insulation
Fire Seperation Wall to underside of roof
ELECTRICAL CLOSET
vanity
WC
Exhaust Fan
20 min. fire door & jamb
SALES FRIDGE
wall sides typ.
WALL F(3) - C occupancy
EXISTING CABINETS
NEW STORAGE AREA OUTSIDE BUILDING
COVERED REAR STORAGE A =439.99 sq ft
TASTING / PUBLIC AREA
A =399.66 sq ft
STOOL
STOOL
WOOD BAR
GLASS WASHER
RETAIL SERVICE COUNTER
ISLAND
STOOL
REFRIDGERATION UNDER COUNTER
TASTING ROOM RETAIL SALES
COUNTER
TILL
STOOL
STOOL
CLOSET
WOOD BAR
Wall
TESA Tasting / Public Area
Open with Planter Boxes
Entrance
LIQUOR AND CANNABIS REGULATION BRANCH
APPROVAL IN PRINCIPLE
Subject to the terms and/or conditions specified in the approval in principle letter(s) dated: 2020-03-09
Job #: 31264208-14 Max Person Capacity N/A
Authority:
LCRB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND AVAILABLE FOR INSPECTION AT ALL TIMES
Date Issued: March 30, 2020
RECEIVED
OCT 29

Appendix D: Letter of Intent

Bad Dog Brewing Company Inc.
Liquor License # 307626
7861 Tugwell Rd
Sooke, BC V9Z 0J7
PH. 250-642-3621

February 4, 2022

Re: Letter of Intent for proposed Lounge Area with Patio Service

To whom it may concern,

In addition to the packaged snacks and non-alcoholic beverages that we currently have available for our patrons, Bad Dog Brewing Company is purchasing a food trailer to offer hot meals during our hours of operation. We have recently paid a deposit for the food trailer, which is being built to suit by Food Truck Canada.

Because we are located in a rural residential area, there are no plans to add amplified music of any kind, to ensure nearby residents are not disturbed by our establishment. We have had no complaints to date from our local government.

In order to have continued use of our Temporary Expanded Service Area after June 1, 2022, we are required to apply for a Lounge Endorsement and Patio Service area. We have gone to the expense of adding outdoor heaters to the area and hope that we can continue to use it in the future.

Sincerely,

John Lyle
Owner/Brewer
Bad Dog Brewing Company Inc.

Appendix E: Referral Comments

From: Mark Groulx
To: Wendy Miller
Cc: Shawn Carby; Coral L. Henderson
Subject: RE: Temporary Use Permit Application TP000011 - Referral (7861 Tugwell Road)
Date: Wednesday, April 20, 2022 3:30:42 PM

Good day Wendy,

We don't have any comments to add!

Regards,

Mark Groulx | Chief Bylaw Officer
Bylaw and Animal Care Services | Capital Regional District
212-2780 Veterans Memorial Parkway, Victoria BC V9B 3S6
T: 250.474.3351 | F : 250.391.9727
mgroulx@crd.bc.ca

RESPONSE SUMMARY – TEMPORARY USE PERMIT APPLICATION TP000011

___ Interest Affected by Proposal for Reasons Outlined Below

_X_ Interest Unaffected by Proposal

Comments: The Ministry has no objections to the proposed TUP.

Jennifer Dyer	Senior Development Officer
Signed	Title
May 9, 2022	Ministry of Transportation and Infrastructure
Date	Agency

From: John McCrea
To: Wendy Miller
Cc: Jonathan Reimer; chief@otterpointfire.bc.ca; Chris Vrabel
Subject: Re: Temporary Use Permit Application TP000011 - Referral (7861 Tugwell Road)
Date: Thursday, April 21, 2022 9:09:12 AM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good Morning Wendy

I have reviewed the Report To The JDF Land Use Committee regarding the Temporary Use Permit for Lot 4, Otter District, Plan VIP52344-7861 Tugwell Road.

Thank you for the opportunity to comment on this report.

The Otter Point Fire Department has no concerns with the issuance of this permit as long as Tugwell Road does not become blocked by vehicles parking to access this facility.

Regards

John

John McCrea; Fire Chief
Otter Point Fire Department and Training Centre
3727 Otter Point Road
Sooke, BC. V9Z 0K1
P: 250 642-6211
C: 250 213-7745

From: Forestry and Environment
To: Wendy Miller
Cc: Lands Manager; Administrator; Guardian1; Guardian2
Subject: temporary use permit application crd referral 7861 tugwell road
Date: Wednesday, May 11, 2022 9:41:18 AM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good morning, Wendy

Larry underwood from Sooke nation me and our guardian took a drive up to 7861 Tugwell road and talked to the owner
She showed us around and we have no concerns with there addition and there food truck

6. Temporary Use Permit Application

a) TP000011 - Lot 4, Section 47, Otter District, Plan VIP52344 (7861 Tugwell Road)

Iain Lawrence spoke to the staff report for a new temporary use permit to allow for the continued operation of a microbrewery with new outdoor patio and expanded food service on land zoned Rural Residential 2 (RR-2).

Iain reported that the Juan de Fuca Land Use Committee (LUC) considered the application at its meeting of April 19, 2022, and directed referral of the proposal to agencies and to the APC. At that same meeting, the LUC considered a concurrent application for liquor lounge endorsement and outdoor patio (LP000031) for the expanded service and recommended support in-principle subject to issuance of Temporary Use Permit TP000011.

Iain Lawrence highlighted the subject property and site plan of the brewery, showing the licensed brewery and picnic area as permitted by current temporary use permit TP000009, as issued in 2018, and the proposed outdoor patio location.

Iain Lawrence reported that:
- the Liquor and Cannabis Regulation Branch (LCRB) granted a Temporary Expanded Service Area (TESA) to support compliance with the Provincial Health Officer's orders and guidelines regarding physical distancing due to COVID-19
- to continue operation of the expanded service area, the establishment has applied to the LCRB for a lounge endorsement and outdoor patio
- the lounge endorsement would also permit the patio
- food must be available to patrons in the lounge
- proposed Temporary Use Permit TP000011 has been prepared to maintain the conditions established by TP00009, including a maximum of 30 persons on site at any one time, as well as a maximum of 10 vehicles at any one time
- the proposed permit conditions are in keeping with the Home Industry regulations prescribed by the Juan de Fuca Land Use Bylaw, Bylaw No. 2040

Iain Lawrence directed attention to the supplementary agenda which includes one submission that states concern regarding adequate parking.

Iain Lawrence confirmed that the applicants were present.

Iain Lawrence responded to questions from the APC advising that:
- staff and the LUC supported a new temporary use permit application rather than renewal of the existing temporary use permit to support broader public consultation regarding the expanded service
- renewal would have extended the current temporary use permit for a further three years
- should a new temporary use permit be issued, that permit would be for three years with an option to renew for an additional three years
- the opportunity to apply to renew the permit does not guarantee that the permit will be renewed by the local government
- the LUC may support issuance of a temporary use permit as a way to gauge the community's support for the proposed use
- the applicants are not restricted from applying to rezone

The applicants responded to questions from the APC stating that:
- the site does not normally approach the 30 person maximum
- parking is not an issue during the week
- the establishment will direct patrons off the road-side
- an adjacent property has offered overflow parking, if required
- vehicle turnaround is available on site
- the brewery is a family business
- there are no affordable alternative sites at this time
- additional/directional signage for parking would assist in outlining parking areas

Iain Lawrence confirmed that a Licence of Occupation from the Ministry of Transportation and Infrastructure would be required for the purpose of establishing a parking area in the road right-of-way and that a new site plan will be requested from the applicants to show designated parking areas.

APC comments included:
- concern that the temporary use could be extended beyond the intentions of the temporary use permit legislation through slight adjustments to the use
- supports the applicants establishing designated parking areas and parking signage
- supports the applicants working with the Ministry of Transportation and Infrastructure, as required, to improve parking

MOVED by Bud Gibbons, **SECONDED** by Al Wickheim that the Otter Point Advisory Planning Commission (APC) recommends to the Juan de Fuca Land Use Committee (LUC) that it supports the application and that it recommends that the applicant manage parking by designating parking areas through improved signage and that the APC state to the LUC its concern regarding the use of temporary use permits for ongoing uses.

CARRIED

At this time, staff confirmed that the proposal has been referred to the Otter Point Volunteer Fire Department through CRD Protective Services.

7. Adjournment

The meeting adjourned at 7:50 pm.

_____
Chair

Appendix F: TP000011

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CAPITAL REGIONAL DISTRICT

TEMPORARY USE PERMIT NO. TP0000011

1. This Permit is issued under the authority of Section 493 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically authorized by this Permit.
2. This Permit applies to and only to those lands within the Regional District described below (legal description), and to any and all buildings, structures, and other development thereon:

   PID: **017-338-085;**
   Legal Description: **Lot 4, Section 47, Otter District, Plan VIP52344 (the "Land")**
3. This Permit authorizes the operation of a micro-brewery, including brewing, fermenting, packaging and canning, kegging, keg cleaning, tasting and sales, outdoor patio and food service establishment (the "temporary use") on the Land, 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 temporary use referred to in Section 3 may be carried out are as follows:
   a) The components of the temporary use shall occur within the areas identified on the Site and Building Plans attached to this Permit.
   b) Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire or explosion hazard, electrical or navigation interference.
   c) The temporary use shall not be open to members of the public, except during the hours of 11:00 am and 7:00 pm.
   d) Not more than thirty (30) members of the public may be present on the Land at any one time.
   e) A minimum of thirteen (13) parking spaces shall be provided on the Land.
   f) The use of commercial vehicles for the delivery of materials to and from the premises shall be limited to a maximum of two vehicles per day.
5. 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 (TP000011) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
6. 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.
7. The following plans and specifications are attached:
   Appendix 1: Site and Building Plans
8. In default of compliance with any of the provisions of this Permit, the Permit shall lapse.
9. The owner agrees to indemnify and save harmless the CRD against all costs and expenses incurred by the CRD, in default by the owner, in the conversion, demolition or removal of the temporary use, and/or legal costs incurred in pursuing such legal remedies as the CRD sees fit.

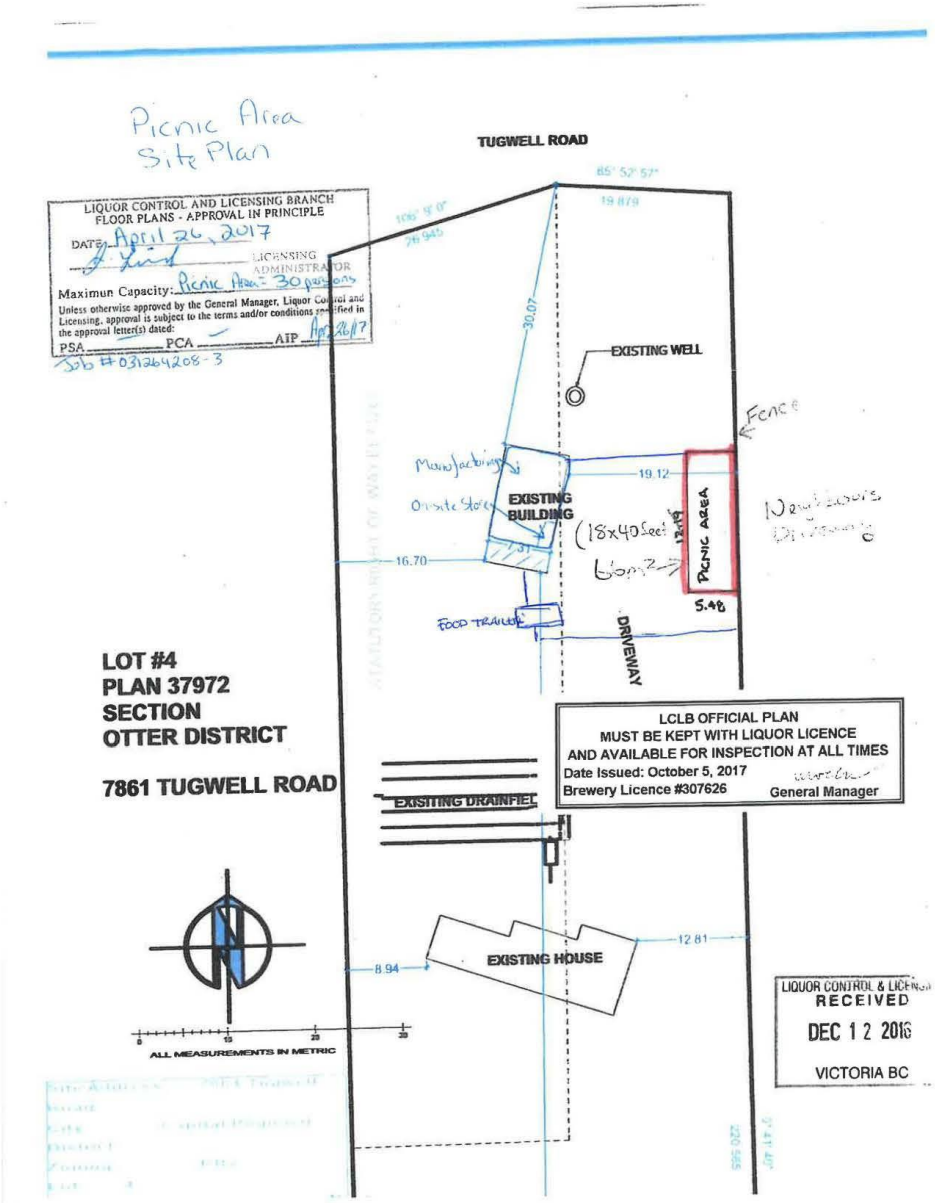
10. This Permit is NOT a Building Permit.
11. This Permit shall expire 3 years after the date of issuance of the permit.

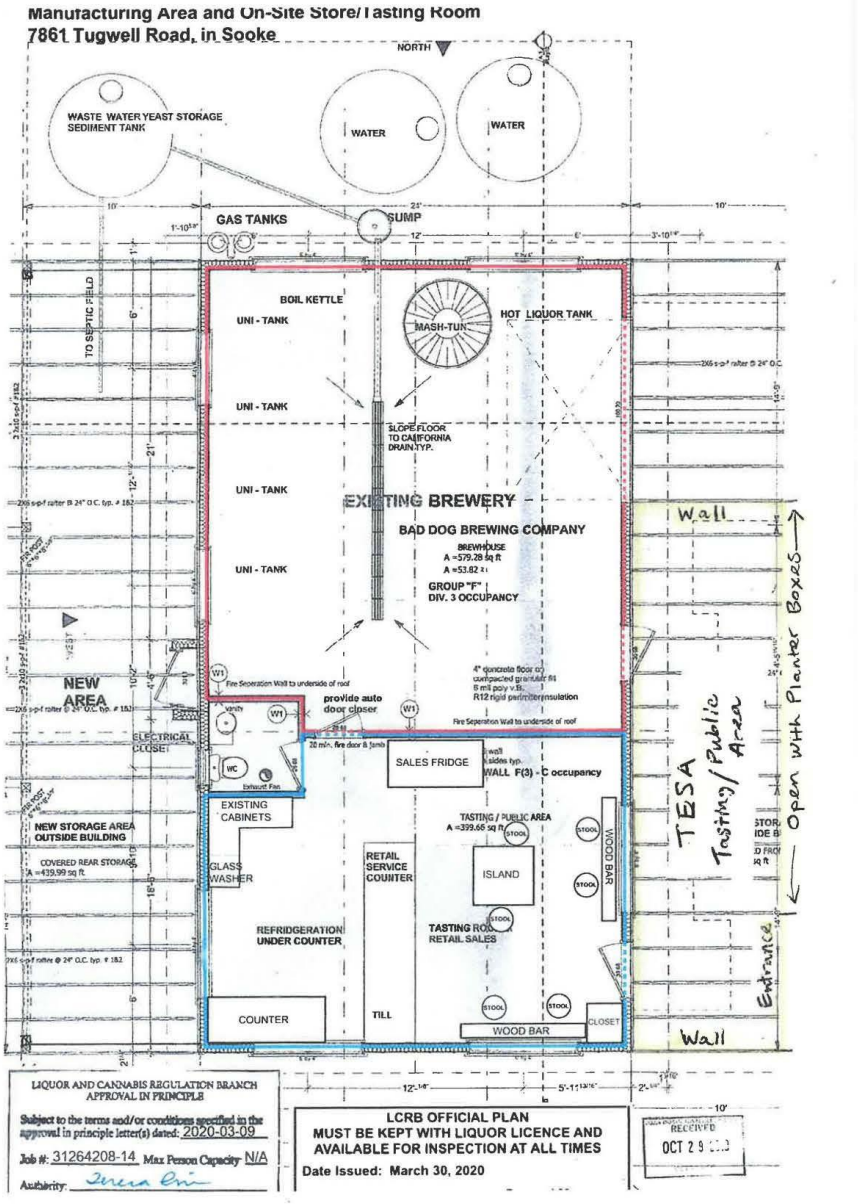
RESOLUTION PASSED BY THE BOARD, THE ____ day of _____, 2022

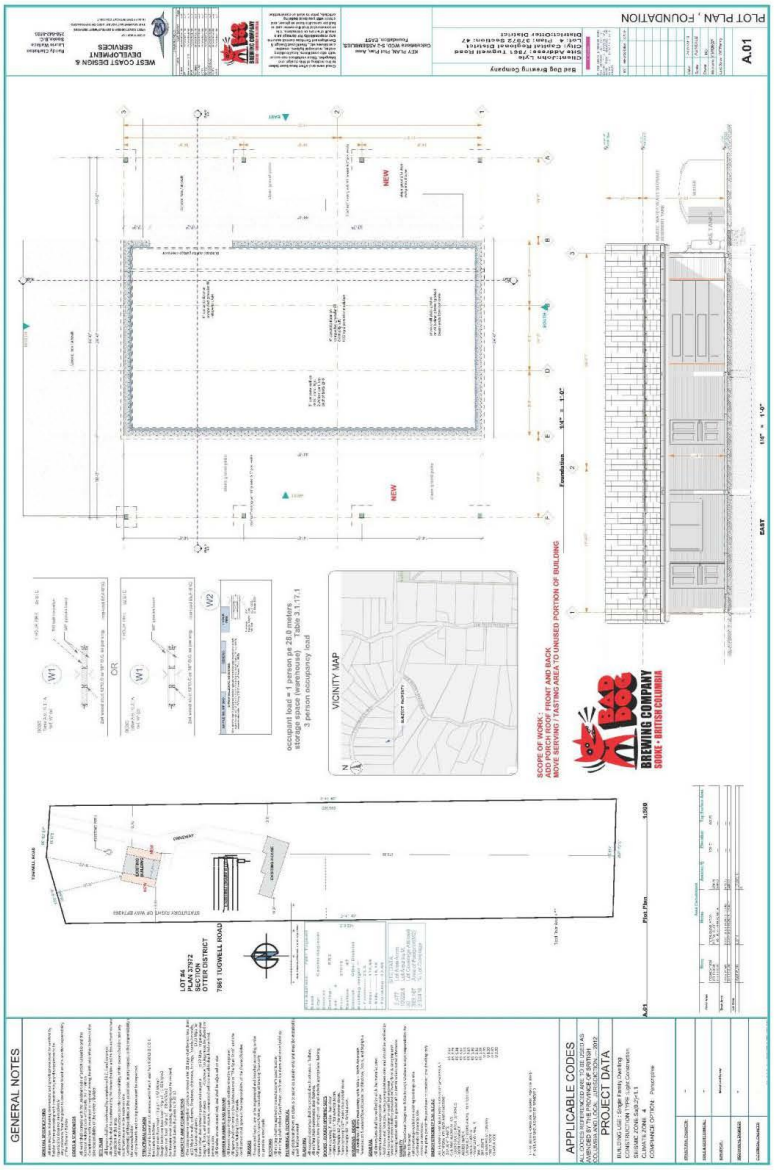
ISSUED this ____ day of _____, 2022

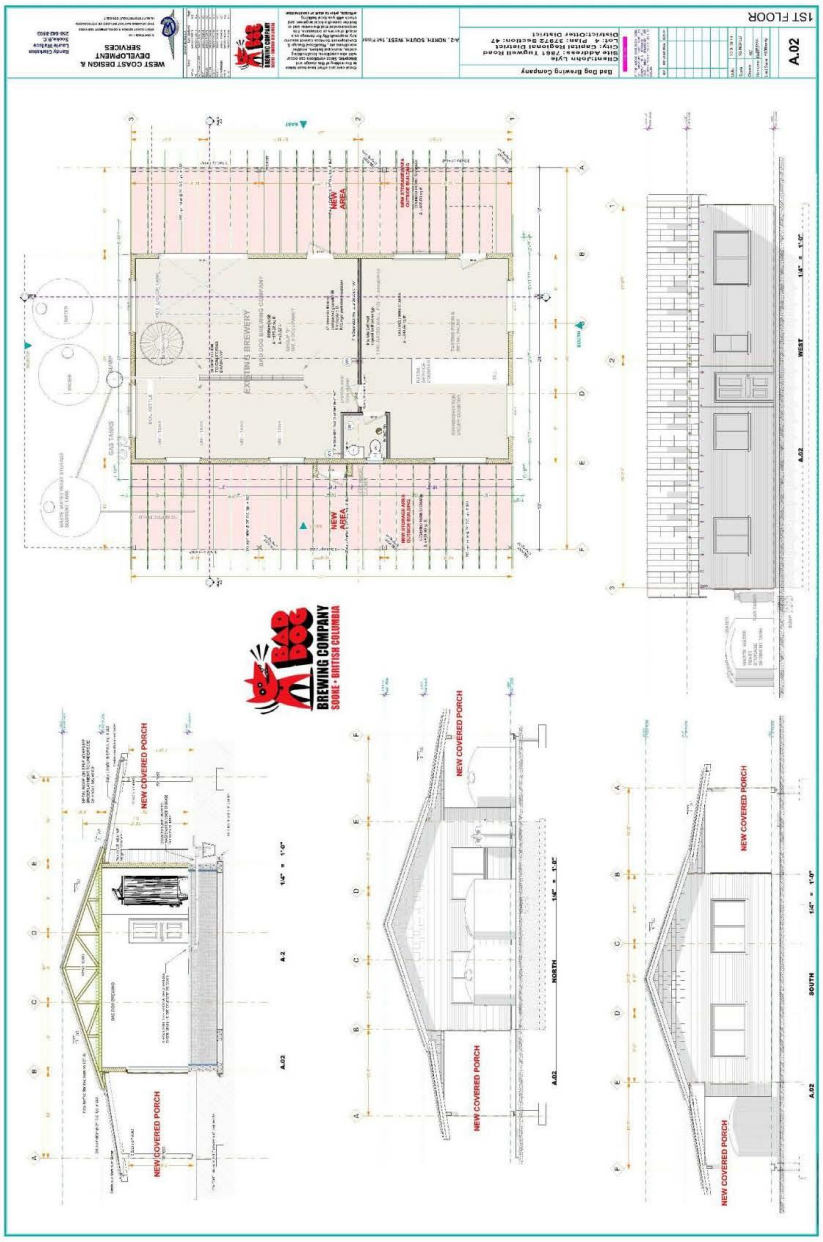
_____
Corporate Officer

Appendix 1: Site and Building Plans




Manufacturing Area and On-Site Store/Tasting Room
7861 Tugwell Road, in Sooke
NORTH
WASTE WATER YEAST STORAGE SEDIMENT TANK
WATER
WATER
GAS TANKS
SUMP
TO SEPTIC FIELD
BOIL KETTLE
UNI - TANK
MASH-TUN
HOT LIQUOR TANK
UNI - TANK
SLOPE FLOOR TO CALIFORNIA DRAIN TYP.
UNI - TANK
EXISTING BREWERY
BAD DOG BREWING COMPANY
BREWHOUSE
A =579.28 sq ft
A =53.82 s
GROUP "F"
DIV. 3 OCCUPANCY
UNI - TANK
Wall
NEW AREA
Fire Seperation Wall to underside of roof
provide auto door closer
4" concrete floor on compacted granular fill 6 mil poly v.b. R12 rigid perimeter insulation
Fire Seperation Wall to underside of roof
ELECTRICAL CLOSET
SALES FRIDGE
WALL F(3) - C occupancy
EXISTING CABINETS
NEW STORAGE AREA OUTSIDE BUILDING
COVERED REAR STORAGE A =439.99 sq ft
TASTING / PUBLIC AREA
A =399.65 sq ft
STOOL
WOOD BAR
TESA Tasting/Public Area
Open with Planter Boxes
GLASS WASHER
RETAIL SERVICE COUNTER
ISLAND
REFRIDGERATION UNDER COUNTER
TASTING ROOM RETAIL SALES
Entrance
COUNTER
TILL
CLOSET
WOOD BAR
Wall
LIQUOR AND CANNABIS REGULATION BRANCH
APPROVAL IN PRINCIPLE
Subject to the terms and/or conditions specified in the approval in principle letter(s) dated: 2020-03-09
Job #: 31264208-14 Max Person Capacity: N/A
Authority:
LCRB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND AVAILABLE FOR INSPECTION AT ALL TIMES
Date Issued: March 30, 2020
RECEIVED
OCT 2 9


PLOT PLAN , FOUNDATION
A.01
Bad Dog Brewing Company
WEST COAST DESIGN & DEVELOPMENT SERVICES
NEW
VICINITY MAP
SCOPE OF WORK:
ADDITION OF PATIO AT FRONT AND BACK
MOVE SERVING / TASTING AREA TO UNUSED PORTION OF BUILDING
BAD DOG BREWING COMPANY
SOOKE + BRITISH COLUMBIA
LOT #4
PLAN 20172
SECTION 3
OTTER DISTRICT
7961 TOQUELL ROAD
GENERAL NOTES
APPLICABLE CODES
PROJECT DATA


1ST FLOOR
A.02
NEW COVERED PORCH
NEW COVERED PORCH
NEW COVERED PORCH
NEW COVERED PORCH
BREWING COMPANY
SOUL • UNITED COLUMBIA

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 21, 2022

SUBJECT **Development Permit with Variance for Lot 12, Section 10, Otter District, Plan VIP77477 – 2193 Otter Ridge Drive**

ISSUE SUMMARY

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

BACKGROUND

The 0.7 hectare (ha) property is located at 2193 Otter Ridge Drive and is zoned Rural Residential 2 (RR-2) in the Juan de Fuca Land Use Bylaw No. 2040 (Appendix A). The subject property is bounded by Rural Residential 2 (RR-2) zoned parcels to the north and south, a Rural Residential 3 (RR-3) zoned parcel to the west, and by Otter Ridge Drive to the east. There is a single-family dwelling and accessory building accessed by an existing driveway located in the southeast corner of the parcel, adjacent to the road.

The applicant has submitted an application for a two-lot fee-simple subdivision (SU000737) (Appendix B). The RR-2 zone establishes an average minimum lot size of one hectare (ha); however, the application was made under Section 514 of the *Local Government Act* (Subdivision for a Relative). Including the panhandle, proposed Lot B is 0.28 ha, and the remainder parcel is 0.42 ha.

Portions of the parcel are designated as a Sensitive Ecosystem development permit area within the Otter Point Official Community Plan, Bylaw No. 3819; therefore, a development permit is required. Proposed Lot B does not meet the 10% minimum frontage requirement in Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4); therefore, a frontage variance is also requested.

ALTERNATIVES

Alternative 1
The Land Use Committee recommends to the CRD Board:
That Development Permit with Variance DV000088 for Lot 12, Section 10, Otter District, Plan VIP77477, to authorize the subdivision of land designated as a Sensitive Ecosystems Development Permit Area; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10% (31.6 m) of the lot perimeter to 1.93% (6 m) of the lot perimeter for proposed Lot B, as shown on the plans prepared by West Coast Design and Development Services, dated August 3, 2021, be approved.

Alternative 2
That the Development Permit with Variance DV000088 be denied.

IMPLICATIONS

Legislative Implications

The Otter Point Official Community Plan, Bylaw No. 3819, designates development permit areas (DPAs) and outlines development permit guidelines (Appendix C). The property is located within the Sensitive Ecosystem DPA; therefore, a development permit is required for subdivision. CRD Delegation of Development Permit Approval Authority Bylaw, 2009, Bylaw No. 3462, grants 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.

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

Public Consultation Implications

Pursuant to Section 499 of the *LGA*, if a local government is proposing to pass a resolution to issue a development variance permit it must give notice to each resident/tenant within a given distance as specified by bylaw. Juan de Fuca Development Fees and Procedures Bylaw No. 3885, states that the Board may, at any time, refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 metres. Any responses received from the public will be presented at the June 21, 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:
An Environmental Review report was prepared by Patrick Lucey, R.P.Bio., of Aqua-Tex Scientific Consulting, to review the proposed subdivision in relation to the Sensitive Ecosystem DP guidelines. The report described the site conditions and characteristics, identified a man-made wetland on the adjacent parcel to the south and a natural wetland on the parcel to the west, noted that the remainder lot is fully developed with a dwelling and associated services, and confirmed that none of the trees within the designated Sensitive Ecosystem meet the definition of Mature Forest (being greater than 80 years old). The man-made wetland was determined to not be subject to the *Riparian Areas Protection Regulations* (*RAPR*) and the subject property is outside the 30 m Riparian Assessment Area associated with the natural wetland.
Recommendations from the report included that the panhandle driveway be constructed to avoid disturbance to the bed rock outcrop south of the existing dwelling on the proposed remainder lot, and that any cleared tree tops be checked by a botanist for the presence of Seaside Bone Lichen. If this species is identified, the top 2 m of any felled trees should be left on the parcel to encourage reproduction. The professional report is attached to the draft development permit with variance as an appendix.

Variance:
The Juan de Fuca Land Use Bylaw requires that where a lot being created by a subdivision fronts on a public highway, the minimum frontage on the highway shall be one-tenth of the perimeter of the lot. The applicant has proposed to reduce the minimum frontage requirement from 10% (31.6 m) to 1.93 % (6 m) for proposed Lot B.

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

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

The proposed lot boundaries are not at right angles to the road; however, the panhandle configuration is considered conforming on a cul-de-sac. The proposed panhandle meets the 6 m width requirement in the bylaw, and the parcel would be limited to a maximum lot coverage of 25%. The creation of one additional parcel is not expected to substantially affect the public road network or neighboring properties as the permitted uses support a single-family dwelling and related accessory uses, including one secondary suite subject to regulations.

Development Permit with Variance DV000088 has been prepared for consideration to authorize subdivision within a Sensitive Ecosystems Development Permit Area, and to grant a variance to reduce the minimum frontage requirement for proposed Lot B (Appendix D). Any residents that may be affected by the proposal will have an opportunity to come forward with their comments through the public notification process. Staff recommend approval of the development permit with variance subject to public notification.

CONCLUSION

The applicant has requested a development permit with variance for the purpose of authorizing a 2-lot subdivision and wishes to reduce the minimum frontage requirement for proposed Lot B from 10% (31.6 m) of the lot perimeter to 1.9% (6 m) of the lot perimeter. A professional report was received to address the Sensitive Ecosystem DP guidelines. If the Permit is approved by the Board, the Corporate Officer will proceed to issue the Permit and register a Notice of Permit on Title.

RECOMMENDATION

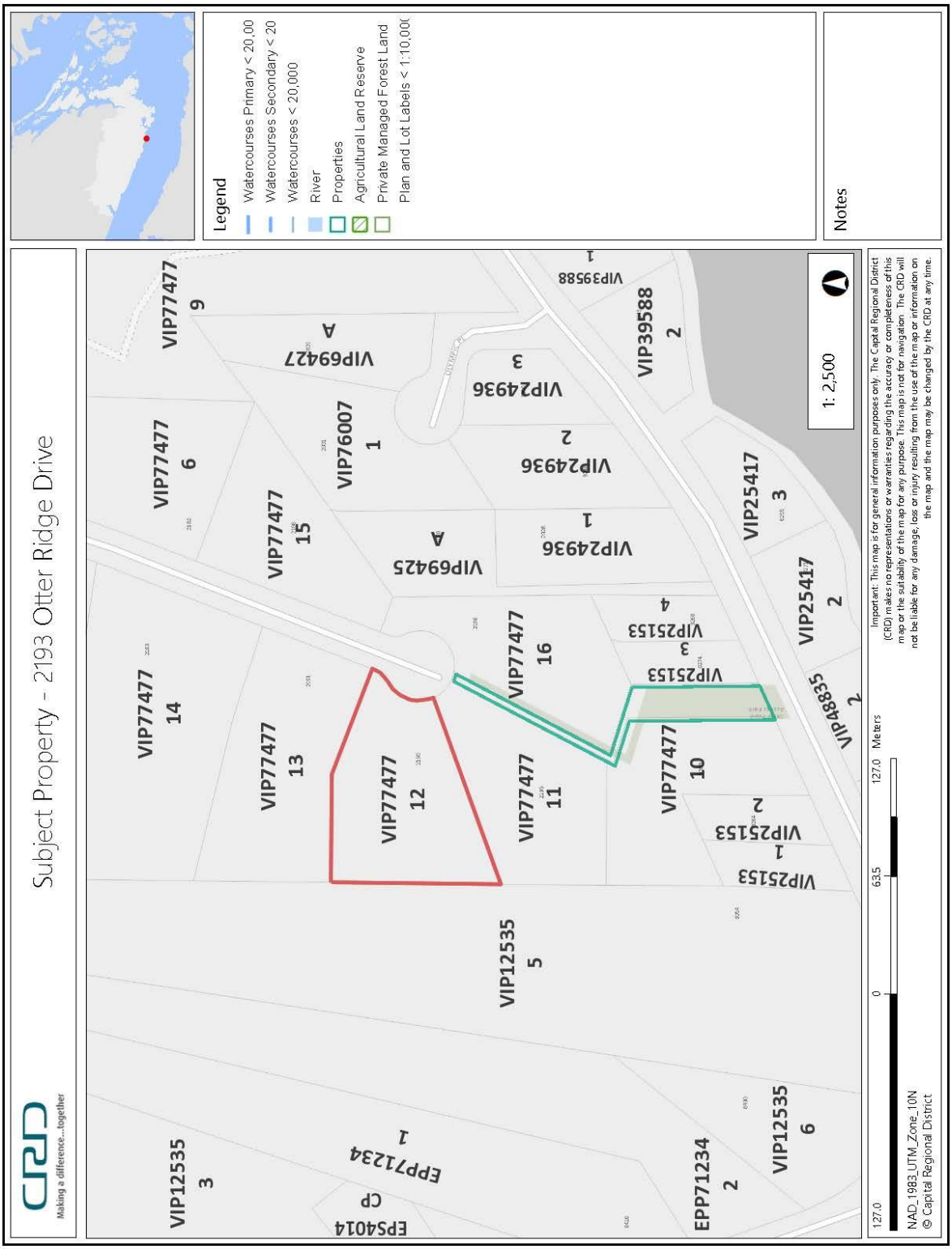
The Land Use Committee recommends to the Capital Regional District Board:
That Development Permit with Variance DV000088 for Lot 12, Section 10, Otter District, Plan VIP77477 to authorize the subdivision of land designated as a Sensitive Ecosystems Development Permit Area; and to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum frontage requirement from 10 % to 1.93 % for proposed Lot B, as shown on the plans prepared by West Coast Design and Development Services, dated August 3, 2021, 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

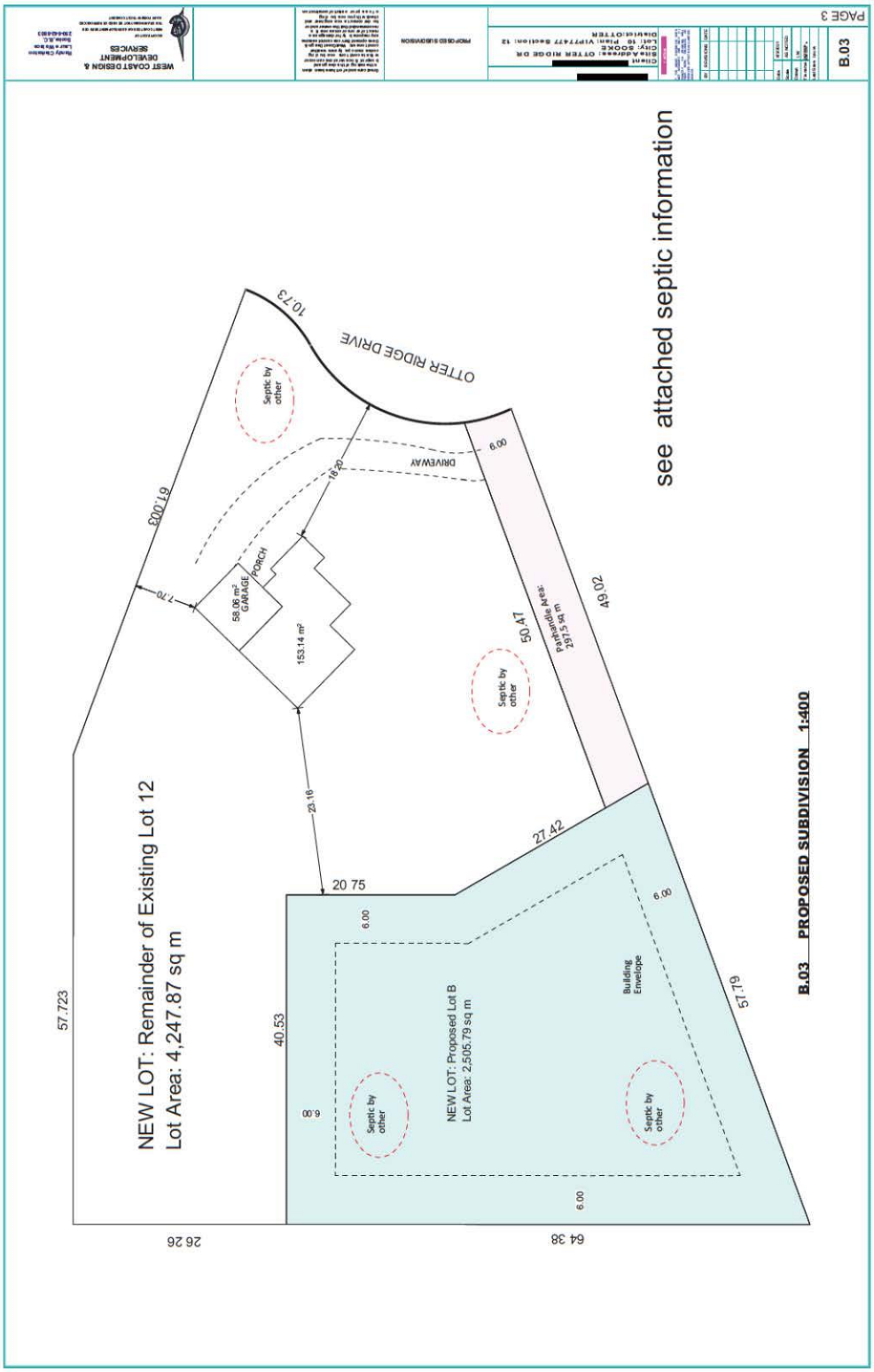
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Proposed Subdivision Plan
Appendix C: Development Permit Guidelines
Appendix D: Permit DV000088

Appendix A: Subject Property Map



Appendix B: Proposed Subdivision Plan



Appendix C: Development Permit Guidelines

1. No development, subdivision or sewage disposal system will be permitted in the “Sensitive Ecosystems DPA”, except as allowed by a Development Permit or subject to the general exemptions as outlined in Section 6.2 of this Plan.
2. Avoid intrusion of development into Development Permit Areas and to minimize the impact of any activity in these areas. Development shall generally only be supported where the applicant provides compelling reasons supported by a Qualified Environmental Professional’s recommendations for mitigation to support the request or if there are no alternate building locations. Variances from other applicable regulations, including height, setback and location regulations may be considered in order to minimize encroachment into the Development Permit Area.
3. Development or subdivision of land should be designed to comply with the policies in Section 5.3.2 of the Plan.
4. The applicant for a Development Permit for land within the “Sensitive Ecosystems DPA” must provide an assessment by a Qualified Environmental Professional on the environmental conditions on the proposed development site and recommendations on the suitability of the site for the proposed development. The assessment must include recommendations for vegetation protection, enhancement or retention, where applicable. A plan prepared by a British Columbia Land Surveyor may be required as a condition of the Development Permit.
5. As a condition of the issuance of a Development Permit, compliance with any or all conditions recommended in the report prepared by the Qualified Environmental Professional may be required.
6. Disturbance to existing vegetation that is not directly affected by the footprint of building, ancillary uses, and driveways must be minimized. Any disturbed areas shall be rehabilitated with appropriate landscaping and habitat compensation measures. Loss of natural habitat shall be minimized.
7. A buffer zone within which land alteration or structures will be limited to those compatible with the characteristics of the sensitive ecosystems, or those that can be mitigated in a manner recommended by a Qualified Environmental Professional may be required and the specific or general location of the buffer zone may be designated.
8. In order to ensure unnecessary encroachment does not occur into the Development Permit area at the time of construction, permanent or temporary fencing measures may be required.
9. Environmentally sensitive areas and the habitat requirements for wildlife species at risk as defined in the federal Species at Risk Act should remain in their natural state and should not be developed or disturbed.
10. Where possible, large tracts of wildlife habitat or continuous habitat corridors should be preserved, in order to facilitate movement of wildlife. In addition, where possible, landscape plans should enhance, expand or create wildlife habitat such as wetlands, native aquatic and terrestrial plants.
11. Planting of invasive species adjacent to or within designated “Sensitive Ecosystems DPA" will not be permitted.
12. Changes in the land surface which could affect the health of vegetation or the biodiversity of any plant communities and disturbance of mature vegetation and under-storey plants will be minimized.
13. Any development must be designed to avoid storm water runoff and the development or subdivision may be required to be carried out in accordance with recommendations contained in a drainage plan that the applicant may be required to provide.
14. Removal of gravel, sand, soil or peat in “Sensitive Ecosystems DPA” will be strictly limited and only permitted if impacts can be mitigated in a manner recommended by a Qualified Environmental Professional.
15. Development should generally conform to Develop with Care 2012: Environmental Guidelines for Urban and Rural Land Development in British Columbia.
16. Development may be required to incorporate environmentally sound building practices where appropriate, such as natural drainage, or use of permeable paving materials.
17. A subdivision application which proposes the creation of parcels less than the average parcel size supported by this Plan and located within a smaller footprint of the parent parcel may be supported where the conditions are secured for the permanent on-going protection or restoration of environmentally sensitive features without an amendment to this Plan. However, the overall number of parcels must be consistent with the Land Use Designation.
18. Where the Qualified Environmental Professional or Qualified Professional recommends re-vegetation or remediation works, a landscaping plan and security deposit may be required.

Appendix D: Permit DV000088

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT PERMIT WITH VARIANCE NO. DV000088

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: 026-023-105;
   Legal Description: Lot 12, Section 10, Otter District, Plan VIP77477 (the "Land")
3. This development permit authorizes a 2-lot fee-simple subdivision and related services (the "development") on the Land, located within the development permit areas established under the Otter Point Official Community Plan, Bylaw No. 3819, Section 6.6 (Sensitive Ecosystems) in accordance with the plans submitted to the CRD and subject to the conditions set out in this Permit.
4. The conditions under which the development referred to in section 3 may be carried out are as follows:
   a. That the components of the development occur in conformity of the Subdivision Plan prepared by West Coast Design and Development Services, dated August 3, 2021; and
   b. That the proposed development comply with the recommendations outlined in the report prepared by Patrick Lucey, RP.Bio., dated May 6, 2022 (the "Environmental Report").
5. The Capital Regional District's Bylaw No. 2040, Part 2, Section 3.10(4), is varied under section 498 of the *Local Government Act* as follows:
   a. That the the minimum frontage requirement of proposed Lot B be reduced from 10% to 1.93%;
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 (DV000088) 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 A: Subdivision Plan
   Appendix B: Environmental Report
10. This Permit is NOT a Building Permit.

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

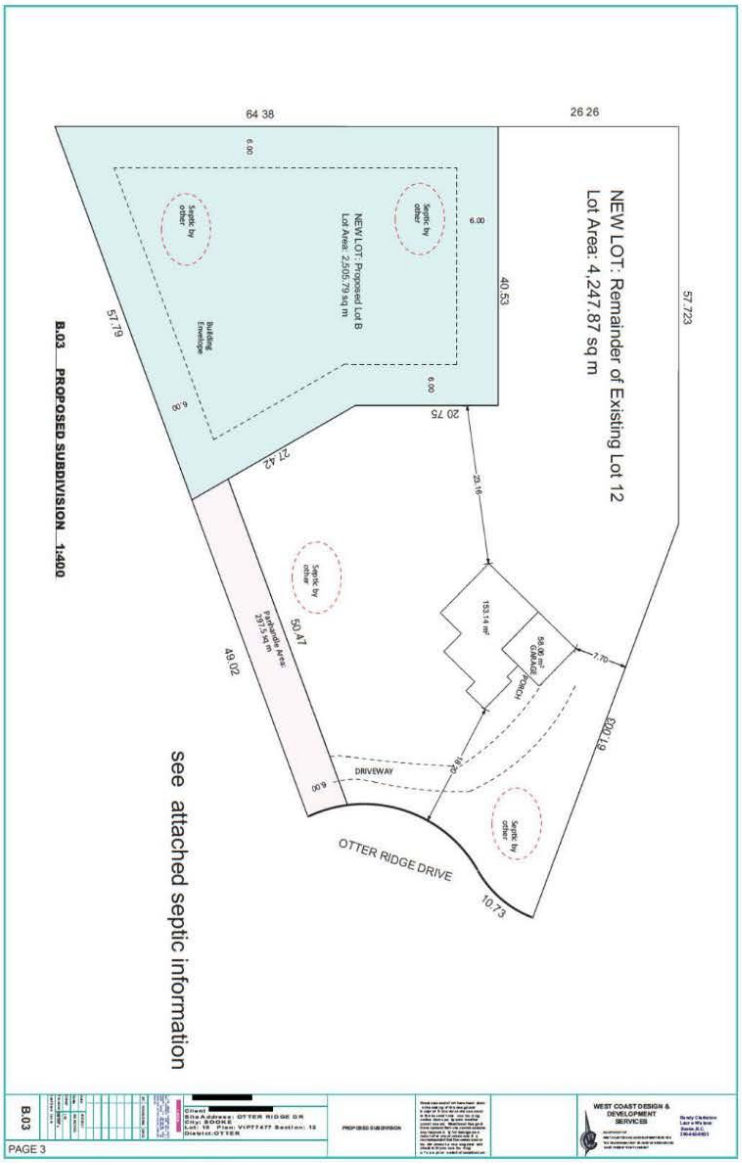
ISSUED this _____ day of _____, 2022.

_____
Kristen Morley
Corporate Officer

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Appendix A: Subdivision Plan



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Appendix B: Environmental Report

Aqua-Tex
Scientific Consulting Ltd. (1993)

390-7th Avenue,
Kimberley, B.C. V1A 2Z7
Tel: (250) 427-0260
Fax: (250) 427-0280
e-mail: aqua-tex@islandnet.com

201-3690 Shelbourne St
Victoria, B.C. V8R 4H2
Tel: (250) 598-0266
Fax: (250) 598-0263

Iain Lawrence, MCIP, RPP
Manager
Juan de Fuca Community Planning
CRD, Sooke, B.C.

May 6th, 2022

Re: 2193 Otter Ridge Drive – Environmental Review – DPAs

Dear Iain:

Aqua-Tex was retained by [redacted], home owner at 2193 Otter Ridge Drive, to conduct a site assessment determine whether any Sensitive Ecosystems, as Inventoried by the Province (CDC Conservation Data Centre) and the CRD, exist on the property (Figure 1 and Figure 2) [redacted] has applied to subdivide the property to create a second dwelling on the subdivided parcel (Figure 3).

Aqua-Tex staff (Wm. Patrick Lucey, RP Bio.,) and a specialist in sensitive botanical species (Mr. Ted Lea, former Ministry of Environment scientist) conducted a site visit (April 15, 2022), having reviewed the background information associated with the Environmental Inventory assessments associated with the property and its surrounding areas (Figure 4 – Figure 9). Subsequently, Mr. Lucey had a phone discussion with Erica Wheeler, a Botanist and specialist on Slimleaf onion. Ms. Wheeler's comments on Slimleaf onion and Seaside Bone Lichen have been incorporated into our recommendations.

Our review of the literature in the CDC Occurrence Map of Species and Ecosystems at Available Occurrences (Figure 6) indicated that two species of concern had been historically identified in the area. In addition, the CRD Environmental Inventory Map (Figure 4 and Figure 5) indicated there might be Mature Forest associated with the subject property or adjacent properties. A review of the CRD Aquatic Mapping did not reveal any freshwater landscape features associated with the subject property or on adjacent properties.

Schedule "A" of Capital Regional District Bylaw No. 3819 Otter Point Official Community Plan (Appendix A) outlines Development Permit Areas (DPAs) associated with Sensitive Ecosystems for which conservation measures may be applied to proposed development, including Watercourses, Herbaceous, and Mature Forest.

The *Otter Point Sensitive Ecosystem Inventory* (Schaefer, C., Page, N., and Harrision, D. 2011. Report Prepared for the CRD. 32 pg. (Appendix – Sensitive Ecosystems Inventory of Otter Point) makes reference to a Mature Forest category (Figure 5 and Figure 7) on

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the parent property and the CDC Conservation Data Centre lists two sensitive species associated with the property and/or adjacent areas (Figure 6).

Summary Findings & Recommendations

1. Two sensitive species identified in the CDC Data Base have been reported from the Otter Point region - Slimleaf onion (*Allium amplectens*) and Seaside Bone Lichen (*Hypogymnia heterophylla*). Neither species was observed during the site assessment.
2. It is acknowledged that a single site visit was conducted to both a) observe whether either of the species was present and b) to ascertain whether habitat associated with these species is present on the property, especially the Slimleaf onion. This species is associated with the Herbaceous Sensitive Ecosystem. The Herbaceous category is a true Sensitive Ecosystem category.
3. There is a small, inland Herbaceous area on the parent property, restricted to a bed rock outcrop, that will not be impacted by the proposed subdivision development. This Herbaceous area is found at the southeast boundary of the parent lot. A fragment of a second bed rock outcrop occurs on the proposed daughter lot adjacent to, but separated from, the larger bed rock outcrop. This fragment has minimal Slimleaf onion habitat.
4. If the Slimleaf onion (Figure 6 and Figure 9) was to occur on this property, it may occur in the Herbaceous bed rock knoll, although aspects of this habitat are not appropriate to support Slimleaf onion. Slim leaf onion is frequently found on rocky shoreline ledges, especially where vernal pools are present. No such habitats occur on the subject property.
5. If the panhandle driveway is constructed to avoid disturbance to the bed rock outcrop, at the entrance to the proposed subdivided Lot, there will be no impact from the development on this Herbaceous ecosystem area.
6. On Southern Vancouver Island, Seaside Bone Lichen has a very narrow habitat range. All known populations occur within about 100 m of the ocean in the driest subzones of the Coastal Western Hemlock Biogeoclimatic Zone and the neighbouring Coastal Douglas-fir Zone. Here it characteristically colonizes the branches of young to mid-seral Shore Pine (*Pinus contorta var. contorta*) forests, especially on rocky, windswept ledges. (Excerpted from the Federal Recovery Strategy for the Seaside Bone Lichen (*Hypogymnia heterophylla*) in Canada, 2017. Species at Risk Act Recovery Strategy Series. Environment and Climate Change Canada, Ottawa. vi + 28 pp.)
7. The Shore Pines in these relatively uncommon sites are somewhat stunted and prone to branch destruction and damage from offshore winds and winter storms. Seaside Bone Lichen appears to be excluded from less exposed sites by other arboreal lichen species (Ibid).
8. The main threats to Seaside Bone Lichen are climate change and removal of, or damage to, its host trees. All populations face the risk of destruction or damage of host trees via the increasing severity and frequency of winter storms predicted with climate change. It is also suggested that a mean minimum winter temperature above freezing was the most important environmental variable for identifying suitable habitat (Ibid).

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9. The Federal Recovery Strategy for the Seaside Bone Lichen (2017) identified critical habitat as wherever the following biophysical attributes occur:
    - Areas with high exposure to wind and sunlight, and
    - Early to intermediate seral stage shoreline forest habitat, including one or more known host trees and shrubs: Shore Pine, Douglas-fir, Sitka Spruce, Oceanspray.
10. The property under review is at least 225 m from the marine shoreline, lying at an elevation of ~40 – 45 m above sea-level.
11. No Shore Pine were observed growing on the subject property, nor on adjacent neighbouring properties, though Douglas-fir, Oceanspray, and a few isolated Sitka Spruce were observed. A visual examination of conifer needles did not reveal any Seaside Bone Lichens.
12. Based upon a review of the scientific literature, the extremely narrow habitat requirements required to support a population of Seaside Bone Lichen strongly favour our observation that this species is not expected to occur in the subject property.
13. It is recommended that when the trees are to be removed from the panhandle driveway and for the residential building, and when the septic disposal field is installed, that a qualified Botanist check the tree tops for the presence of Seaside Bone Lichen. Tree tops (2 m in length) shall be left on the property to function as potential recruitment sources of the lichen. Trunks shall be left under the forest canopy to provide woody debris for wildlife habitat, providing the trunks do not increase forest floor fuel loading, associated with wildland-urban interface fire management.
14. The Mature Forest Category starts at 80 years old - which is what is mapped in the Otter Point SEI Report (CRD, 2011).
15. No forest stands of the age that meets the Mature Forest category were seen on the portion of the parent property proposed to be subdivided to create the daughter Lot.
16. There was only a young forested copse of conifers (< 40 years old) that occurred on the proposed building site or what would be within the panhandle corridor on which the driveway access would be constructed (Figure 3).
17. An isolated pond was observed on the adjacent property to the south (2195 Otter Ridge Drive) (Figure 2).
18. The isolated pond is not connected by surface stream channel to any fisheries habitat, therefore the pond is not subject to the Riparian Areas Protection Regulation (RAPR), nor to the Federal *Fisheries Act*.
19. The pond appeared to be man-made and, as such, is not subject to the *Water Sustainability Act* (*WSA*) (*i.e.*, it is not a natural watercourse).
20. The isolated, man-made pond is not subject to the CRD Watercourses DPA.

The section following provides the study method, our observations and findings, and relevant background information on which we based the above Summary Findings.

We would be pleased to discuss with you our Recommendations should you have any questions.

Sincerely,

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DV000088

Wm. Patrick Lucey, B.Sc., B.A. (WD), M.Sc., R.P. Bio., CBiol., MRSB
Sr. Aquatic Ecologist & President
Aqua-Tex Scientific Consulting Ltd.
Cc: [redacted] Home Owner
Ted Lea, Botanical Scientist
/Users/Patrick/Documents/Projects/2193 Otter Ridge Drive [redacted] /Final Report to CRD Planning/2193 Otter Ridge Drive_Environmental Report_2022-05-06.docx

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DV000088

Study method, Background Habitat Information, Findings

A site visit to 2193 Otter Ridge Drive was conducted on the morning of April 15, 2022 by [redacted] and the author, with [redacted] (property owner) assisting.

The subject property was walked in its entirety, with brief forays onto adjacent properties.

The intent of the field visit was to document the vegetation cover on the subject property to ascertain whether 1) either of the two species identified in the Sensitive Species Inventory (Figure 6) presently occur on the subject, or adjacent, property, and 2) whether any of the Sensitive Ecosystems identified in the Otter Point Official Community Plan Bylaw No. 3819 (Figure 4) are present on the subject property. In particular, habitats associated with the two species identified in the Sensitive Species Inventory – Slimleaf Onion and Sea Bone Lichen – were assessed to verify if either of these species are present or are likely to be present on the subject property. Aquatic landscape features were also assessed, though the CRD Habitat Mapping does not list this habitat type as occurring on any of the properties in this area (Figure 10 and Figure 11).

The site assessment included photographs representative of what was observed during the tour of the properties.

Background Species Habitat Information and Field Observations

Prior to conducting the site assessment, a review of scientific literature on the two sensitive species of concern (Figure 6), associated with the subject property and the surrounding area, was conducted. The findings of that literature review (prepared by Mr. Lea) follow.

Slimleaf Onion (Allium amplectans)

The following botanical and habitat information regarding this species was abstracted from the Garry oak ecosystems recovery team (GOERT) factsheet.
https://goert.ca/wp/wp-content/uploads/SAR-factsheet-allium-amplectens.pdf

Habitat

Slimleaf Onion inhabits a variety of sites which are moist in the spring and dry out later in summer. Occupied sites include vernally moist coastal bluffs, shallow swales among rock outcrops in larger meadow or oak woodland complexes, and along the bases of riverside cliffs supplied with seasonal seepage. **The majority of sites in which Slimleaf onion occurs are on rocky bluffs and ledges within a short distance of the ocean.** Plants generally occur as diffuse colonies in thin soils over bedrock. Tree and shrub cover are generally sparse or lacking entirely. Mosses and grasses such as California Oatgrass (*Danthonia californica*), Roemer's Fescue (*Festuca roemeri*), Sweet Vernalgrass* (*Anthoxanthum odoratum*), Common Velvet-grass* (*Holcus lanatus*), and hairgrass species* (*Aira spp.*) are often dominant. Species commonly found with Slimleaf Onion include Broad-leaved Stonecrop (*Sedum spathulifolium*), Chocolate Lily (*Fritillaria affinis*), Menzies' Larkspur (*Delphinium menziesii*), Sea Blush (*Plectritis congesta*),

camas species (*Camassia spp.*), and Oceanspray (*Holodiscus discolor*). [NB. * refers to non-native species.]

Slimleaf Onion on 2193 Otter Ridge Drive

Our site assessment was unable to determine whether this species occurs on the bed rock outcrop at the entrance to the proposed panhandle driveway (Figure 3) (Photo 1, Photo 2, Photo 4 – Photo 7). Given that the literature indicates that this species is almost always observed on coastal bluff areas, in close approximation to the exposed shoreline, it strongly suggests that the subject property's bed rock outcrop habitat, as a possible location for this species to thrive, is too far from the ocean.

- Since the proposed driveway access can be constructed to avoid disturbing the two bed rock outcrops at the entrance to the driveway (Photo 7), this potential Slimleaf onion habitat shall remain on the parent property.
- The panhandle driveway access shall be constructed to prevent any disturbance of the two bed rock outcroppings to conserve potential Slimleaf onion habitat.

Seaside Bone Lichen

Habitat

Seaside Bone Lichen is restricted to the branches and terminal twigs of conifers, and occasionally woody shrubs, in exposed seaside habitats along the Pacific coast of temperate North America. It primarily occurs on trees growing on rocky, windswept ledges, in early to intermediate seral Shore Pine (*Pinus contorta var. contorta*) forests. The trees in these locations are somewhat stunted and prone to branch destruction and damage from offshore winds and winter storms. [NB. The following references were excerpted from the Federal Recovery Strategy for the Seaside Bone Lichen (*Hypogymnia heterophylla*) in Canada, 2017. Species at Risk Act Recovery Strategy Series. Environment and Climate Change Canada, Ottawa. vi + 28 pp.]

Seaside Bone Lichen **appears to be excluded from less exposed sites** by other arboreal lichen species (Goward 1996). Shore Pine is the most common host tree for Seaside Bone Lichen in Canada. However, this species has also been found on Douglas-fir (*Pseudotsuga menziesii*) (Goward and Knight 1991; Marsh 2012), Sitka Spruce (*Picea sitchensis*) (Noble 1975), and Oceanspray (*Holodiscus discolor*) (Goward and Knight 1991). It is usually found on live branches but occurs frequently on dead branches as well (Marsh 2012). No Shore Pine were observed growing on the subject property, nor on adjacent neighbouring properties, though Douglas-fir, Oceanspray, and a few isolated Sitka Spruce were observed. A visual examination of conifer needles did not reveal any Seaside Bone Lichens.

Seaside Bone Lichen grows in **close proximity to the coast** and, in Canada, is found within 100 m of the ocean (Goward 1996) (at its closest, the property lies ~225 m from the exposed shoreline and known historical siting (Figure 6 and Figure 8). This may indicate a requirement for salts associated with sea spray, as hypothesized for other coastal arboreal lichens (Glavich 2003). Alternatively, it may point to pronounced sensitivity to subfreezing winter temperatures. Proximity to the ocean has a strong moderating influence on temperature. The subject property lies at an elevation of ~40 m

above sea level, at elevation at which freezing temperatures occur during the winter months.

Habitat requirements *Hypogymnia heterophylla* is restricted to the branches and terminal twigs of conifers, especially shore pine (*Pinus contorta var. contorta*) in exposed seaside habitats along the northwest Pacific coast. *H. heterophylla* occupies the driest subzones of the Coastal Western Hemlock Zone of the British Columbia Biogeoclimatic Ecosystem Classification System (Meidinger & Pojar 1991), in a region of rain shadow-induced Mediterranean climate.

In Canada, this species appears to be restricted to younger forest stands and may therefore be indirectly dependent on early seral forest attributes. Its distribution, for the most part, may further be controlled by a requirement for salts associated with sea spray (Goward 1996). Other lichens are similar, for instance, Glavich (2003) speculates that the epiphytic species *Bryoria pseudocapillaris* and *B. spiralifera* may be dependent on oceanic salts because they are only found in locations in close proximity to the coastline in the Pacific Northwest.

The climate in the region of Vancouver Island in which the four locations containing *Hypogymnia heterophylla* were found can be characterized as oceanic. The Sheringham Point weather station, located approximately 8 km west of the Sooke area, reported a mean annual temperature of 10.4°C, mean December minimum temperature of 3.7°C, extreme minimum temperature of –3.5°C, mean maximum August temperature is 17.9°C and extreme maximum temperature is 29.8 °C (1996–2004) (Environment Canada 2006). It should be noted that during the 2021 'heat dome' maximum temperatures exceeding 29.8 °C most likely occurred along the southern shoreline of Vancouver Island.

Though actual data are lacking, the microsites colonized by *Hypogymnia heterophylla* are expected to have a distinct thermal profile due to their locations along the outer coast and are subject to a strong moderating influence from the adjacent ocean. In addition, Coxson *et al.* (1984) demonstrated that thallus temperatures in *Hypogymnia* (specifically *H. physodes (L.) Nyl.*) exposed to full sunlight are much higher than adjacent air temperatures, notwithstanding strong convective wind cooling. Because *H. heterophylla* occurs primarily in rather exposed, well-illuminated sites, elevated temperatures must constitute an important part of its operating environment (Goward 1996).

Recovery Strategy for Seaside Bone in Canada *Hypogymnia heterophylla (2017)*

A treatise on conservation strategies for this species can be found at:

COSEWIC report for Seaside Bone - ***https://www.registrelep-sararegistry.gc.ca/virtual_sara/files/cosewic/sr%5Fseaside%5Fbone%5F0808%5Fe%2Epdf***

Seaside Bone on 2193 Otter Ridge Road

It is unlikely that Seaside Bone occurs at 2193 Otter Ridge Road, due to its distance from the ocean, which is more than two times (~225 metres) (Figure 6) the distance of 100 metres from the coast line that the species has been found and is expected to be found to meet its habitat requirements. As well, the main host species for Seaside Bone, which is shore pine, was not found on the subject property. Multiple terminal branches were

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assessed for this species, but the species was not seen (Photo 17 – Photo 20). Additional information can be found at: https://www.crd.bc.ca/docs/default-source/jdf-pdf/otter-point-oep/otter-point-sensitive-ecosystem-inventory.pdf?sfvrsn=11e289e9_0

- The site assessment revealed that based upon a review of the scientific literature, the extremely narrow habitat requirements required to support a population of Seaside Bone Lichen strongly favour our observation that this species is not expected to occur in the subject property.

Herbaceous Ecosystems

Herbaceous ecosystems are non-forested (less than 10% tree cover), generally with shallow soils and often with bedrock outcroppings. Outwash deposits left in rock crevices and depressions sheltered from prevailing winds give rise to dry nutrient-poor soils that support limited plant growth. Herbaceous ecosystems in the Otter Point study area are predominantly coastal headlands or rocky bluffs along the shoreline, vegetated fairly sparsely with grasses and herbs or sometimes low shrubs, and often dominated by numerous moss and lichen species.

Subclass definitions

The defining concept of this class (HB:hb) is an inland, non-forested ecosystem with less than 10% tree cover, generally with shallow soils and often with exposed bedrock; it has a mix of grasses and forbs which typically account for 20% cover or more, and lichens and mosses are prevalent. This subclass was not mapped in the study area but is included here for context. When these same characteristics are found at the coast, the subclass coastal herbaceous (HB:cs) is used.

SEI for 2193 Otter Ridge Road

The Herbaceous category is a true Sensitive Ecosystem category. The only example of this habitat category we observed was the bed rock outcrop at the entrance to the proposed daughter Lot (Photo 4 – Photo 7).

It has vegetation dominated by mosses, grasses and forbs, including the native forbs, licorice fern, heuchera, blue-eyed Mary and fool's onion. If the species at risk – slim-leaved onion – was to occur on this property it may occur here, although aspects of habitat are not appropriate.

- As stated, there will be no impact from the development on this ecosystem's plant community.
- These two bed rock outcrops shall be left undisturbed.

Mature Forests

Mature forests are usually conifer-dominated, typically older than 80 years in age, and can range from dry to moist. They have a more complex structure than young forests, with more differentiation between canopy layers and more coarse woody debris on the forest floor. Other SEIs (e.g. East Vancouver Island and Gulf Islands SEI, Sunshine Coast SEI) only mapped mature forests that were larger than 2.5 ha; however, since

mature forests were uncommon in the study area all stands, regardless of size, were mapped.

Sensitivity and importance

Mature forests are not as fragile as the ecosystems described above, but are included in SEIs for the following reasons:

- They represent the future old-growth forests. There were no remnant old forests in Otter Point. The only way Otter Point can regain these important ecosystems is to protect the existing mature forests.
- The mature forests provide landscape connectivity with other natural areas. This connectivity allows for the movement and dispersal of many forest dwelling species.
- These older second-growth forests can act as buffers, minimizing disturbance to sensitive ecosystems that occur within or adjacent to the forest.
- Buffers provide a vegetated area that bears the brunt of edge effects such as windthrow, invasive species colonization and human disturbance factors, thereby sheltering wetlands, woodlands and sparsely vegetated rock outcrops that are often found adjacent to, or surrounded by, mature forest.
- The forest stand may also maintain the micro-climate conditions that may be critical to the adjacent wetland or riparian ecosystem.
- Mature forest removal typically has negative repercussions on sensitive ecosystems in the watershed, from increasing sediment in watercourses and negatively affecting fish habitat, to reducing precipitation infiltration and changing the hydrology of wetlands.

The Mature Forest Category starts at 80 years old - that is what is mapped in the Otter Point SEI. The Mature Forest Category is not considered a Sensitive Ecosystem. The 2011 *Otter Point Sensitive Ecosystem Inventory Report* categorizes these areas under "Other Important Ecosystems" noting they represent "future old growth". Other than a single mature tree whose top half had been broken off, no trees of this age category were observed on the subject property; a few mature aged trees were observed on the adjacent property.

Watercourses DPA

On the adjacent property to the south (2195 Otter Ridge Drive) there is an isolated, man-made wetland / pond was assessed to inventory its habitat and to verify whether it was connected by a surface channel to fisheries habitat downstream (Photo 10 – Photo 12). The feature has a shallow depressional pond surrounded by sedges and rushes. There is a young red alder canopy that surrounds the feature, providing shade and organic leaf litter. The pond may be a breeding and rearing habitat for amphibians during the spring and summer months. However, it is not known if this wetland / pond dries up during the summer months, nor what temperatures the water could reach if the pond retains surface water during the summer months.

An assessment of discharge channels leading from the wetland / pond was made (Photo 14 and Photo 15) and **no surface channels (*i.e.*, streams) were observed** – the feature is isolated. Therefore, the feature is not subject to the RAPR nor to the Federal *Fisheries*

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Act. Given that the feature is man-made the *Water Sustainability Act* (*WSA*) does not apply (*i.e.*, it is not a natural watercourse).

The Otter Point OCP (Bylaw No. 3819, September, 2014) defines a 'watercourse' as:

- WATERCOURSE means a permanent or non-permanent (containing water at least six months of the year) source of water supply that is natural or man-made, including a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a stream, with well-defined banks and a bed of 0.6 m or more below the surrounding land serving to give direction to or containing a current of water but **does not apply to a man-made pond that does not connect to a stream**;
- The aquatic man-made feature on 2195 Otter Ridge Drive is not subject to the Otter Point OCP.

There was a second wetland / pond identified on 8354 West Coast Road, lying to the west of the subject property (Photo 13). It was not determined if this wetland / pond is connected to downstream fisheries habitat; however, it appears to lie more than 30 m from any proposed development on the subject property. If the RAPR applies to this wetland / pond the SPEA would be 15 m to the east, such that the SPEA would not extend onto the subject property.

Neither the wetland / pond on 8354 West Coast Road or on 2195 Otter Ridge Drive are mapped (Figure 10 and Figure 11) in the Otter Point OCP Bylaw No. 3819 Map 5c: *Watercourse and Wetlands Development Permit Areas*. The 2011 Otter Point Sensitive Ecosystem Inventory Report acknowledged that small natural and man-made wetland / ponds, often isolated and unconnected to watercourses have not been mapped and, therefore, are not identified on common reference documents.

Recommendations to Conserve Sensitive Ecosystem Habitats

Based upon the ecological characteristics observed on the subject property, the following land use BMPs shall guide proposed development on the daughter Lot:

- The isolated wetland / pond lies entirely on the 2195 Otter Ridge Drive property.
- This isolated wetland / pond is not subject to the *WSA*, the Federal *Fisheries Act*, the RAPR, or to the Otter Point OCP.
- The proposed driveway and residential dwelling on the daughter lot shall be at least 5 m from the High Water Mark of the wetland / pond or the side yard setback width, whichever is greater, unless an alternative riparian setback is approved by a QEP.
- The proposed pan handle driveway and any building construction shall not disturb the soils or roots of the plant community within the riparian setback.
- Trees removed from the panhandle to facilitate an access driveway shall not result in disturbance to vegetation within the riparian setback unless approved by an Arborist and a QEP. Damaged or killed trees and/or shrubs within the driveway access shall be replaced based upon a replanting plan provided by the QEP.
- Runoff from the driveway and dwelling shall be designed to infiltrate and be treated within the native soils, acknowledging that the natural drainage pattern from the daughter Lot is south to the wetland / pond on 2195 Otter Ridge Drive.

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- The proposed development on the daughter Lot will not have any effect on the wetland / pond on the 8354 West Coast Road property, given the forest stand that lies between the wetland / pond and proposed development.
- The wetland / pond on 8354 West Coast Road lies entirely on the adjacent property to the west of the subject property; the wetland's HWM was field estimated to be ~30 m from the west property boundary of the parent lot (Figure 2) and from any proposed development on the daughter Lot. If subject to the RAPR, the SPEA for this wetland / pond would be 15 m to east, the SPEA lying entirely on the 8354 West Coast Road property.

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Figures



Figure 1. CRD NAA map showing the subject property (yellow arrow) relative to the exposed marine shoreline (Figure 4).



Figure 2. Close up of Figure 1 showing the location of the isolated, man made wetland (green arrow), on 2195 Otter Ridge Drive and the location of the aquatic feature on 8354 West Coast Road (dashed green arrow 30 m). The trees lying within the orange polygon consist of a mixed deciduous / coniferous stand, <40 years of age, with the building envelope (Figure 3) consisting of a shrub dominated plant community, with a few young conifers and red alders (Photo 22 – Photo 24).

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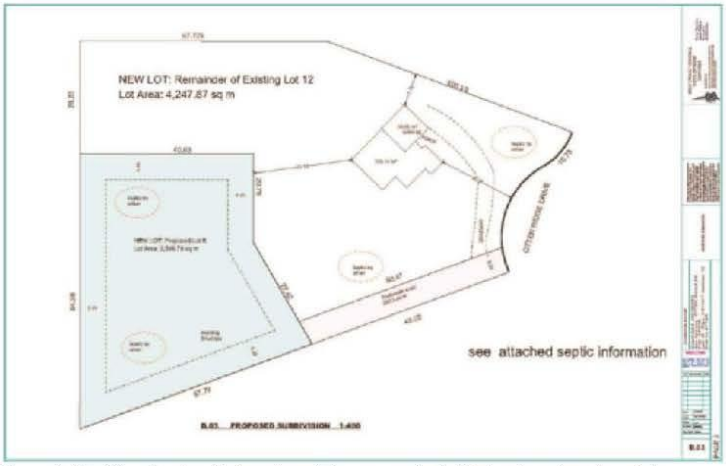


Figure 3. Site Plan showing the location of the proposed subdivision Lots, location of the building area, septic disposal fields (approved by Island Health), and the panhandle access driveway.

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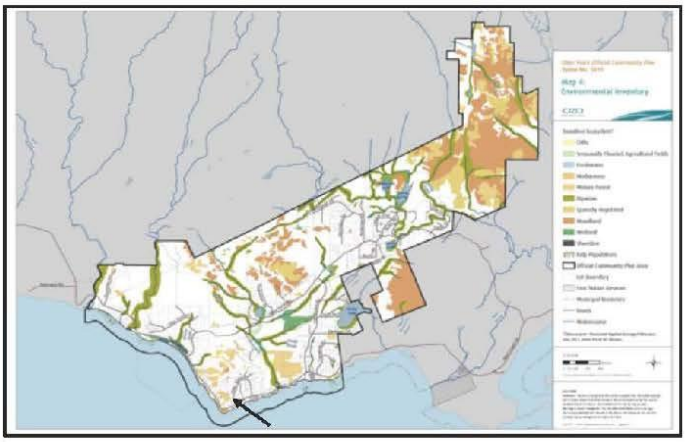


Figure 4. Extract Map showing the Sensitive Ecosystem Inventory associated with the Otter Ridge Drive property and the latter's proximity to the marine shoreline (black arrow). Otter Point Sensitive Ecosystem Inventory. Schaefer, C., Page, N., and Harrision, D. 2011. Report Prepared for the CRD. 32 pg. (Appendix Sensitive Ecosystems Inventory of Otter Point).

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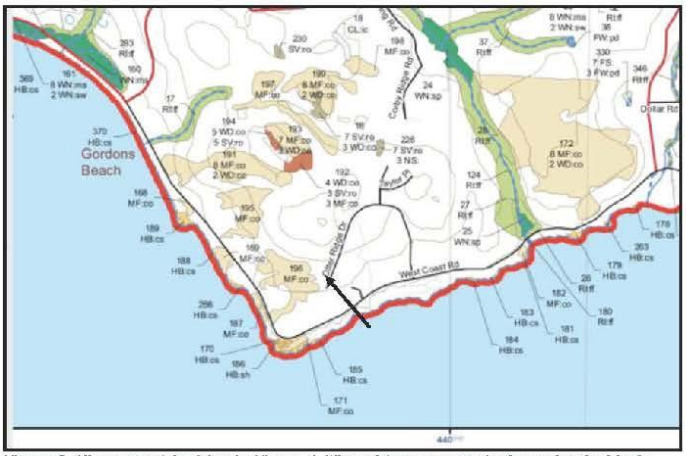


Figure 5. Close-up of the Map in Figure 4. The subject property is shown by the black arrow.

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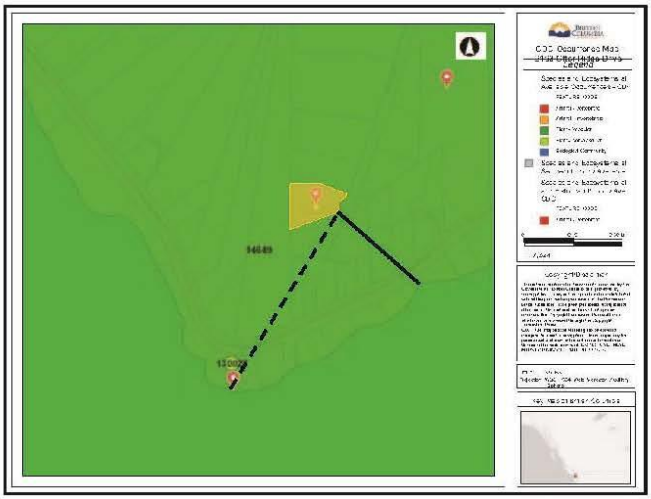


Figure 6. CDC Conservation Data Centre Map of reported sensitive species that historically occurred within the area surrounding the subject property (orange polygon). 130028 = Seaside Bone Lichen (*Hypogymnia heterophylla*) (Figure 8); 14649 = Slimleaf Onion (*Allium amplectans*) (Figure 9). Solid black line = ~220 m; dashed black line = ~425 m. The apex of the two black lines is the location of the Herbaceous ecosystem located on the bed rock outcrop.

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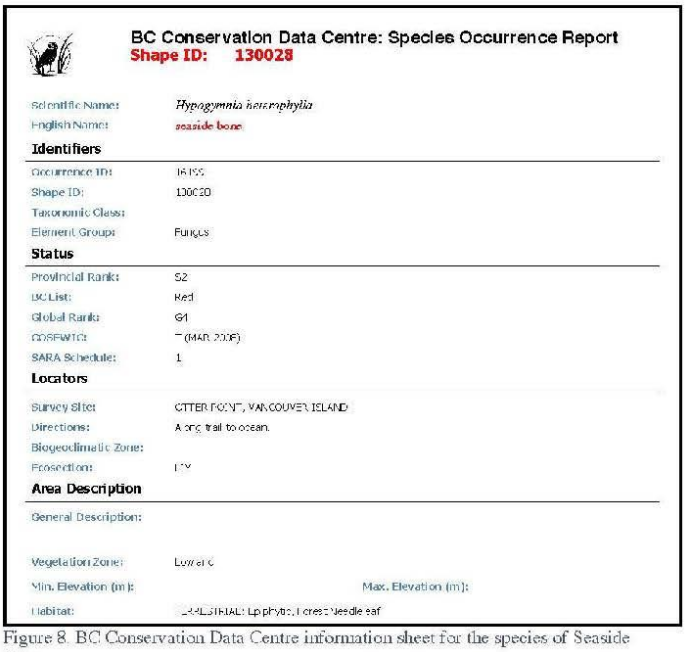
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Figure 7. CRD Map of the Mature Forest. No trees within the subject property were >80 years of age, the age cohort which defines mature Forest. The blue boundary line indicates the parent property (Figure 3).

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BC Conservation Data Centre: Species Occurrence Report
Shape ID: 130028

Scientific Name: *Hypogymnia heterophylla*
English Name: seaside bone

Identifiers

Occurrence ID: 16155
Shape ID: 130028
Taxonomic Class:
Element Group: Fungus

Status

Provincial Rank: S2
BC List: Red
Global Rank: G4
COSEWIC: — (MAR 2006)
SARA Schedule: 1

Locators

Survey Site: OTTER POINT, VANCOUVER ISLAND
Directions: Along trail to ocean.
Biogeoclimatic Zone:
Ecosection: [illegible]

Area Description

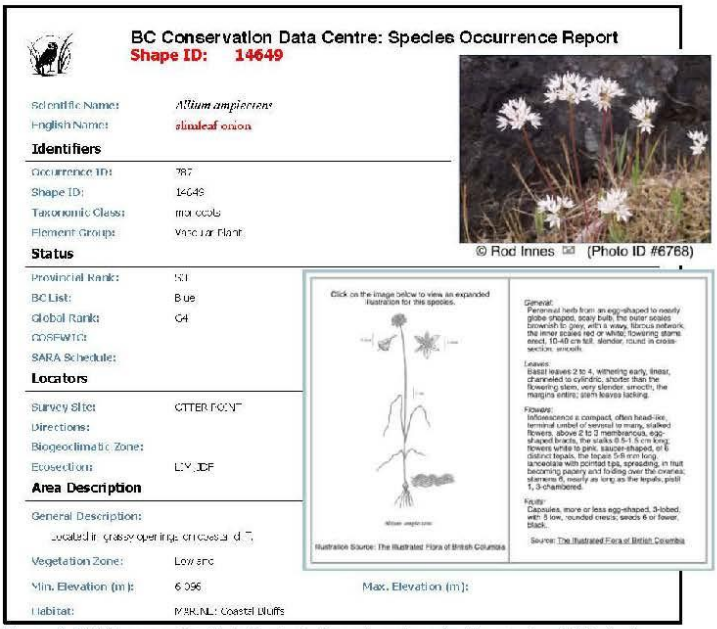
General Description:

Vegetation Zone: Lower C
Min. Elevation (m): Max. Elevation (m):
Habitat: [illegible]TERRESTRIAL: Epiphytic, Forest: Needle leaf

Figure 8. BC Conservation Data Centre information sheet for the species of Seaside Bone.

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BC Conservation Data Centre: Species Occurrence Report
Shape ID: 14649

Scientific Name: *Allium amplectens*
English Name: slimleaf onion

Identifiers
Occurrence ID: 787
Shape ID: 14649
Taxonomic Class: monocots
Element Group: Vascular Plant

Status
Provincial Rank: S1
BC List: Blue
Global Rank: G4
COSEWIC:
SARA Schedule:

Locators
Survey Site: OTTER POINT
Directions:
Biogeoclimatic Zone:
Ecosection: CWH_1DF

Area Description
General Description:
located in grassy openings on coastal bluffs
Vegetation Zone: Low and
Min. Elevation (m): 6 096
Max. Elevation (m):
Habitat: MBR.NL: Coastal Bluffs

© Rod Innes (Photo ID #6768)

Figure 9. BC Conservation Data Centre information sheet for the species of Slimleaf onion. Inserts show plant in the wild and botanical taxonomic attributes.

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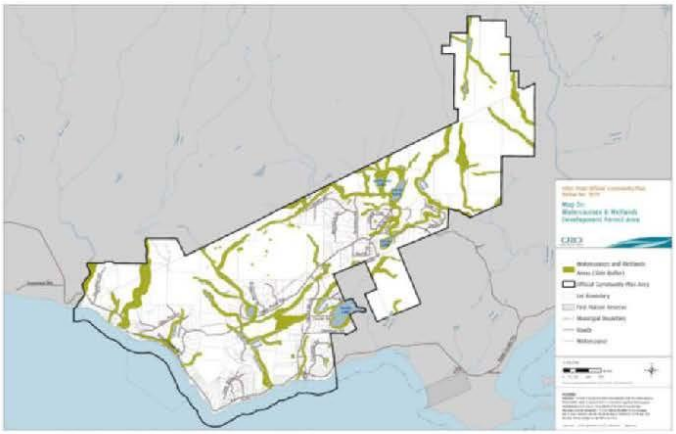


Figure 10. Otter Point OCP Plan identifying watercourses and wetlands mapped and subject to Aquatic Habitat Regulations.



Figure 11. Close-up of Figure 10 for the subject property. Note that neither streams nor wetlands are identified as being associated with the subject property, nor adjacent properties.

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Photographs



Photo 1. Looking south at the bed rock mounds adjacent to the proposed daughter Lot driveway (dashed yellow line). The large bed rock outcrop on the left would remain as part of the parent Lot. The small outcrop on the right would remain undisturbed as part of the daughter Lot.

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Photo 2. Looking southeast at the proposed daughter Lot driveway (dashed yellow line). The large bed rock outcrop on the left would remain as part of the parent Lot

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Photo 3. Looking across the proposed driveway access. Note the young (<50 years old) conifer stand through which the panhandle driveway would be constructed.

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Photo 4. The large bed rock outcrop has a thin soil layer in which an herb, fern, and forb plant community exists. This outcrop is south facing and subject to extreme dry conditions during the late spring to early autumn months.

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Photo 5. Grasses are found at the base of the outcrop. Note the mosses, forbs, ferns, and lichens.

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Photo 6. The small bed rock outcrop at the edge of the parent Lot property boundary has a thin, dry, soil layer in which mosses, lichens, grasses are growing. There is a single, drought stressed conifer growing at the peak of the outcrop, with a conifer trunk that was topped and left as a wildlife tree. The Scotch broom plant shall be removed.

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Photo 7. Looking across the proposed panhandle daughter Lot access driveway. A narrow (5 m wide) road can be constructed that would leave the two bed rock outcrops undisturbed. The conservation of the bed rock outcrop plant communities would be a prescribed environmental management objective.

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Photo 8. Looking along the parent property boundary property line. The conifer stand delineates the subject property from the adjacent property (Figure 2).

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Photo 9. The young conifer stand associated with the proposed panhandle driveway access road (Figure 3) has a salal understory.

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Photo 10. Looking southwest across the adjacent property (2195 Otter Ridge Drive) at the man made, isolated pond/wetland (Figure 2).

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Photo 11. Looking southwest across the dense sedge community that surrounds the pond. Note the young red alder in the background (2195 Otter Ridge Drive).

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Photo 12. Looking across the wetland / pond landscape feature towards the adjacent dwellings (Figure 2). The property boundary lies within the red alder copse of trees on the left hand side of this image. The feature does not lie on the subject property (2195 Otter Ridge Drive).

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Photo 13. There is a small pond with a dense sedge community surrounding the pond on the adjacent property to the west (8354 West Coast Road). This pond and its riparian plant community is not connected to the isolated wetland pond on 2195 Otter Ridge Drive.

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Photo 14. Looking southwest across the west edge of 2195 Outer Ridge Drive. There are no discharge channels emanating from the wetland / pond on this property.

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Photo 15. Looking south across the rear 2195 Otter Ridge Drive. There are no discharge channels emanating from the wetland / pond on 2195 Otter Ridge Drive.

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Photo 16. Mature spruce on 8354 West Coast Road. This was one of a few remnant mature trees in the area.

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Photo 17. Potential habitat for Seaside Bone Lichen was checked for the presence of this species. None was observed.

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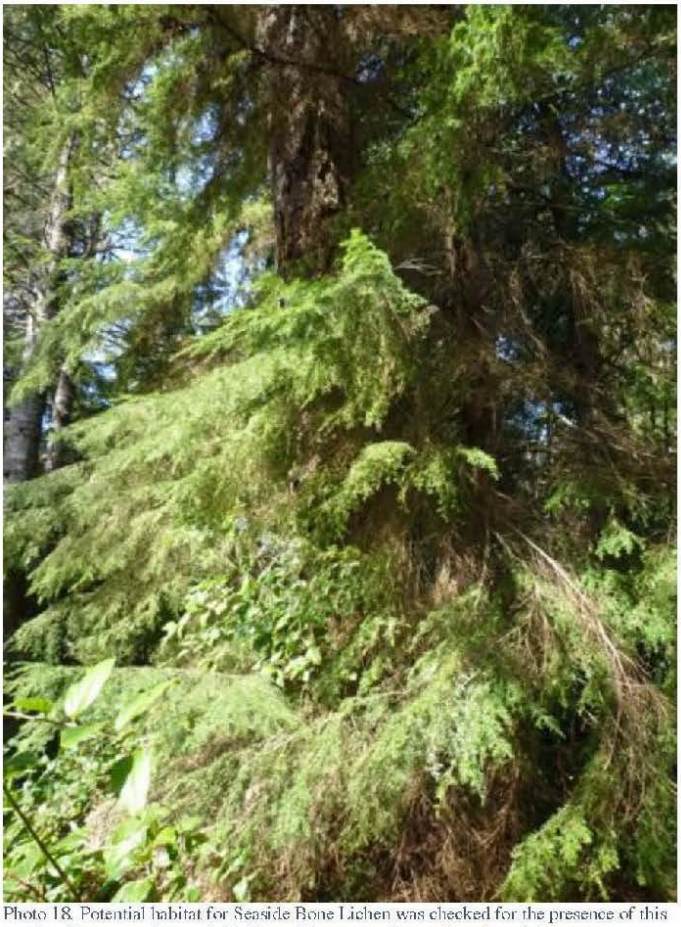


Photo 18. Potential habitat for Seaside Bone Lichen was checked for the presence of this species. None was observed. No Shore Pines were observed on the subject property, nor on adjacent properties.

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Photo 19. Potential habitat for Seaside Bone Lichen was checked for the presence of this species. None was observed.

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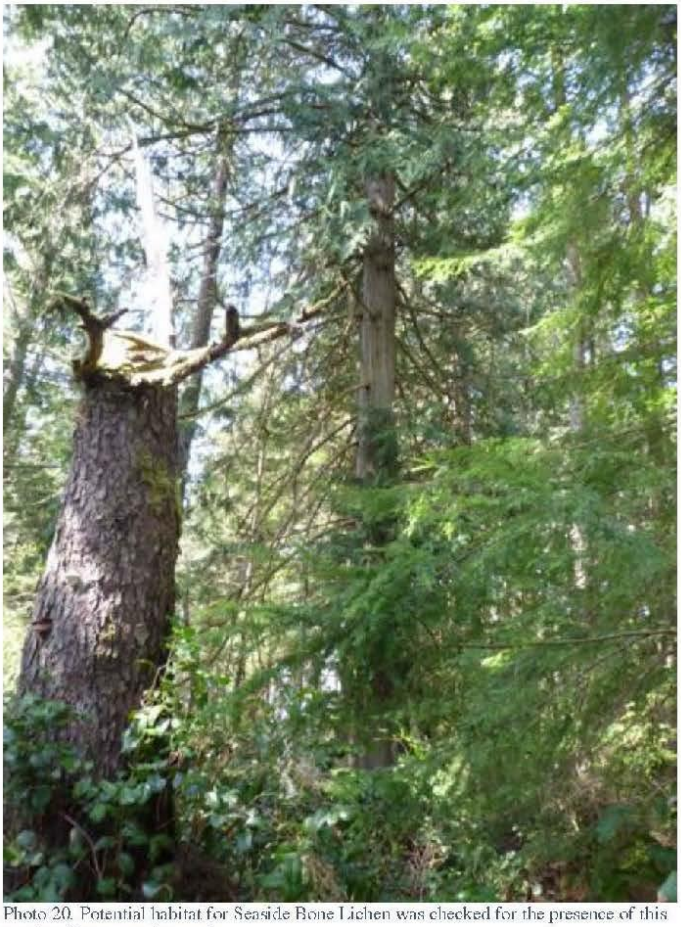


Photo 20. Potential habitat for Seaside Bone Lichen was checked for the presence of this species. None was observed.

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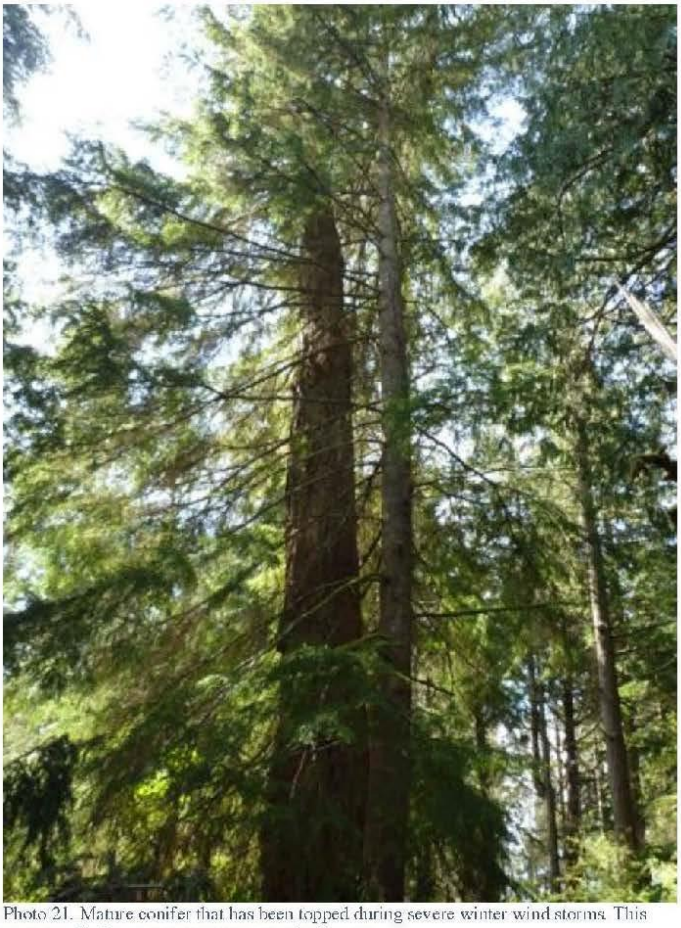


Photo 21. Mature conifer that has been topped during severe winter wind storms. This was one of a few remnant mature trees in the area.

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Photo 22. Looking east across the rear portion of the proposed daughter lot showing the shrub understory with a few immature conifers.

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Photo 23. Looking southeast across the rear portion of the proposed daughter lot showing the shrub understory with a few immature conifers and red alders.

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Photo 24. Looking northeast across the rear portion of the proposed daughter lot showing the shrub understory with a few immature conifers and red alders.

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Appendix A – Watercourses & Sensitive Ecosystems

Schedule "A" of Capital Regional District Bylaw No. 3819

Otter Point Official Community Plan

c. registering restrictive covenant(s) or conservation covenant(s) securing the measures prescribed in the Qualified Environmental Professional assessment report;

5. Developers are encouraged to exceed the minimum standards set out in the RAR.

6. Development Permits may include requirements for environmental monitoring where riparian areas must be protected, remediation must be completed or where construction requires environmental controls. Environmental monitoring reports, when required, must be prepared by the Qualified Environmental Professional.

Additional Guidelines Applicable to Non-RAR Lakes, Wetlands, and Other Watercourses:

1. Before development is permitted in a "Watercourses DPA" not subject to a RAR, the applicant may be required to supply an assessment, prepared by a Qualified Environmental Professional. The report must inventory the site to identify existing environmentally sensitive feature(s) and assess the environmental impact of the proposed development. The report must provide recommendations for construction, mitigation, and protection of environmentally sensitive features and sensitive habitat, to ensure that the impacts of development are minimized and to preserve and/or restore the natural ecosystem components and processes which are important to maintain ecosystem function and health.

2. Compliance with any or all conditions recommended in the report prepared by the Qualified Environmental Professional may be required in a development permit.

6.6 Development Permit Area No. 4: Sensitive Ecosystems Areas

6.6.1 Designation

That part of the Otter Point area within the boundaries of areas marked "Cliffs", "Seasonally Flooded Agricultural Fields", "Herbaceous", "Mature Forest", "Sparsely Vegetated" and "Woodland" on Map 5d, which is attached to and forms a part of this bylaw, is designated as a Development Permit Area, the "Sensitive Ecosystems DPA", under Section 919.1(1)(a) of the *LGA* for the protection of the natural environment, its ecosystems and biological diversity.

The "Sensitive Ecosystems DPA" boundaries include Seasonally Flooded Agricultural Fields and the following ecosystems identified in the Sensitive Ecosystem Inventory prepared in July 2011 by Raincoast Applied Ecology/HB Lanarc: Herbaceous, Mature Forest, Sparsely Vegetated and Woodland.

6.6.2 Justification

These are important vegetation communities that have been identified by the Sensitive Ecosystem Inventory. Maintaining this vegetation is important to the protection of habitat and the natural environmental character of Otter Point. Land clearing, tree cutting, construction of buildings or roads, or other site disturbance in these areas could harm their functions and value to the community.

6.6.3 Objective

The primary objective of this Development Permit Area designation is to minimize the impact of development on the natural environment. The natural environment provides essential habitat and corridors for plants, fish, birds and other organisms. Furthermore, as concerns over climate change grow, it should be recognized that functioning ecosystems are more efficient at consuming carbon dioxide as well as carbon storage.

Sensitive ecosystems support a number of provincially Red and Blue-listed species (extirpated, endangered, threatened, and vulnerable) and federally listed species at risk. This Development Permit Area is intended to protect habitat for rare and endangered species of native vegetation or wildlife and to provide wildlife corridors and secondary habitat within Otter Point.

6.6.4 Guidelines

Development Permits issued in "Sensitive Ecosystems DPA" will be in accordance with the following:

1. No development, subdivision or sewage disposal system will be permitted in the "Sensitive Ecosystems DPA", except as allowed by a Development Permit or subject to the general exemptions as outlined in Section 6.2 of this Plan.

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2. Avoid intrusion of development into Development Permit Areas and to minimize the impact of any activity in these areas. Development shall generally only be supported where the applicant provides compelling reasons supported by a Qualified Environmental Professional's recommendations for mitigation to support the request or if there are no alternate building locations. Variances from other applicable regulations, including height, setback and location regulations may be considered in order to minimize encroachment into the Development Permit Area.

3. Development or subdivision of land should be designed to comply with the policies in Section 5.3.2 of the Plan.

4. The applicant for a Development Permit for land within the "Sensitive Ecosystems DPA" must provide an assessment by a Qualified Environmental Professional on the environmental conditions on the proposed development site and recommendations on the suitability of the site for the proposed development. The assessment must include recommendations for vegetation protection, enhancement or retention, where applicable. A plan prepared by a British Columbia Land Surveyor may be required as a condition of the Development Permit.

5. As a condition of the issuance of a Development Permit, compliance with any or all conditions recommended in the report prepared by the Qualified Environmental Professional may be required.

6. Disturbance to existing vegetation that is not directly affected by the footprint of building, ancillary uses, and driveways must be minimized. Any disturbed areas shall be rehabilitated with appropriate landscaping and habitat compensation measures. Loss of natural habitat shall be minimized.

7. A buffer zone within which land alteration or structures will be limited to those compatible with the characteristics of the sensitive ecosystems, or those that can be mitigated in a manner recommended by a Qualified Environmental Professional may be required and the specific or general location of the buffer zone may be designated.

8. In order to ensure unnecessary encroachment does not occur into the Development Permit area at the time of construction, permanent or temporary fencing measures may be required.

9. Environmentally sensitive areas and the habitat requirements for wildlife species at risk as defined in the federal *Species at Risk Act* should remain in their natural state and should not be developed or disturbed.

10. Where possible, large tracts of wildlife habitat or continuous habitat corridors should be preserved, in order to facilitate movement of wildlife. In addition, where possible, landscape plans should enhance, expand or create wildlife habitat such as wetlands, native aquatic and terrestrial plants.

11. Planting of invasive species adjacent to or within designated "Sensitive Ecosystems DPA" will not be permitted.

12. Changes in the land surface which could affect the health of vegetation or the biodiversity of any plant communities and disturbance of mature vegetation and under-storey plants will be minimized.

13. Any development must be designed to avoid storm water runoffand the development or subdivision may be required to be carried out in accordance with recommendations contained in a drainage plan that the applicant may be required to provide.

14. Removal of gravel, sand, soil or peat in "Sensitive Ecosystems DPA" will be strictly limited and only permitted if impacts can be mitigated in a manner recommended by a Qualified Environmental Professional.

15. Development should generally conform to *Develop with Care 2012: Environmental Guidelines for Urban and Rural Land Development in British Columbia.*

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16. Development may be required to incorporate environmentally sound building practices where appropriate, such as natural drainage, or use of permeable paving materials.

17. A subdivision application which proposes the creation of parcels less than the average parcel size supported by this Plan and located within a smaller footprint of the parent parcel may be supported where the conditions are secured for the permanent on-going protection or restoration of environmentally sensitive features without an amendment to this Plan. However, the overall number of parcels must be consistent with the Land Use Designation.

18. Where the Qualified Environmental Professional or Qualified Professional recommends re-vegetation or remediation works, a landscaping plan and security deposit may be required.

6.7 Development Permit Area No. 5: Commercial and Industrial Development Areas

6.7.1 Designation

That part of the Otter Point area marked "Commercial DPA" and "Industrial DPA" shown on Map 5e, which is attached to and forms a part of this bylaw, is designated as a Development Permit Area, the "Commercial and Industrial DPA", under Section 919.1(1)(f) of the *LGA* for the form and character of commercial and industrial development.

The "Commercial and Industrial DPA" boundaries include lands zoned commercial or industrial under the Land Use Bylaw.

6.7.2 Justification

The various commercial and industrial areas in Otter Point merit designation as Development Permit Areas for the form and character of commercial and industrial development due to their unique location and their relationship to surrounding land uses.

6.7.3 Objective

To encourage a building design theme and form that is complementary to and respectful, as possible, of the natural setting and the rural character of Otter Point.

6.7.4 Guidelines

Development Permits issued in "Commercial and Industrial DPA" will be in accordance with the following:

1. No development, building, subdivision or sewage disposal system will be permitted in the Commercial and Industrial Development Permit Area, as specified in the Justification above, except as allowed by a Development Permit or subject to the general exemptions as outlined in Section 8.2 of this Plan.

2. Design buildings to take advantage of natural contours and features of the landscape so that buildings and structures fit into the natural surroundings.

3. Design buildings in a form which can make best use of the natural setting, which allows for retention of natural vegetative cover and which reinforces existing aesthetic and natural advantages of the area.

4. Retain existing second-growth forest and native understorey plants in areas where there are no buildings, structures, parking areas or other constructed features.

5. Minimize outdoor storage and screen outdoor storage and loading/unloading facilities from neighbouring properties through the retention of trees and native understorey plants, or through the planting of native or complementary species, or by using fencing.

6. Screen parking areas to the greatest extent possible with existing and new landscaping, as described in subparagraph (5).

7. Install outdoor lighting which is of low intensity and pedestrian-oriented or which is directed down and away from surrounding residential areas so as to reduce and minimize glare into the environment.

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Appendix B – Development Permit Areas

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PART 6.0 DEVELOPMENT PERMIT AREAS

Development Permits are a planning tool for sites, buildings and structures that warrant special protection or development control. Unless authority is delegated, Development Permits must be approved by the CRD Board and may require some sort of security to ensure that the conditions in the Development Permit have been achieved. The guiding principle for the use of Development Permits is found within Section 919.1 of the *LGA*. Development Permit Areas can be designated for purposes such as, but not limited to the following:

- to protect the natural environment, its ecosystems and biological diversity;
- to protect development from hazardous conditions;
- to establish the form and character of commercial, industrial or multi-family residential development; or
- to promote energy conservation, water conservation and the reduction of Green House Gas emissions.

With respect to areas designated as Development Permit Areas, the OCP must:

- describe the conditions or objectives that justify the designation; and
- specify guidelines respecting the manner by which the special conditions or objectives will be addressed.

6.1 General Development Permit Policies

1. Where a development site lies within more than one Development Permit Area, all of the applicable permit guidelines must be met.
2. In accordance with the *LGA*, a Development Permit must be obtained prior to subdivision, construction, alteration of land, soil deposit or removal, or any other development or activity that would impact on any of the elements protected by a Development Permit.
3. Any additional information, including the preparation of covenants, requested by the CRD as outlined in the following sections will be provided at the applicant's expense.
4. A Development Permit is not required where it can be demonstrated that the proposed development is located outside the designated Development Permit Area. A Qualified Professional or Qualified Environmental Professional must submit a report or provide certification acceptable to the CRD that the proposed development is not within the designated Development Permit Area.

6.2 General Exemptions for a Development Permit

No Development Permit will be required for the following:

1. internal alterations to a building;
2. boundary adjustments between parcels when no new parcels are created and the boundary is not located within 30 metres of a watercourse or wetland;
3. external alterations, including adding a second storey, that are entirely within the building footprint;
4. landscaping, or constructing fences and not located within 30 metres of a stream or wetland;
5. structures which are not greater in area than 10.0 square metres (107 square feet) and are not located within 30 metres of a watercourse or wetland;
6. walkways, ramps and/or stairways, at-grade patios and retaining walls not requiring a building permit and not located within 30 metres of a watercourse or wetland;
7. removal of hazard trees;
8. emergency actions for flood or erosion protection;

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9. emergency works to repair or replace public utilities or infrastructure;
10. removal of invasive non-native vegetation from within 30 metres of a watercourse or wetland;
11. in-stream habitat development or restoration that complies with provincial and federal legislation and requirements;
12. agricultural activities and developments on farms on ALR lands.

References in this section to a distance from a watercourse or wetland shall be deemed to be references to a distance from the natural boundary of the watercourse.

6.3 Development Permit Area No. 1: Steep Slopes

6.3.1 Designation

That part of the Otter Point area shown as "Steep Slopes" on Map 5a, which is attached to and forms a part of this bylaw, is designated as a Development Permit Area, the "Steep Slopes DPA", under Section 919.1(1)(b) of the *LGA*, for protection of development from hazardous conditions.

The "Steep Slopes DPA" boundaries include areas having slopes exceeding 30% or 16.7 degrees in slope over a minimum 10 metre run. Notwithstanding the areas identified on Map 5a, the actual Development Permit Area will in every case be verified.

6.3.2 Justification

The topography of the area, as well as the slope gradation and thin soil cover, renders the area highly susceptible to erosion hazard. Careful control of development or other alteration of these slopes is needed to reduce the risk to life and property, to prevent erosion and potential risks to down-slope properties, and to prevent destabilization of slopes. Land clearing, road construction, changes in slope profiles, construction of buildings, structures, improvements or roads or other site disturbance in these areas could increase risk to life and property and harm the environmental values of the slopes and are examples of development to be controlled.

6.3.3 Objective

To regulate development in the area with a view to protecting the integrity of the slopes and reducing the risk of injury to persons or damage to property resulting from erosion, landslide and slope slippage.

6.3.4 Guidelines

Development Permits issued in "Steep Slope DPA" will be in accordance with the following:

1. No development, subdivision or sewage disposal system will be permitted in a "Steep Slopes DPA", as specified in the Justification above, except as allowed by a Development Permit or subject to a general exemption as outlined in Section 6.2 of this Plan.
2. Avoid intrusion of development into Development Permit Areas and to minimize the impact of any activity in these areas. Development shall generally only be supported where the applicant provides compelling reasons supported by a Qualified Professional's recommendations for mitigation to support the request or if there are no alternate building locations. Variances from other applicable regulations, including height, setback and location regulations may be considered in order to minimize encroachment into the "Steep Slopes DPA".
3. Development or subdivision of land should be designed to comply with the policies in Section 5.4 of the Plan.

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Appendix C
MOTI-Referral-Report-Updated-SU000737

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JWDC 22-04

REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, JULY 5, 2022

SUBJECT **Rocky Point Water Upgrade Budget Amendment**

ISSUE SUMMARY

The Juan de Fuca Water Distribution Service 2022 capital plan and budget requires amendment as a result of additional work required on the Rocky Point Water Upgrade Project.

BACKGROUND

As reported to the Juan de Fuca Water Distribution Commission on September 7, 2021, the total approved budget for the Rocky Point Water Upgrade project, as per the capital plan, was $9,314,000. This project is cost-shared with the Federal government and in March of 2021, the Capital Regional District (CRD) entered into a Contribution Agreement with the Department of National Defence (DND) to provide funding for construction and construction phase engineering services.

A breakdown of the current budget is as follows:

Project Name & Budget No.	Engineering Design Phase Budget	Engineering Construction Phase Budget	Construction Budget	Total Budget	Funding Source	
					CRD	DND
Rocky Point Water Upgrades No. 18-05	$408,000	$367,000	$8,539,000	$9,314,000	$3,550,000	$5,764,000

After tender award and consultation with Scia'new First Nation (Beecher Bay), additional archeological and environmental monitoring is required to be undertaken within the DND funding portion of the work. DND has fully committed to funding this work, however the CRD is administering the project and therefore must revise the 2022 capital plan. The cost of the archeological and environmental monitoring is approximately $358,000 and $53,000 respectively totaling $411,000.

A breakdown of the revised budget is as follows:

Project Name & Budget No.	Engineering Design Phase Budget	Engineering Construction Phase Budget	Revised Construction Budget	Revised Total Budget	Revised Funding Source	
					CRD	DND
Rocky Point Water Upgrades No. 18-05	$408,000	$367,000	$8,950,000	$9,725,000	$3,550,000	$6,175,000

ALTERNATIVES

Alternative 1
The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

That the 2022 Juan de Fuca Water Distribution Service capital plan and Project 18-05, Rocky Point Water Upgrades, budget be amended to $9,725,000 to reflect an increase in Federal funding of $411,000 for the additional archeological and environmental monitoring costs.

Alternative 2
That the budget amendment request not be approved and that the matter be directed back to staff.

IMPLICATIONS

Financial Implications

The budget amendment requested is being funded 100% by DND and will not have any impact on the Juan de Fuca Water Distribution Service capital plan.

Service Delivery Implications

Should the budget amendment not be approved, then the project would be at risk of a funding shortfall which may impact final project delivery.

CONCLUSION

Additional archeological and environmental monitoring is required to be undertaken on the DND portion of the Rocky Point Water Upgrades project. As a result of the additional work, a budget amendment to the 2022 Juan de Fuca Water Distribution Service capital plan is required. The cost of this additional work is estimated at $411,000 and will be 100% funded by DND.

RECOMMENDATION

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

That the 2022 Juan de Fuca Water Distribution Service capital plan and Project 18-05, Rocky Point Water Upgrades, budget be amended to $9,725,000 to reflect an increase in Federal funding of $411,000 for the additional archeological and environmental monitoring costs.

Submitted by:	Ian Jesney, PEng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, BSc., CTech., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kevin Lorette, PEng., MBA, Acting Chief Administrative Officer

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RWSC 22-10

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT **Grant Application for Regional Water Supply Main No.4 – Mt. Newton to Highway 17 Section Replacement**

ISSUE SUMMARY

Regional Water Supply Commission (RWS) and Capital Regional District (CRD) Board support is required to submit a grant application for the "Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream". The grant application will support the replacement of the Regional Water Supply Main No. 4 from Mt. Newton to Highway 17.

BACKGROUND

The Regional Water Supply Main No. 4 (No. 4) services municipalities from the West Shore through to the Saanich Peninsula. There are numerous sections of No. 4 that are made of concrete pipe and susceptible to failure during a seismic event.

The particular section that has been identified consists of 1,950 metres of 760 millimeter (mm) diameter concrete pipe that is to be replaced with the same length of 900 mm diameter steel pipe which will preserve seismic resilience. The location of this section (Appendix A) runs from Mt. Newton Cross Road to Highway 17.

Some specifics of the proposed replacement are:

- The section identified for replacement has been chosen based on risk and prioritized consequence of failure.
- The section has also been identified in a current grant application under the Disaster Mitigation and Adaptation Fund and if successful would be removed from that application.
- The replacement would include a resilient water connection to Tsawout First Nation.

Alternative 1
The Regional Water Supply Commission recommends to the Capital Regional District Board:
That staff be directed to prepare and submit an application for a *Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream* grant for the replacement of the Regional Water Supply Main No. 4 from Mt. Newton to Highway 17.

Alternative 2
The Regional Water Supply Commission directs staff not to proceed with a grant application to the *Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream* grant program.

IMPLICATIONS

Intergovernmental Implications
No. 4 services approximately 30,000 people providing water directly to the municipalities of Central Saanich, North Saanich and Sidney through the Saanich Peninsula Water Supply System and indirectly to the Pauquachin and Tseycum First Nations through the North Saanich water system and the Tsartlip and Tsawout First Nations through the Central Saanich water system.

Financial Implications
The estimated budget is $8.8 million dollars of which $6 million would be in the form of a grant and the remainder from the Regional Water Supply capital program. This section of pipe has been identified for replacement in the 2022 Regional Water Supply 5 Year Capital plan. The funding stream being applied for falls under the Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream is the Capital Infrastructure Stream of the program.

CONCLUSION

Regional Water Supply Commission (RWS) and CRD Board support is required to submit a grant application for the "Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream". The grant application will support the replacement of Regional Water Supply Main No. 4 from Mt. Newton Cross Rd. to Highway 17.

The project consists of the replacement of 1,950 metres of 760 millimeter (mm) diameter concrete pipe with the same length of 900 mm diameter steel pipe to increase seismic resilience. Budget is estimated at $8.8 million with $6 million being funded by the grant and the balance funded from the Regional Water Supply capital program.

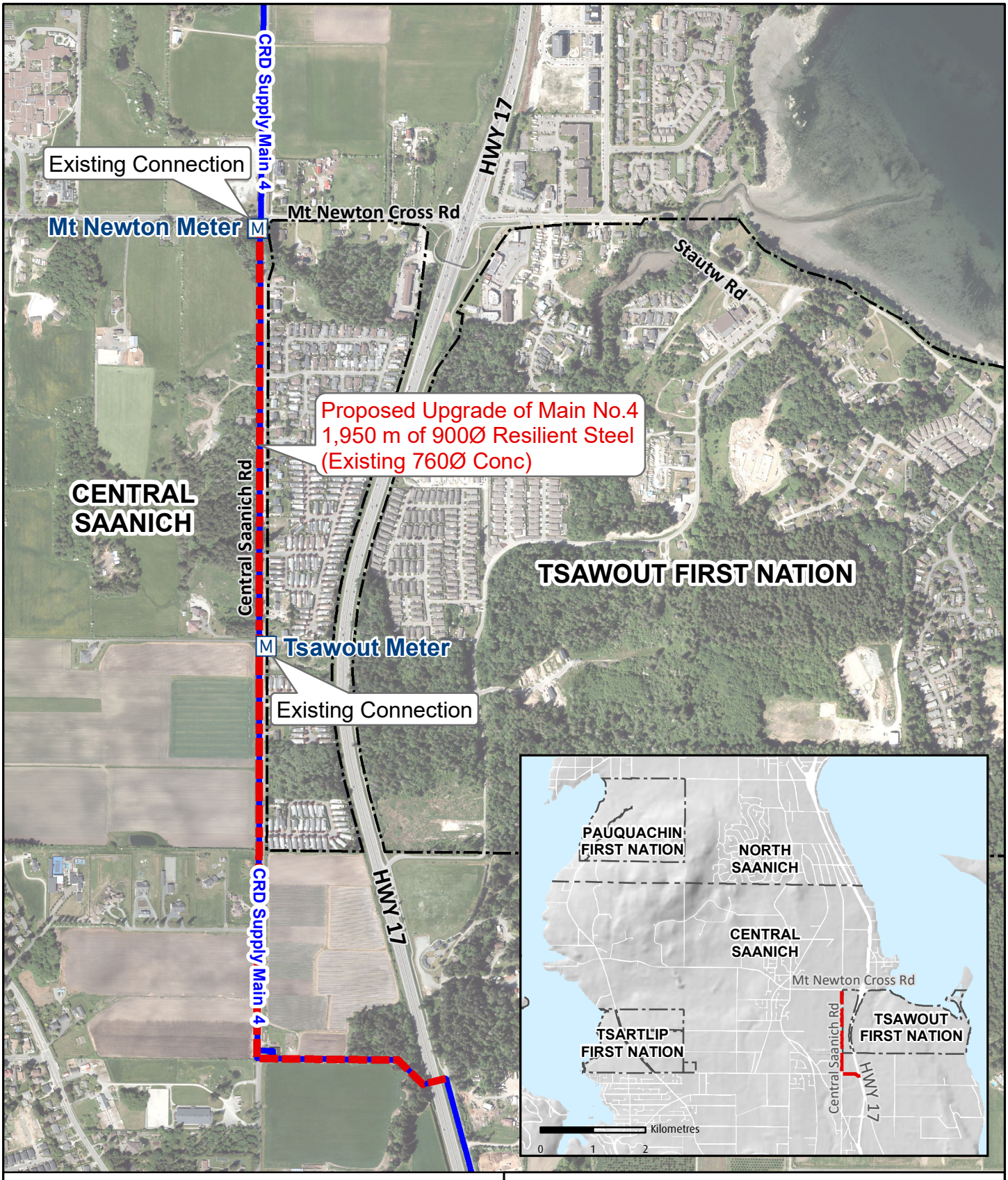
RECOMMENDATION

The Regional Water Supply Commission recommends to the Capital Regional District Board:
That staff be directed to prepare and submit an application for a *Canada Community-Building Fund in British Columbia, Strategic Priorities Fund Capital Infrastructure Stream and Capacity Building Stream* grant for the replacement of the Regional Water Supply Main No. 4 from Mt. Newton to Highway 17.

Submitted by:	Ian Jesney, PEng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, BSc., CTech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Location Map



Metres
0 50 100 200 300
UTM Zone 10N NAD 1983

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W E
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DISCLAIMER

This map is for general information only and may contain inaccuracies.

June 2022 | Regional Water Supply Main No 4 Mt. Newton to Highway 17.mxd | helpdesk@crd.bc.ca

Regional Water Supply Main No. 4
Mt. Newton to Highway 17

June 2022

Figure 1

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REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **CAO Quarterly Progress Report No. 2, 2022**

ISSUE SUMMARY

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

BACKGROUND

The Board and Corporate Priorities Dashboard provides quarterly updates on progress related to Board and Corporate priority initiatives, actions, and advocacy as well as variances in financial performance and human resources trends. Following the approval of the Board Strategic Plan in March, 2019 staff prepared a Corporate Plan 2019-2022 to identify potential initiatives to advance Board and Corporate priorities. The Board completed an annual check-in on priorities on May 11, 2022 and the priorities were confirmed and staff was directed to continue to progress the initiatives and actions as developed in the Corporate Plan.

This report presents quarterly progress on priorities, initiatives, actions and advocacy for the second quarter of 2022, however the capital and operating variances and human resources trends are for the first quarter in 2022. The quarterly Capital Variance Report highlights differences between budget and actual expenditures on capital projects over $500,000. The quarterly Operating Variance Report provides results and forecasts for services with an annual operating budget over $1.5 million, which comprise approximately 85% of the combined CRD, CRHD and CRHC budgets for the year. The quarterly update on non-confidential human resources matters is provided to highlight workforce trends.

DISCUSSION

Corporate Activities and Initiatives

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

On April 25, 2022, Chair Plant presented a $15,000 cheque on behalf of the CRD Board to the Ukrainian Canadian Cultural Society of Vancouver Island.

A $12.8 million emergency department expansion project at Lady Minto Hospital has been launched with an official ground breaking ceremony. Capital costs are being shared by the Lady Minto Hospital Foundation, which has pledged $9.8 million, and the Capital Regional Hospital District (CRHD), which will contribute $3 million.

CRD Regional Parks recently had the opportunity to take the prime minister on a guided interpretive walk at Francis/King Regional Park. A legacy park, Francis/King is home to some of the tallest old-growth Douglas fir trees in the region!

CRD Regional Parks staff provided a tour of the beautiful Mountain Road Forest property to Colin Plant, CRD Board Chair, Rebecca Mersereau, Regional Parks Committee Chair, and Geoff Young, Regional Parks Committee Vice Chair. This nearly 50 acre property was acquired by the CRD last November with help from community partners such as the Habitat Acquisition Trust. Before that it was privately owned and contains mature, second growth Coastal Douglas-Firs as well as a Garry Oak meadow and will be protected for generations to come.

Every year, starting on the last Sunday in May, Canadians celebrate National AccessAbility Week (NAAW). It is an opportunity to celebrate Canadians with disabilities and raise awareness of the critical need for accessibility and inclusion for everyone in our communities and workplaces. CRD has installed a Mobi-Mat at the main beach at Thetis Lake Regional Park to provide a safe water-access walkway over the soft sand.

On May 30, 2022, Construction started on the Michigan Square housing project that will replace three aging apartment buildings with 97 affordable rental homes for families, seniors and people with low to moderate incomes. The project is receiving $4.5 million through the Regional Housing First Program, an innovative partnership between the Capital Region Housing Corporation (CRHC), the B.C. government and the Government of Canada.

On May 11, 2022, The Capital Regional District (CRD) released its 2021 annual report, providing an overview how the CRD is supporting and responding to community needs and highlighting the progress made on strategic priorities to support a growing region. It also features key activities of the CRD's other corporate entities, the Capital Regional Hospital District (CRHD) and the Capital Region Housing Corporation (CRHC), as well as many CRD-appointed commissions.

The Capital Regional District (CRD) announced the first annual Nils Jensen Memorial Bursary of $2,500 to Tahlia Cook, a student from Saanich School District No. 63. This newly established bursary will be awarded to the local school districts on a rotating basis. The participating secondary school principals will recommend a student to receive the award on the basis of financial need and an interest in environmental protection or water security.

On June 9, 2002, despite *very* rainy conditions the CRD Staff and Family BBQ was a fun-filled evening of games and activities. The grills were hot and the food was good. Panorama staff brought lots of games and activities and Parks set up two self-guided interpretive walks – one on living life from a bear's perspective and another on exploring Indigenous Perspectives.

People of all ages and abilities have a new recreation space where they can meet, play and compete in Sooke. June 26, 2022, marked the official opening of the sport box at 2430 Phillips Road. The box has been built to lacrosse box specifications and will serve a variety of community activities including lacrosse, ball hockey, basketball and community events. SEAPARC will operate the facility and the District of Sooke will maintain the surrounding trails and park.

Board Priorities and Corporate Plan Initiatives

Progress on the Board Priorities and Corporate Plan initiatives from January 2019 to date is reflected in Progress Report Q2, 2022, as Appendix B. The "Comments" section provides a summary of completed actions as well as any issues or problems that have arisen that may impact progress on the priority. The "Next Steps" section identifies future planned actions and associated timing. Attached as Appendix C is the Board Priorities Dashboard Summary of Completed Actions.

Corporate Climate Change Initiatives

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

Board Advocacy

An Advocacy Dashboard has been prepared which tracks the ongoing advocacy work being done by the CRD Board, municipalities, partners and staff. Progress on advocacy is reflected in the Advocacy Dashboard Progress Report Q2, 2022 as Appendix E.

Operating Variance Report – Q1, 2022

The Operating Variance Report outlines the quarterly operating variance, providing actual results and annual forecasts for services with an annual operating budget over $1.5 million. These services comprise approximately 89% of the combined three entities CRD, Capital Regional Hospital District and Capital Regional Housing Corporation budgets for the year.

The forecasts have been compiled by staff to determine estimates for how services are expected to perform fiscally for the year, as at the end of the first quarter. Determining these forecast includes looking at prior year results, planned and actual changes in activity, and considering service level delivery and associated funding impacts.

The amount of budget used to the end of the first quarter will vary from service to service, based on the individual services' planned spending, seasonality, and timing of transactions. For example, services funded by requisition receive their funding in the third quarter, and water supply and distribution services receive more sales revenue over the summer months.

The quarterly Operating Variance Report, attached in Appendix F, highlights how much of the annual budget has been used, in comparison to prior year, and what the annual forecast is expected to be based on information available to the end of the first quarter. This is outlined for both expenditures and revenue.

Spending to the end of the first quarter, as a percentage of actual budget, is largely in line with the same period and timeframe as 2021 for both revenue and expenses. Effects of the current COVID-19 pandemic event on operations has been limited to specific services, primarily recreation.

Capital Regional District

The annual forecast highlights that the majority of services will still track in line with the annual budget. Many of these services are providing essential services to our communities, such as delivery of water, wastewater management, and solid waste. Forecasts for the recreation services incorporate estimated impact on business activities as a result of current health guidelines in response to the pandemic. The forecasts for SEAPARC and Panorama Recreation Centre services are not materially different from budget in the first quarter, as budget for these services reflect a further recovering of service levels and recreational programming.

Favourable variances are forecast for the Regional Housing Trust Fund due to estimated grant funding opportunities, for the Saanich Peninsula Wastewater Service due to operational delays of the OMS receiving facility, and salary variances across a number of services due to some delay in hiring and temporary vacancies.

Capital Regional Hospital District (CRHD)

The annual forecast highlights some minor savings expected due to deferred hiring of term role and property management costs, but otherwise the CRHD operations continued as planned.

Capital Region Housing Corporation (CRHC)

The annual forecast for CRHC is presented by portfolio, and reflect the estimated cost savings and revenue variances forecasted at the end of the first quarter.

Specific details on CRD, CRHD and CRHC expense and revenue forecasts are outlined in Appendix F.

Capital Variance Report – Q1, 2022

The Capital Variance Report, attached in Appendix G, highlights variances on actual expenditures from the quarterly and annual capital budgets for all three entities (CRD, CRHD, and CRHC) including impact on the total project. The Capital Variance Report is current to the end of the first quarter of 2022 and covers all capital projects with budgeted spending in 2022 greater than $0.5 million.

The capital plan is budgeted quarterly based on scope and schedule of projects. In addition, forecasts are updated quarterly to provide periodic revisions and oversight on the projects. As quarters progress through the year and tenders complete, the expectation is that activities will increase.

Capital Regional District
Capital expenditures on projects greater than $0.5 million totaled $7.7 million in the first quarter of 2022, 54% lower than a forecast of $16.7 million. Of the $9.0 million variance, $3.1 million is related to timing of contract closeout costs on the Core Area Wastewater Treatment Project (CAWTP), $1.5 million is related to timing of design and construction of the McCallum Pump Station and Tank 4 Project, , and $1.2 million arising from deferral of the Goldstream AC Pipe Replacement project to 2023. Other notable projects include timing differences on the Rocky Point water infrastructure upgrades, weather delays for the multi-purpose sports field at Panorama Recreation, and timing differences on the Salt Spring Island recreation centre expansion.

Capital Regional Hospital District (CRHD)
Capital expenditures on projects greater than $0.5 million totaled $0.8 million in the first quarter of 2022, 67% higher than a forecast of $0.58 million. The variance is due to delays in the demolition work on Oak Bay Lodge, and discovery of additional contaminated materials to be addressed. A budget amendment was approved by CRHD Board in May 2022 to update the 2022 budget and scope, with project completion forecast for the third quarter of 2022.

Capital Region Housing Corporation (CRHC)
Capital expenditures on projects greater than $0.5 million totaled $5.4 million in the first quarter of 2022, 2% lower than a forecast of $5.5 million. Variances within the CRHC portfolio are mainly due to timing on construction draws for the for the Michigan Redevelopment and Triway Redevelopment projects.

Human Resource Trends and Corporate Safety

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

As with 2021 metrics, the 2022 Quarter 1 metrics information is reflective of the impact from the COVID-19 pandemic and related economic pressures. The CRD is a defined essential service and, as such, is closely monitoring the impact of the pandemic and its resulting economics on service delivery and our people, and is taking appropriate measures as needed to ensure the essential operations are maintained and staff receive supports as may be needed.

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

The CRD's proactive and positive focus on workplace health and safety remains a top of priority, and the CRD's comprehensive occupational health and safety (OHS) strategy, which is aligned with OHS best practice standards, meets or exceeds requirements of the WorkSafeBC approved municipal Certificate of Recognition (CoR) program. The CRD continues to experience a positive (merit) situation with WorkSafeBC resulting in a 29.8% better-than-industry-average Employer Rating Assessment and an equally reflected reduction in premiums. With the CRD now receiving CoR Certification, premiums will be further reduced another 10% in 2022.

CONCLUSION

The CAO Quarterly Progress Report No. 2 - 2022 provides a status update of Progress on Board and Corporate Priorities, Activities and Initiatives, Capital Project Variances, and Human Resource Trends across the organization.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Photographs of Corporate Activities and Initiatives
Appendix B: Board Priorities Dashboard Progress Q2, 2022
Appendix C: Board Priorities Dashboard – Summary of Completed Actions
Appendix D: Corporate Climate Change Initiatives
Appendix E: Advocacy Dashboard Progress Q2, 2022
Appendix F: Operating Variance Report Q1, 2022
Appendix G: Capital Variance Report Q1, 2022
Appendix H: Human Resources Trends and Corporate Safety Q1, 2022

Cheque Presentation to Ukraine Society



Lady Minto Ground Breaking



Prime Minister visits Francis/King



Mountain Road Tour



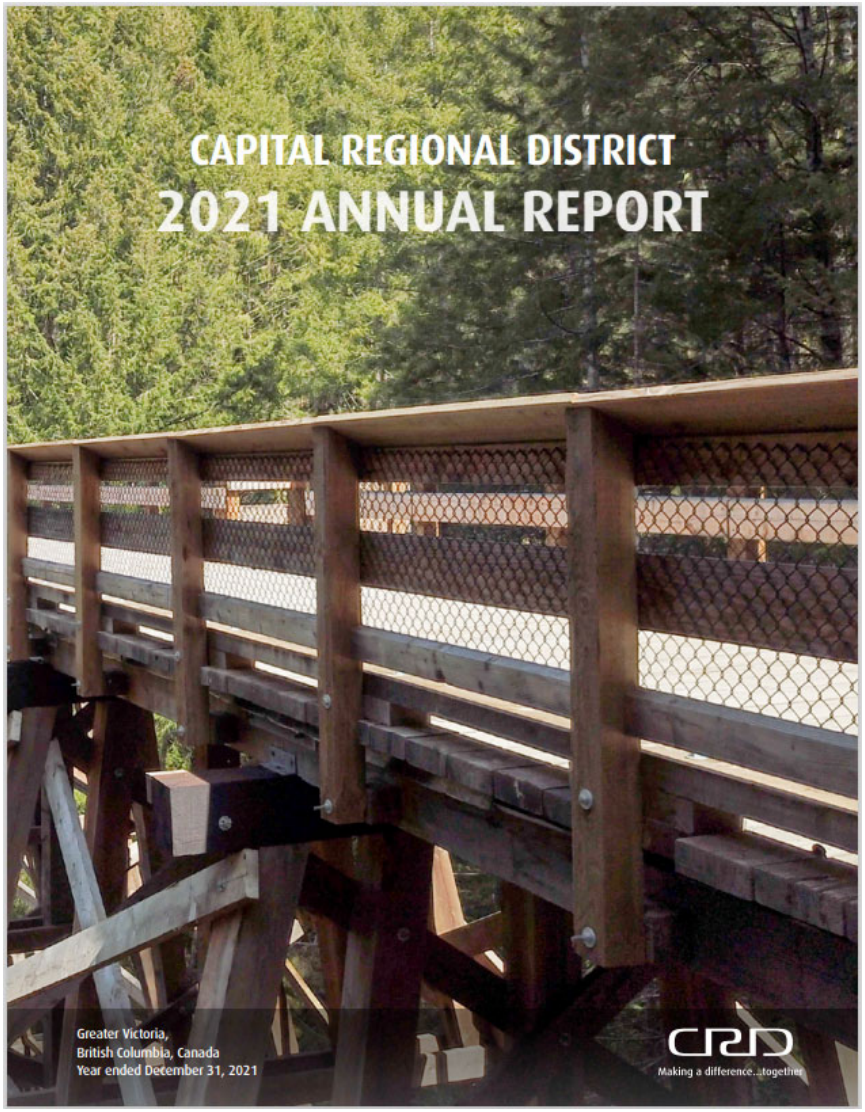
National AccessAbility Week



Michigan Square Redevelopment Groundbreaking



2021 Annual Report



Nils Jensen Memorial Bursary



CRD Staff and Family BBQ



SEAPARC Sport Box Grand Opening



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

Community Wellbeing
Transportation & Housing

Board Priorities Dashboard > Progress Report No. 14 – Q2 2022

Making a difference...together

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

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
1a Work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.			✓		**Operationalized.** The CRD Board approved the transportation working group Terms of Reference on October 20, 2021 and the first transportation working group meeting was held on December 13, 2021. Starting in 2022, the mandate for Regional Trails was added to the defined purpose of the Transportation Committee and removed from the Regional Parks Committee Terms of Reference. The Board Chair and Vice Chair met with the Minister of Transportation and Infrastructure on October 4, 2021 and March 31 2022 to discuss regional transportation priorities. An application has been submitted through the federal Active Transportation Fund.	▸ Transportation working group meetings will continue through 2022 and into 2023 to action regional transportation priorities ▸ Board and staff to advance advocacy and other implementation on priority areas through appropriate channels (e.g. meetings with Minister of Transportation, participation in project and policy working groups)	▸ *Ongoing through to 2023* ▸ *Ongoing through to 2023*
1b Protect the E&N Corridor as a transportation corridor and participate in a Provincial working group to come to agreement on the future use of the E&N corridor.			✓	▸ ***Board May 11, 2022*** ▸ ***TC June 15, 2022***	**Operationalized.** The CRD Board approved a motion at its annual strategic check-in on May 11, 2022 to heighten its advocacy regarding the protection of the E&N corridor as a transportation corridor, including the reinstatement of passenger and freight rail services. Staff reported back on advocacy next steps to the Transportation Committee on June 15, 2022. Heighten advocacy for corridor protection by: · Deepening partnerships with Ministry of Transportation & Infrastructure · Exploring the potential for partnerships with the four other regional district boards along the E&N corridor · Targeting engagement with relevant federal ministries at both the political and senior staff level through letters and meetings		
1c Create and deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse and growing population, including vulnerable residents.		✓		▸ ***Board May 11, 2022***	The Southern Gulf Islands Electoral Area Housing Strategy was endorsed by the CRD Board on May 11, 2022. Staff have identified the implementation actions for 2023 and those will be reflected in the provisional budget which will be presented to the Board in the fall. A white paper on options for a housing partnership program to follow the Regional Housing First Program is in the final stages of drafting and will be presented to the CRD Board on July 13, 2022.	▸ Continue to implement Reaching Home Program ▸ Staff to explore and consider options for a housing partnership program to follow the Regional Housing First Program and report to Board ▸ Continue to implement Regional Housing First Program	▸ *Ongoing* ▸ *Ongoing* ▸ *Q4 2022*

Standing Committee Legend

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

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

Climate Action & Environmental Stewardship

Board Priorities Dashboard > Progress Report No. 14 – Q2 2022

Making a difference...together

CONDITION LEGEND

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

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
2a Declare a Climate Emergency and take a leadership role to pursue regional carbon neutrality by 2030.			✓		**Operationalized.** Continued work with utilities and all levels of government on policy and programming initiatives. Board adopted Bylaw No.4468 to amend the annual requisition of the climate action service to fund new initiatives in the CRD Climate Action Strategy.		
2b Work with local governments to further reduce emissions from buildings, transportation and solid waste.			✓		**Operationalized.** Following the Board adoption of the ***Climate Action Strategy***, actions rolled out as outlined in the Strategy.		
2c Explore additional opportunities for resource recovery and identify best practices to further reduce waste, increase recycling and find beneficial uses for waste.		ⓘ		▸ ***Board April 13 2022*** ▸ ***Board May 11, 2022***	Sought direction on investigating beneficial use options for construction, renovation and demolition waste to the Board. Sought direction on further exploring material stream diversion opportunities to the Board. ***Media Release:*** CRD Explores New Policies to Divert Waste from Hartland Landfill (May 12, 2022). Continued implementation of the short-term solid waste work plan, including launching Rethink Waste grant program and presenting a solid waste annual report to the Board. Continued the procurement process with invited proponents for the design, construction and operation of a new facility that will upgrade biogas generated at Hartland Landfill to renewable natural gas in 2023.	▸ Present financial and timing details for potential beneficial use pilot projects for construction, renovation and demolition waste to the Board. ▸ Award the contract to design, build, operate and maintain (for a 5 year period) a biogas upgrading facility	▸ *Q3 2022* ▸ ~~*Q2*~~ *Q3 2022*
2d Ensure appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Regional Parks Strategy with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups.			✓		**Operationalized.** Board approval of 2022 Financial Plan budget increase for Regional Parks, including a new Financial Model to raise funds to acquire regional parks.		
2e Develop model bylaws and best practices for use by municipalities and electoral areas.		✓			Supported municipalities in preparing for next phase of BC Energy Step Code implementation by coordinating three workshops with local governments and industry.	▸ Develop guidance documents to support public and multi-unit building EV charging	▸ *Q3 2022*

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

Board Priorities Dashboard > Progress Report No. 14 – Q2 2022

Making a difference...together

CONDITION LEGEND

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

First Nations Reconciliation

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3a Look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories.			✓		**Operationalized.** Discussions with First Nations are ongoing regarding how to further government-to-government decision-making and planning systems. Discussions are ongoing with the W̱SÁNEĆ leadership Council regarding an MOU with the CRD, and with Pacheedaht First Nation on involvement in land use decision-making. CRD First Nations Relations staff are supporting CRD planning efforts, and will continue to identify opportunities to support cultural awareness training and events for staff, Directors and commissioners.		
3b Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals.		✓		▸ ***FNRC, April 27, 2022*** ▸ ***Board May 11, 2022***	A consultant has been retained and work underway to recommend next steps for supporting Indigenous employment at the CRD. Work is ongoing to develop a database of Indigenous-led businesses in the region, to support CRD procurement. Procurement Policy has been amended to create more Indigenous business opportunities with the CRD. Through ongoing participation in the Te'mexw Treaty Table, and the Pacheedaht Treaty Table where invited, seek to work with First Nations on achieving their economic goals. New website content providing clear, accessible information on how to access CRD contract opportunities created.	▸ Negotiate a partnership agreement with the W̱SÁNEĆ Leadership Council on implementation of the Solid Waste Management Plan	▸ *Q3-Q4 2022*
3c Work with First Nations on taking care of the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names.			✓		**Operationalized.** CRD First Nations Relations staff continue to support all CRD divisions to collaborate with First Nations in service delivery and in implementation of the Conservation and Protection of Heritage Sites Policy and the approved draft W̱SÁNEĆ Land Altering Works MOU. CRD First Nations Relations staff are supporting multiple CRD divisions to work with First Nations on taking care of the land and water: including Regional Parks, Watershed, Regional Strategic Planning, Integrated Water Services, Environmental Protection, Environmental Resource Management, Housing, and SGI, SSI and JDF parks.		
3d Initiate ecological asset management planning that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and invasive species management (*Updated May 2022*).			✓	▸ ***Board May 11, 2022***	Facilitate opportunities for First Nations to share Indigenous understandings of ecological values and guiding principles for taking care of the land and water, as proposed in the Regional Parks Strategy and through ongoing engagement to support ecological asset management planning. Board approved initiative wording update at the May 2022 Strategic Plan check-in.		

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

Advocacy, Governance & Accountability

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

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
4a Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.			✓		**Operationalized.** The SGI Connectivity Plan was completed in April. The report summarizes current levels of connectivity in the region and provides a vision for the future that is mindful of the challenges and opportunities for improving broadband service for the SGI. The report describes alternatives and provides recommendations and cost estimates. SGI EA Administration continues to support third party proposals for internet service infrastructure improvements and consider partnerships agreements with Connected Coast.		
4b Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area.			✓		**Operationalized.** The SSI Water Optimization Study is complete. The water improvement district is now considering options. Provincial direction may be sought in due course.		
4c Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities.			✓		**Operationalized.** The CRD Board approved a motion on January 12, 2022 to support an application to UBCM Community Emergency Preparedness Fund for the Evacuation Route Planning grant and directed staff to provide overall grant management. The CRD will conduct a functional Emergency exercise in October 2022.		
4d Achieve sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers.			✓		**Operationalized.** Reserve guidelines established and reported back through Finance Committee to CRD Board on July 14th, 2021. The Guideline establishes a practice to assess capital reserve health and appropriate levels of borrowing to better balance costs of service delivery over time and over asset lifecycles.		
4e Facilitate a discussion of the region's art facility needs and explore partnerships to support 100% participation in the CRD arts function.			✓		**Referred for consideration of the new Board.** At the February Board meeting the defeated recommendation that costs and timeline associated with a region-wide referendum on a full regional performing arts facilities service and policy options for sub-regional performing art facilities services be considered and is referred to the strategic planning session for the new Board.		
4f Explore how the CRD can best contribute to regional economic development.			✓		**Operationalized.** Continue to advance advocacy initiatives identified by the SGI and SSI community economic development commissions. SSI EA Administration contract with REIP is ongoing and regular reporting to the commission will take place as work progresses The SGI Economic Recovery and Resiliency Program worked through community partners to share information, identify challenges, and identify resources to support businesses and non-profit organizations to navigate the challenges of COVID-19 closures. Media Release: Capital Regional District reports on 2020 funding for the Electoral Areas (May 18, 2021)		

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Accountability

CONDITION LEGEND

No issues / Proceeding as planned

Potential or emerging issue/problem

Problem/issue has arisen

Timing has changed

Corporate Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
Business capacity & continuity: Advance our workforce planning & Organizational Health & Safety programs to support organizational capacity & resilience.			✓		**Operationalized.** The Organization Development Plan continues to be implemented and actions rolled out annually to advance work. CRD has implemented its Communicable Disease Plan, in accordance with regulatory requirements		
Fiscal responsibility: Integrate asset management & risk analysis into our capital planning processes to strengthen our fiscal management practices & support resource sustainability.			✓		**Operationalized.** Executing service planning and annual check-in program. Life-cycle policy and procedures work completed with work to commence in Q1 2022.		
Transparency: Streamline our service planning tools & establish KPIs to effectively track & report progress on Board Priorities, Corporate Projects & operational service activities, thereby enhancing accountability.			✓		**Operationalized.** Executing service planning and annual check-in program.		
Efficiency & collaboration: Develop a partnership directory & guidelines document to guide staff & existing potential partner groups & enable greater collaboration.			✓		**Operationalized.** Partnerships directory and guidelines in place. Continue to advance existing initiatives under inter-governmental MOUs for Regional Housing First, Regional Emergency Management, Wildfire response and First Nations and identify new partnerships to advance priorities and initiatives.		
Customer service: Enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.			✓		**Operationalized.** Website, social media and media channels fully engaged. New engagement platform ***getinvolved.crd.bc.ca*** launched to provide more ways for the public to participate in consultation opportunities virtually. Hartland webcam installed.		

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

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

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

Community Wellbeing
Transportation & Housing

Board Priorities Dashboard

Summary of Completed Actions

Board Initiatives	Resolutions	Comments
1a Work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.	▸ *TC Feb. 27, 2019* ▸ *Board Mar. 13, 2019* ▸ *EAC June 12, 2019* ▸ *Board June 12, 2019* ▸ *TC July 24, 2019* ▸ *COW Jan. 29, 2020* ▸ *PTPSC Oct. 21, 2020* ▸ *Board Nov. 18, 2020* ▸ *PTPSC Dec. 9, 2020* ▸ *Board Dec. 9, 2020* ▸ *Board Jan. 13, 2021* ▸ *TC Apr. 21, 2021* ▸ *Board May 12, 2021* ▸ *Board July 14, 2021* ▸ *TC Oct. 20, 2021* ▸ *Board Nov. 10, 2021* ▸ *Board Dec. 8, 2021*	**Operationalized.** ***Advocacy:*** Letter sent by the Board Chair to the Minister of Transportation requesting participation in the South Island Transportation Planning study. Letter sent advocating for a scope change to include a governance model and also the Electoral Areas under the South Island Transportation Strategy Plan. Requested and received presentation from BC Transit to Committee to input on Transit Planning. EAC advanced SGI transportation feasibility planning. Staff directed to include the establishment of an SGI transportation service in service and budget planning for 2020. Met with Ministry staff July 2019 on South Vancouver Island Multi-Modal Transportation Plan. Transportation Committee Chair provided updates on transportation issues after meeting with Minister of Transportation and a presentation was delivered at the July 2019 Transportation Committee. A follow-up meeting was held in November 2019. MOTI presented the draft Southern Vancouver Island Transportation Plan to the January 2020 Committee of the Whole. Release of the final Southern Vancouver Island Multi-Modal Transportation Plan in summer 2020. Change of direction related to Southern Gulf Islands transportation service and budget planning. MOTI's South Island Transportation Strategy was published on September 18, 2020. Staff brought a report on gaps in regional transportation functions and options to address them to COW. Board directed staff to work with partners to prepare a list of transportation priorities for Board prioritization and begin process to consider governance options. Staff continue to provide technical support to a number of working and steering groups, including for the Uptown Exchange, Highway 17 improvements, Westshore Transit Plan, Island Highway Transit Priority, Victoria Regional Transit System 5-10 Year Plan and Inter-Municipal Business License for Ride-Hailing Discussion Group. ***Advocacy***: Speed enforcement on the Malahat (July 13, 2020). ***Media Release***: CRD Board moves forward with regional transportation priorities (Dec. 10, 2020). Progress report on Ready Step Roll active school program was presented to PTPSC to mark the fifth year of the program. The goal of the initiative is to improve commutes for students and families by providing actionable solutions for partners that can be integrated into local plans. The CRD Board approved the terms of reference establishing a Transportation Committee on January 12, 2021. Since then, staff have been working with municipal, electoral area and agency partners on identifying priority transportation initiatives to inform advocacy with the province and prioritize resources. The Transportation Committee endorsed a recommendation on June 21, 2021 for the CRD to take on a mandate to fill identified transportation priority gaps and to implement advocacy strategies to advance partner led priorities. ***Advocacy***: Regional Transportation Priorities (Jun. 2 , 2021). ***Media Release***: CRD Board confirms Transportation Priorities (May 14, 2021). The CRD Board endorsed Transportation Committee recommendations to form an advisory group to coordinate transportation matters, fill identified transportation priority gaps and advance regional transportation priorities. Staff provided letters of support for five of the seven projects that received BC Active Transportation Infrastructure Grants, representing $2.03M of grant funding received in the region. The CRD Board approved the transportation working group Terms of Reference on October 20, 2021 and the first transportation working group meeting was held on December 13, 2021. Starting in 2022, the mandate for Regional Trails was added to the defined purpose of the Transportation Committee and removed from the Regional Parks Committee Terms of Reference. The Board Chair and Vice Chair met with the Minister of Transportation and Infrastructure on October 4, 2021 to discuss regional transportation priorities. The Board Chair sent a briefing note to the Minister requesting improved funding streams for regional active transportation infrastructure. ***Media Release***: CRD Traffic Safety Commission Awards Fifth Annual Cst. Sarah Beckett Memorial Scholarship (Oct. 21 2021). ***Media Release***: CRD Launches Public Engagement on Transportation in Southern Gulf Islands (Oct. 13 2021). ***Board Advocacy:*** Regional Transportation Priorities (Nov. 26 2021).
1b Protect the E&N Corridor as a transportation corridor and participate in a Provincial working group to come to agreement on the future use of the E&N corridor.	▸ *GFC July 3, 2019*	**Operationalized.** Active Board member as Island Corridor Foundation representative. E&N Corridor is identified as a transportation corridor and is part of the multi-modal network in the 2014 Regional Transportation Plan. ***Bike BC 1M grant*** awarded May 2019 for phase 3 of the E&N rail trail. ***Media Release***: CRD Recognizes Funders and Partners of E&N Rail Trail to acknowledge over $20 million in grants towards development. The province released the Island Rail Corridor Condition Assessment Report in April 2020. It provided estimated cost and potential phasing scenarios to reinstate rail along the island corridors, including the E&N corridor. The Province's South Island Transportation Strategy considered the E&N corridor in its findings and will continue to protect it as a transportation corridor. The Board approved an advocacy motion on May 12, 2021 to plan for the long term need by maintaining and upgrading the E&N right of way for future use as a transportation corridor. Reviewing implications of the recent BC Supreme Court decision related to the ongoing use of the E&N corridor on the Board priority.

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

Community Wellbeing
Transportation & Housing

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
1c Create and deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse and growing population, including vulnerable residents.	▸ ***Board Feb. 13, 2019*** ▸ ***Board Sept. 11, 2019*** ▸ ***Board Jan. 8, 2020*** ▸ ***Board Mar. 11, 2020*** ▸ ***Board June 10, 2020*** ▸ ***HHC Nov. 4, 2020*** ▸ ***Board Nov. 18, 2020*** ▸ ***HHC Dec. 2, 2020*** ▸ ***Board May 12, 2021*** ▸ ***Board Oct. 27, 2021***	In December 2018, the Board approved, in partnership with the BC government, the acquisition of two properties, one located at Spencer Road and the other at Hockley Avenue. Board rise and report on acquisition for Millstream Ridge (Treanor Avenue properties). ***Media Release***: West Park Lane mixed-income housing development project announced with Province. ***Media Release***: Reaching Home Strategy funding from Federal Government secured. ***Media Release***: New affordable homes for seniors coming to Salt Spring Island. Successful consent of electors approval to raise additional funding for Regional Housing First Program. ***Media Release***: CRD Moves Forward with Bylaw Amendments for the Regional Housing First Program. ***Media Release***: CRD Board Approves Bylaw Amendments for the Regional Housing First Program. COVID-19 additional reaching home funding update received by Board in June 2020. Westview officially opened, creating 73 new affordable housing units. Residents began moving into their new homes mid-May 2020. ***Media Release***: CRD Continues to Provide Support for Vulnerable Populations during COVID-19 (April 6, 2020). ***Media Release***: Over 70 New Affordable Homes Opening in Saanich (May 13, 2020). ***Media Release***: Reaching Home Program Continues Focus on Community's Unhoused During COVID-19 Crisis (June 10, 2020). ***Media Release***: Regional Housing First Program Partners Announce Additional Matching Contributions (June 18, 2020). Ministry of Municipal Affairs & Housing and BC Housing ***announcement***, in partnership with CRHC on the Community Housing Fund, securing 58 new units in Langford. Groundwork for SGI Housing Strategy will start in Q4 2020 to pave the way for strategy development in early 2021. Actions from the strategy will be brought forward through service planning next year. ***Media Release***: Housing and Transportation Cost Estimate Study Reveals Impact of Transportation Costs on Household Affordability (July 29, 2020). ***Media Release***: Island Health, Capital Regional Hospital District welcome seniors to The Summit (July 9, 2020). ***Media Release***: 2020 Greater Victoria Point in Time Count Results Announced (July 31, 2020). Plans for a proposed multi-round engagement and consultation on the future of the Oak Bay Lodge property were presented to the Hospitals & Housing Committee. The CRD received $1.9m Fall 2020, in additional COVID-19 emergency response funding from Reaching Home to support the region's response capacity for those experiencing homelessness. ***Media Release***: Nearly 300 New Affordable Housing Units Open on the Westshore (Dec. 7, 2020). ***Media Release***: CRD makes land contribution request for Rapid Housing program (November 2, 2020). ***Media Release***: Grants approved for construction of over 100 affordable rental housing units (Oct. 14, 2020). ***Advocacy***: Letter to support Aboriginal Coalition to End Homelessness Society (Mar. 24, 2021). ***Media Release***: Hockley House opens in Langford with 120 new affordable homes (Mar. 26, 2021). ***Media Release***: More than 190 new supportive homes underway in Victoria (Mar. 24, 2021). ***Media Release***: Government of Canada announces support for Rapid Housing Initiative in Capital Regional District (Mar. 24, 2021). ***Media Release***: New homes coming for people in Sooke (Feb. 17, 2021). ***Media Release***: New Housing Relief Fund and Rent Bank Launched in Greater Victoria to help renter households struggling to maintain their housing (Feb. 16, 2021). Three grants ($615,000 Regional Housing Trust Fund grant, $3M Regional Housing First Program grant and $3.25M BC Housing grant) were approved to support the development of 41 affordable and 10 shelter rate rental housing units at 1909 Prosser Road in Central Saanich. The timeframe for the SGI electoral area housing strategy has been adjusted to allow for more time to undertake components related to strategy and engage consultants. ***Media Release***: Capital Region Housing Corporation Board approves 2020 Annual Report (May 13, 2021). ***Media Release***: New Housing and Neighbourhood Community Centre Proposed for Victoria (Jun. 9, 2021). ***Media Release***: More than 50 new affordable homes coming to Central Saanich (Jun. 9, 2021). ***Media Release***: New homes under construction in Sooke (Jun. 11, 2021). The CRD completed the distribution of $3.2M through the Reaching Home COVID-19 Emergency Response Program. The CRD issued Requests for Proposals for an additional $1.8M through the Designated Funding Stream. The CRD allocated $1.2M through the Indigenous Funding Stream for projects in 2021/2022. Round 2 of the Rapid Housing Initiative committed an additional $11.3M in funding to help address the needs of vulnerable residents of the Capital Region. ***Media Release***: Canada announces support for rapid housing in CRD (July 31, 2021). CRHC, in partnership with the CRD and Province of British Columbia, began the construction of 58 new units of affordable housing under the Community Housing Fund. Construction is anticipated to be complete in Fall 2022. ***Media Release***: New affordable housing underway in Langford (July 19, 2021). The SGI Electoral Area Housing Strategy continues to advance. Actions will be considered in the 2023 service planning process. 2022 CRHC budget approved, including capital plan to increase housing portfolio to 52 buildings and 2002 units. CRHC's Michigan Square redevelopment, a 97 unit affordable housing project in James Bay, received final project approval. Construction is anticipated to begin in 2022, with completion in 2024. CRHC's Caledonia redevelopment received City of Victoria approval for rezoning, OCP amendment and development permit to permit the construction of 158 new affordable housing units in Fernwood. Secured $11.3 Million in funding through the Government of Canada's Rapid Housing Initiative to support the creation of 45 new affordable homes for Indigenous Peoples in the region who are experiencing homelessness. Funding provided through the Reaching Home Program for four new subprojects to prevent and respond to homelessness in the region. ***Media Release***: Canada announces support for rapid housing in Capital Regional District (Nov. 5, 2021). As of end of Q1 2022, $72.2M allocated through RHFP. Anticipated full allocation by end of 2022. Policy framework proposing options for future funding priorities and partnerships is in development. The SGI Housing Strategy has been completed and consideration by the Electoral Areas Committee, the Housing and Hospital Committee and CRD Board is taking place inApril 2022. A 2022 SGI Housing Market Analysis has been completed and a Housing feasibility analysis is now underway to better understand challenges and identify solutions related to housing affordability.

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

Climate Action & Environmental Stewardship

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
2a Declare a Climate Emergency and take a leadership role to pursue regional carbon neutrality by 2030.	▸ *Board Feb. 13, 2019* ▸ *Board Apr. 10, 2019* ▸ *Board Apr. 8, 2020* ▸ *Board May 13, 2020* ▸ *COW Oct. 28, 2020* ▸ *Board Oct. 28, 2020* ▸ *Board Nov. 18, 2020* ▸ *Board Oct. 13, 2021* ▸ *Board Feb, 9 2022*	**Operationalized.** ***Advocacy***: On February 25, 2019 the Board Chair wrote letters to the Federal and Provincial Ministers of the Environment to request that the federal government strengthen progressive partnerships and direct funding, and provide additional support to regional and local governments to achieve accelerated federal and local climate action goals related to both mitigation and adaptation. Letter sent advocating the federal government deliver on climate commitments. Letter sent advocating the provincial government deliver on climate commitments. Resolution declaring a climate emergency at February meeting. Received response from Provincial Minister of Environment on March 29, 2019 advising their commitment to constructive collaboration and looking forward to a continued partnership with the CRD. Advocacy strategy completed. Provided supportive funding and Chair Plant participated in the BC Coalition Institute – Planetary Health: Local and Global event held August 8 – 11, 2019 at the University of Victoria. Submitted detailed feedback in response to the Province of BC's proposed Zero-Emissions Vehicles Act Regulations that will regulate the future sale of zero emission vehicles in the CRD, and BC more broadly. The approach and timeline for the regional neighbourhood pilot program with Transition 2050 partners was being reassessed due to the COVID-19 health emergency. The report on communicating the climate emergency was distributed to local government staff. CRD Residential (Energy) Retrofit Acceleration Strategy was completed with an increase in the number of retrofit rebates offered. The Climate Action program will continue to support promotion of the Provincial rebate program with municipal partners to encourage residents to switch to heat pumps. 2019 Climate Action Annual Report received for information and completed Climate Action Revenue Incentive Program reporting and submitted to the Province June 2020. Completed regional GHG inventory and associated municipal study. Study results shared with municipalities. The Climate Action Program continues to support promotion of the Provincial home heating fuel switching rebate program with municipal partners to encourage residents to switch to heat pumps. Board approved 2021 service plan (community need) related to Climate Action & Adaptation priority at October 28, 2020 meeting. ***Advocacy***: Climate Action Revenue Incentive Program (CARIP) (July 21, 2021). Staff presented new CRD Climate Action Strategy to the Board for approval in October 2021. Per Board direction, staff shared approved plan with electoral areas and municipalities and are pursuing approval of Bylaw No. 4468 to amend the annual requisition for the climate action service to fund new initiatives in this plan. Board adopted Bylaw No.4468 to amend the annual requisition of the climate action service to fund new initiatives in the CRD Climate Action Strategy.
2b Work with local governments to further reduce emissions from buildings, transportation and solid waste.	▸ *PEC May 22, 2019* ▸ *Board June 12, 2019* ▸ *Board Oct. 13, 2021*	**Operationalized.** ***Advocacy***: On February 26, 2019 the CRD Board Chair wrote a letter to each CRD Municipality advising of the CRD Board's climate emergency declaration and urging member municipalities to place the letter on an upcoming meeting agenda for council's consideration. Met with Climate Action Program Inter-Municipal Working Group (April 2019) to prioritize new regional initiatives. Presented Corporate and Community Climate Action Annual Reports (June). Meeting schedule increased for the CRD Climate Action Inter-Municipal Task Force. Additional meetings to determine appropriate format, scope interest and ability to support a regional Forum of Community Associations on Climate Change/ Climate Emergency event in 2020. Delivered an educational workshop on 'Communicating Climate Change' with Climate Change expert. Hosted Climate Action Inter-Municipal Working Group meeting. Forgoing a regional forum of community associations on climate change/climate emergency and instead plan to support a regional pilot program with Transition 2050 partners to enable neighbourhood leaders take climate action at home. Hosted Climate Action Inter-Municipal Working Group meeting to review current projects and discuss priorities and lessons learned related to accessing grants for efficiency programs. Hosted Climate Action Inter-Municipal Working Group quarterly meeting, and inter-municipal meeting to share implementation lessons regarding BC Energy Step Code implementation. Launched neighbourhood Transition 2050 'Bring It Home 4 Climate Program (wrapping December 2020) to encourage residential energy retrofits. ***Media Release:*** Homeowners Can Access Energy Retrofit Support Through New Climate Program (August 11, 2020). Submitted a FCM Community Efficiency Funding grant application for a regional energy retrofit design study. Hosted 4th annual Walk and Wheel to School week to encourage active travel. Implemented neighbourhood Transition 2050 'Bring It Home 4 Climate' Program to encourage residential energy retrofits. Collaborated with Saanich and Victoria to execute a social media campaign to increase electric vehicle (EV) awareness and uptake across the capital region. Completed first phase of regional residential energy retrofit program business case. Received FCM Community Efficiency Financing program grant to undertake detailed design study. Led a co-application for Natural Resources Canada's Zero Emission Vehicle Infrastructure Program grant. With City of Victoria and District of Saanich, supported 40 regional Grade 4-6 classrooms in participating in BC Sustainable Energy Association's Cool It! Program. Both phases of the regional retrofit program business case are compete. Staff led the co-application for the Natural Resources Canada Zero Emission Vehicle Awareness Initiative. Alongside municipal partners, the CRD continues to promote and support provincial home heating fuel rebate programs, including the Bring It Home 4 the Climate Program. Following the Board adoption of the Climate Action Strategy, actions will be rolled out as outlined in the plan.

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

Climate Action & Environmental Stewardship

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
2c Explore additional opportunities for resource recovery and identify best practices to further reduce waste, increase recycling and find beneficial uses for waste.	▸ *Board Mar. 13, 2019* ▸ *Board May 8, 2019* ▸ *Board June 12, 2019* ▸ *PEC Sept. 4, 2019* ▸ *Board Sept. 11, 2019* ▸ *Board Feb. 12, 2020* ▸ *ESC July 15, 2020* ▸ *Board Aug. 12, 2020* ▸ *Board Sept. 9, 2020* ▸ *ESC Sept. 16, 2020* ▸ *Board Oct. 14, 2020* ▸ *Board Nov. 18, 2020* ▸ *ESC Jan. 20, 2021* ▸ *Board Feb. 10, 2021* ▸ *ESC Feb. 17, 2021* ▸ *Board Mar. 10, 2021* ▸ *Board July 14, 2021* ▸ *ESC July 21, 2021* ▸ *Board Oct. 13, 2021*	Solid Waste Management Plan proposed strategies and targets approved by Board (Summer 2019). Staff conducted first round of public consultation on the proposed strategies and targets for the new Solid Waste Management Plan (Fall 2019). ***Media Release***: CRD Seeks Input for a New Solid Waste Management Plan (Oct. 18, 2019). Solid Waste Management Plan 'What We Heard' report was presented to the Solid Waste Advisory Committee June 2020 and will be sent to Committee and Board in July 2020. Pending Board approval, staff will proceed with community and local government consultation on the draft Solid Waste Management Plan in 2021, including targeted engagement with residents in the areas of Hartland Landfill, Prospect Lake, Willis Point and Highlands. Findings from the Hartland Traffic Study will also be incorporated into future consultation efforts on this draft plan. Staff proceeded with community and local government consultation on the draft Solid Waste Management Plan in November 2020, including targeted engagement with residents in the area of Hartland Landfill. ***Media Release***: CRD seeks feedback on draft Solid Waste Management Plan (Nov. 18, 2020). Staff completed community and local government consultation on the draft Solid Waste Management Plan in February 2021, including targeted engagement with First Nations groups and residents in the area of Hartland Landfill. This input has informed the final draft plan that will be considered by the Board in Q2 2021. ***Media Release***: CRD Board to Consider Final Draft Solid Waste Management Plan in May (Mar. 31, 2021). Staff presented the final Solid Waste Management Plan to the Board for approval in May 2021. The Board endorsed this final draft as well as next steps for implementation, including submitting the plan to the Province in July 2021 and immediately beginning work on priorities for the first three years of the plan. ***Media Release***: CRD Board Approves Solid Waste Management Plan (May 12, 2021). Presented short-term solid waste work plan to the Board for information in October 2021.Began implementation of the short-term work plan according to the priority area timeline. Staff issued a Request for Qualifications seeking submissions for the design and construction of a new facility that will upgrade the biogas generated at Hartland Landfill to renewable natural gas. CRD staff and FortisBC have executed a supply contract that will be submitted to the British Columbia Utilities Commission for approval this spring. ***Media Release***: CRD seeks proposals for landfill gas upgrade project (Mar. 22, 2021). On April 30, 2020 the CRD provided the required short-term biosolids contingency plan to the Ministry of Environment & Climate Change Strategy. Announced approval in principle of an agreement where FortisBC will purchase Renewable Natural Gas (RNG) generated from Hartland Landfill for beneficial use in its natural gas distribution system April 2020. ***Media Release***: Renewable Natural Gas Project Proposed for Hartland Landfill (April 22, 2020). Staff submitting CRD Terms of Agreement for Renewable Natural Gas Initiative (RNGI) at Hartland Landfill to Fortis BC October 2020. FortisBC will add their Terms for a coordinated submission to the BC Utilities Commission in 2021. The Ministry has approved the Biosolids contingency plan and the CRD announced it's MOU with K'ENES Transportation in October 2020. ***Media Release***: CRD partners with new First Nations business on biosolids trucking contract (Nov. 12, 2020). ***Advocacy***: Short-Term Management of CRD Biosolids (July 30, 2021). In June 2021, the BC Utilities Commission approved the Terms of Agreement for the Renewable Natural Gas Initiative with FortisBC. After shortlisting industry submissions, staff will initiate an invitational Request for Proposals process for the design, construction and operation of a new facility beginning in 2023. The facility will upgrade the biogas generated at Hartland Landfill to renewable natural gas. Initiated an invitational Request for Proposals process for the design, construction and operation of a new facility that will upgrade the biogas generated at Hartland Landfill to renewable natural gas beginning in 2023. ***Media Release***: CRD Celebrates Waste Reduction Week with Giveaway, Public Tours (Oct. 18, 2021). Continued implementation of the short-term solid waste work plan, including creation of a solid waste municipal working group, development of a new waste reduction grant program and ongoing exploration of resource recovery and technology opportunities. Continued the procurement process with invited proponents for the design, construction and operation of a new facility that will upgrade biogas generated at Hartland Landfill to renewable natural gas in 2023.

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Climate Action & Environmental Stewardship

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
2d Ensure appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Regional Parks Strategy with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups.	▸ *Board Apr. 10, 2019* ▸ *PEC Oct. 23, 2019* ▸ *COW Oct. 30, 2019* ▸ *Board Oct. 30, 2019* ▸ *Board Nov. 13, 2019* ▸ *Board Mar. 11, 2020* ▸ *Board Mar. 18, 2020* ▸ *Board Apr 8, 2020* ▸ *Board May 13, 2020* ▸ *Board June 10, 2020* ▸ *Board June 24, 2020* ▸ *RPC Sept. 30, 2020* ▸ *RPC Jan. 27, 2021* ▸ *Board Feb. 10, 2021* ▸ *RPC Feb. 24, 2021* ▸ *Board Mar. 10, 2021* ▸ *Board July 14, 2021* ▸ *Board Oct. 27, 2021* ▸ *RPC Nov. 24, 2021* ▸ *Board Nov. 10, 2021* ▸ *Board Dec. 8, 2021* ▸ *RPC Jan. 26, 2021* ▸ *Board Feb. 9, 2021* ▸ *Board Mar. 16, 2022*	**Operationalized.** ***Advocacy***: advocating the protection of Sooke Hills Regional Park. ***Media Release***: CRD Board Approves Extension of the Land Acquisition Fund (Nov. 14, 2019). Decision to renew the Land Acquisition Fund for an additional 10 years (2020-2029) at a levy of $20/household and that land acquisitions be funded with an averaged contribution from community partners at an additional 25% and that an additional $925,000 be requisitioned each year for capital reserves to fund the refurbishment and replacement of existing assets. Financial Plans approved with several amendments, including a new approach to administering the highly successful Parks Land Acquisition Fund, with an additional $925,000 each year for capital reserves to fund the refurbishment and replacement of existing assets. ***Media Release***: CRD and CRHD Boards Approve 2020 Financial Plans. ***Media Release***: CRD Acquires 30 Hectares of Land Near Money Lake on Saturna Island (Mar. 20, 2020). Regional Parks 2020 to 2021 Land Acquisition Criteria approved. Regional Parks management planning underway for Mount Work, East Sooke and Matheson Lake/Roche Cove Regional Parks. Staff directed to report back on options to improve capacity of the Parks Acquisition Fund. Mount Work Regional Park Management Planning report received for information June 2020. Terms of Reference approved for the Mountain Biking Advisory Committee and committee members appointed. ***Media Release***: Public encouraged to complete surveys for park management plans (August 18, 2020). Parks Acquisition Fund options presented as part of 2019-2022 Parks & Natural Resource Management Service Planning. Facilitator hired for the Mountain Biking Advisory Committee and Fall meeting schedule confirmed. 2019-2022 Parks & Natural Resource Management service planning approved. ***Media Release***: CRD and Habitat Acquisition Trust to acquire park land in Saanich (Dec. 1, 2020). ***Media Release***: CRD Regional Parks acquires addition to Mount Parke Regional Park (Oct. 23, 2020). ***Media Release***: Restoration of Todd Creek Trestle on Galloping Goose Regional Trail complete (Oct. 19, 2020). ***Media Release***: CRD Regional Parks acquires addition to Mount Work Regional Park (Dec. 16, 2020). ***Advocacy***: Park Land Acquisition (Dec.14, 2020). CRD Regional Parks and Trails 2020 year in review submitted to Board. The Regional Trails Widening Study was received by Board for information and staff directed to conduct public engagement. The Board endorsed the appropriateness of the property tax requisition as the primary revenue source for operating costs and staff directed to report back on additional options for parking revenues as part of the Parks strategic planning process. Mountain Biking Advisory Committee completed final report. ***Media Release***: CRD Regional Parks rolls revenue generation into Strategic Plan (Mar. 11, 2021). Public survey and virtual open houses completed to get feedback on the Regional Trails Widening and Lighting project. Sustainable Funding Model for Future Land Acquisitions approach approved by Board. ***Media Release***: CRD Regional Parks Presents Mountain Biking Guidelines to Board (April 23, 2021. ***Media Release***: New life to be breathed into Elk and Beaver lakes (May 4, 2021)**.** ***Media Release***: CRD Regional Parks acquires addition to Mount Work Regional Park (May 17, 2021. ***Media Release***: CRD Seeks Public Feedback on Regional Trails Widening and Lighting (May 25, 2021) A contract for the design and construction of the oxygenation system at Elk and Beaver Lakes was awarded. ***Media Release***: E&N Rail Trail Atkins Avenue and Savory School Complete (July 30, 2021). Board approval of Provisional budget and decision to implement a new Financial Model to raise funds to acquire regional parks. Board decision to extend the 2021 Regional Parks Strategic Plan's term for eight months and that staff bring back an updated Strategic Plan for Board approval in July 2022. Mountain Biking Opportunities in Regional Parks report received. ***Media Release***: CRD Regional Parks signs license agreement with Sooke Bike Club (Dec. 1, 2021). Board approval of 2022 Financial Plan including budget increase for Regional Parks, including a new Financial Model to raise funds to acquire regional parks.
2e Develop model bylaws and best practices for use by municipalities and electoral areas.	▸ *PEC July 24, 2019* ▸ *Board Aug. 14, 2019* ▸ *COW Oct. 30, 2019* ▸ *Board Oct. 30, 2019* ▸ *PEC Nov. 27, 2019* ▸ *ESC July 15, 2020* ▸ *Board Aug. 12, 2020* ▸ *RPC Oct. 28, 2020* ▸ *Board Nov. 18, 2020*	Initiated residential retrofit acceleration project. Notice of motion to reduce expanded Polystyrene Foam Waste presented to committee and Board. Staff reported back on the notice of motion to reduce expanded Polystyrene Foam Waste with options and implications for creating a model bylaw to ban single use expanded polystyrene waste items including cups and containers. Staff reported on the Province's recent Order-in-Council amending the BC Recycling Regulation as a result of feedback received on its Plastics Action Plan consultation paper. Once in effect, these changes will provide residents with new recycling alternatives and help address issues associated with a variety of single-use items. Staff submitted a response to the Province's Recycling Regulations Policy Intentions Paper on November 19 providing feedback on a range of opportunities to expand product regulation and the EPR program. Initiated Capital Region Coastal Flood Inundation Mapping Project to provide future sea level rise mapping that may inform local government flood construction level-related policies. Capital Region Coastal Flood Inundation Mapping Project data collection work completed. Results and associated data shared with municipalities and First Nations. Completed the regional analysis to understand electric vehicle (EV) charging performance to coordinate local government bylaws and results shared with local governments in April 2020. Completed first phase of a regional forest carbon sequestration analysis. Completed Regional Electric Vehicle Charging Roadmap. The CRD shared the results of the Regional Electric Vehicle (EV) Charging Roadmap with Board, and hosted a stakeholder webinar. Hosted a Zero Emission Vehicle Transportation showcase as part of the Zero Emissions Fleet Initiative Partnership with UVic in October 2021. Coordinated Step Code consultation planning on behalf of municipal partners.

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

First Nations Reconciliation

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
3a Look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories.	▸ ***Board June 12, 2019*** ▸ ***FNRC Feb. 26, 2020*** ▸ ***Board Mar. 11, 2020*** ▸ ***Board Oct. 14, 2020*** ▸ ***COW Oct. 28, 2020*** ▸ ***Board Oct. 28, 2020*** ▸ ***Board Nov. 18, 2020*** ▸ ***Board Jan. 13, 2021*** ▸ ***FNR May 26, 2021*** ▸ ***Board Jun. 9, 2021***	Ministers responded to formal request from Board to form a working group and staff met with senior ministry staff to initiate discussions. Provincial government staff responded to formal request from Board to form a working group and staff met with senior ministry staff to initiate discussions. Discussions with ministry staff ongoing. Suggestion to also engage via UBCM in addition to continued dialogue between CRD staff and ministry staff. Forum of All Councils event explored the opportunity to support more inclusive decision-making with First Nations as outlined in CRD Statement of Reconciliation. Forum of All Councils event summary and recommendations submitted to the First Nations Standing Committee. Staff reports prepared for First Nations inclusion on CRD Board standing committees and remuneration to support increased First Nations participation. Amended CRD Procedures Bylaw to include First Nations elected officials in identified CRD decision-making structures. Draft amendments to CRD Board Remuneration and Travel Reimbursement Policy and a draft First Nations Remuneration Policy presented to the First Nations Relations Committee in November 2020. Draft amendments to the CRD Board Procedures Bylaw and the identified Board Standing Committee and Advisory Committee Terms of Reference to include First Nations' elected representatives in CRD governance presented to the First Nations Relations Standing Committee Board for approval. Staff were instructed by the Board to further engage the Nations for feedback, and provide the drafted Terms of Reference and Bylaw amendments to the Nations. The CRD Board Chair, and CRD CAO have been meeting with the various Nations' Chiefs and Councils to present this information and receive feedback from the Nations. Terms of Reference approved for all CRD Standing Committees be amendeed to allow for First Nation Member participation at their pleasure in accordance with CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee. All closed matters will be directed to the Regional Board, where First Nation Member participation can be determined no an item-by-item basis. Amendments to the CRD Board Remuneration And Travel Expense Reimbursement Policy include First Nation Members, including all standing committees and set remuneration rates for First Nation Members. CRD First Nations Relations staff are supporting CRD Parks staff in park planning efforts. ***Media Release***: CRD Board approves inclusion of First Nations in regional governance and decision-making (Jan. 13, 2021). The WSÁNEC Leadership Council has nominated a Tsartlip First Nation Councillor and alternate to join the CRD committee tables. Staff have provided an initial orientation session and will continue to provide any further assistance that the Nation Members may require to attend meetings. Staff are continuing with outreach to other local Nations that may have interest in participating on CRD committee tables. The CRD Board endorsed Intercultural Skills Training in June 2021, which will support CRD Directors in building positive, respectful and reciprocal working relationships with First Nations participating in CRD Board standing, advisory, select committees and commissions. CRD First Nations Relations staff continue to support CRD Parks staff in park planning efforts. Staff continue with outreach to local First Nations that may have interest in participating on CRD committee tables. The Tsartlip First Nation has nominated a Councillor and Alternate to join the CRD committee tables. Discussions with First Nations are ongoing regarding how to further government-to-government decision-making and planning systems. There are now bi-annual meetings between the Pacheedaht First Nation, Board Chair and staff. Staff distributed a survey to CRD Directors to assist in the development of an Intercultural Skills Training session. The training program would build positive, respectful and reciprocal working relationships with First Nations that participate in CRD Board committees. Staff are communicating with Cultural Training providers to obtain quotes and program outlines for the development of a Cultural Safety Training Program for both CRD staff and CRD Directors A provider has been contracted to provide Intercultural Skills Training for CRD Directors in February 2022, to support the creation of a program that would support building positive, respectful and reciprocal working relationships with First Nations that participate in CRD Board committees. A provider has been identified to offer Cultural Safety Training Program for both CRD staff, with training sessions scheduled for spring 2022.

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

First Nations Reconciliation

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
3b Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals.	▸ *FNRC Sept. 18, 2019* ▸ *Board Jan. 13, 2021* ▸ *FNR May 26, 2021* ▸ *Board Jun. 9, 2021*	First Nations Relations Service Plan and budget amendment to include resources for Economic Development Feasibility Study. Feasibility Study of First Nations Economic Development Model process started. CRD is working with Victoria Native Friendship Program IMDEES by offering job shadow opportunities for individuals that have had challenges entering the workforce. CRD, along with Canada Summer Jobs, has engaged an Indigenous community member as Recycling Outreach Assistant through Summer/Fall 2019 to build accountable relationship with communities and better understand needs and barriers related to waste management. IWS working towards water and wastewater service agreements with local First Nations. Completed First Nations Economic Development Partnership Model Feasibility Study. Through the Economic Partnership Model from the Indigenomics Institute the First Nations Relations Division formulated three initiative business cases to begin implementation in 2021: First Nations Economic Opportunity Portal, First Nations Internship Program and Cultural Confidence Training Program. Ongoing work in progress, as recommended by the Economic Partnership Model from the Indigenomics Institute, to establish a First Nations Economic Opportunity Portal, advance procurement opportunities for First Nations, and support First Nations employment through an Indigenous Internship Program. Board motion approving participation in the Coastal Communities Social Procurement Initiative. December 2020 letters were sent to local First Nations informing them of additional Reaching Home COVID-19 Funding that was available, detailed information on how to apply was provided. To date there are three First Nations with projects underway to support providing temporary and long term housing, and basic needs such as groceries, transportation, and personal hygiene supplies. Integrated Water Services continue to work towards water and wastewater service agreements with local First Nations. he CRD Board endorsed the First Nations Honorarium Policy on June 9th which establishes consistency, and appropriate recognition for First Nations when they provide voluntary service such as sharing traditional knowledge, blessings, welcomes, and cultural ceremonies, in support of CRD projects and activities. Ongoing work in progress, as recommended by the Economic Partnership Model from the Indigenomics Institute, to establish a First Nations Economic Opportunity Portal, advance procurement opportunities for First Nations, and support First Nations employment through an Indigenous Internship Program. Panorama Rec Center is working with Tsawout First Nation to facilitate lifeguard training for seven youth from their community. As recommended by the Economic Partnership Model from the Indigenomics Institute, the CRD is working towards establishing a First Nations Economic Opportunity Portal, advance procurement opportunities for First Nations, and support First Nations employment through an Indigenous Internship Program. Staff have revised the approach to the Indigenous internship program, based on lessons learned from similar programs. Staff anticipate retaining a consultant to scope a program that will support cultural safety for Indigenous interns, meet the needs of the local First Nations and support service delivery. The program will align with requirements of the collective agreement. The resulting scenarios will be assessed and brought forward for 2023 service planning. Web content created outlining requirements and process for 'working with the CRD' to support Indigenous-led businesses to bid on CRD projects. Work is ongoing to develop a database of Indigenous-led businesses in the region to support CRD procurement. Through ongoing participation in the Te'mexw Treaty Table, and now also invited to join the Pacheedaht Treaty Table, seek to work with First Nations on achieving their economic goals.

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

First Nations Reconciliation

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
3c Work with First Nations on taking care of the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names.	▸ *Board Mar. 13, 2019* ▸ *Board June 12, 2019* ▸ *FNR Sept. 22, 2021*	Board received information report on archaeology policy and procedures. Amendment to Capital Regional Board Procedure Bylaw to add Territorial Acknowledgment. Archeology services retained through creation of Standing Offer List to support CRD-led projects. Meetings with WSÁNEC leadership and cultural monitors to develop archaeology protocol. Archaeology protocol policy approved. Promoted the celebration of National Indigenous History Month and Indigenous Peoples Day in June 2020 and June 2021. Supported and promoted Orange Shirt Day, Every Child Matters on September 30th, 2020. Corporate wide training to support the new Protection and Conservation of Heritage Sites underway with bi-annual training opportunities moving forward. The Land Altering Works MOU between the WSÁNEC Leadership Council (WLC) and the CRD has been approved in its draft form by the Board to begin engaging in quarterly discussions between the WLC and CRD project managers to review upcoming land altering works taking place in WSÁNEC territory, and receive feedback from the Nations on the proposed works. Ongoing liaison support through the First Nations Relations Division for Parks staff and Southern Gulf Island Commissioners to support their requests for the inclusion of Indigenous language, place names and territorial acknowledgment in parks signage when possible. The CRD is working with the Nations to renew water and wastewater servicing agreements. The WSÁNEC Leadership Council (WLC) and the CRD through the approved draft WSÁNEC Land Altering Works MOU continue meeting quarterly to review upcoming works taking place in WSÁNEC Territory, and receive feedback from the Nations on the proposed works. Regional Parks working with First Nations to include language and perspectives on new park kiosks. Corporate-wide training is underway to support the new Protection and Conservation of Heritage Sites Policy, and the BC Archaeology Branch's Remote Access to Archaeological Data (RAAD) tool. Training includes additional archaeology and cultural awareness training opportunities offered to SGI Commissioners. ***Statement:*** National Day for Truth & Reconciliation (Sept. 23, 2021). Corporate wide training to support the new Protection and Conservation of Heritage Sites Policy, and the BC Archaeology Branch's Remote Access to Archaeological Data (RAAD) tool are underway including additional archaeology and cultural awareness training opportunities offered to SGI Commissioners. Archaeological Chance Find Training has been provided to staff involved in land altering works projects.
3d Prepare an ecological asset management plan that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and invasive species management.	▸ *FNR Sept. 22, 2021*	Ecological Asset Management Plan project scoping ongoing with multiple CRD divisions. A recommendation was approved at the First Nations Relations Committee meeting for staff to proceed with ongoing, existing projects and activities that identify and proactively value ecological features in the region and support strategic engagement of First Nations regarding ecosystem values, taking care of land and water, Indigenous languages and place names.

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

Advocacy, Governance & Accountability

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
4a Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services.	▸ ***EAC Mar. 13, 2019*** ▸ ***EAC July 10, 2019*** ▸ ***Board July 10, 2019*** ▸ ***EAC Jan. 8, 2020*** ▸ ***Board Jan. 8 2020*** ▸ ***Board Feb. 12, 2020***	**Operationalized.** CRD staff have been in discussion with SRD staff on the connected coast project since Fall 2018. Sites identified as eligible in the Connected Coast project proposal. Inclusion in various programs is greatly enhanced with a Board endorsed broadband strategy. Staff directed by EAC March 2019 to advance all correspondence on rural definition issue to MLA Olsen to advocate for increased access to grant funding for EAs. Correspondence sent by CRD Board Chair on March 2019 to MLA Olsen. Advancing Southern Gulf Island Phase 1 connectivity strategy through community and stakeholder engagement. Staff meeting with citizen services to investigate pilot opportunities for connectivity on Southern Gulf Islands. Stakeholder engagement underway throughout Fall/Winter 2019. ***Media Release***: CRD Seeks Feedback for Internet Connectivity Plan for the Southern Gulf Islands (Nov. 6, 2019). In July 2019, Board authorized the submission of an application to the BC Rural Dividend Program for Southern Gulf Islands Connectivity Design Strategy and confirmed support for this project through its duration. In October 2019 the Provincial government canceled this grant opportunity. Staff presented results of Southern Gulf Island Phase 1 Connectivity Strategy community and stakeholder engagement. Received a grant from the Provincial Government to advance Phase 2 of the Connectivity Design Plan. Funding secured and engineering firm engaged to conduct broadband infrastructure design plan for SGI. Internet service providers have been consulted and are supporting the process with technical advice and review. The CRD Board has supported two requests by Internet Service Providers for federal funding aimed at improving service in the Southern Gulf Island electoral area. ***Advocacy***: Letter to Innovation, Science and Economic Development Canada (Mar. 15, 2021). The SGI Connectivity Plan was completed in April. The report summarizes current levels of connectivity in the region and provides a vision for the future that is mindful of the challenges and opportunities for improving broadband service for the SGI. The report describes alternatives and provides recommendations and cost estimates. SSI EA Administration continues to support for third party proposals for internet service infrastructure improvements and consider partnerships agreements with Connected Coast.
4b Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area.	▸ ***Board Jan. 9, 2019*** ▸ ***EAC Mar. 13, 2019*** ▸ ***EAC Apr. 10, 2019*** ▸ ***EAC July 10, 2019*** ▸ ***Board July 10, 2019*** ▸ ***EAC Sept. 11, 2019*** ▸ ***Board Sept. 11, 2019*** ▸ ***Board Feb. 12, 2020*** ▸ ***Board Sept. 9, 2020***	Resolution supporting the submission of a grant application for $25,000 to the UBCM Community Emergency Preparedness Fund – Evacuation Planning Stream for Evacuation Route Planning, as well as a grant application for $100,000 to the UBCM Community Resiliency Investment Program to fund FireSmart initiatives in the Electoral Areas. EAC directed staff to bring back service establishment amendments to remove JDF EA from livestock kill compensation. EAC directed staff to consult with community groups BC Transit, and BC Ferries to define a service model that would best serve the transportation needs of the Southern Gulf Islands. Establishment of a Southern Gulf Islands transportation service in service and budget planning for 2020. ***Advocacy:*** Correspondence sent regarding the application for Salt Spring Island Water Service Optimization Study (July 17, 2019). ***Advocacy***: Inclusion of the Southern Gulf Islands in Community Futures (October 7, 2019). ***Advocacy***: Request for Order in Council - CRD Electoral Areas (November 13, 2019). ***Media Release***: Salt Spring Island water study receives provincial support (Aug 19, 2019). Salt Spring Water Optimization Study Terms of Reference completed and contractor selected to carry out study. Bylaw No. 4325 Bylaw to establish community safety service on Salt Spring Island introduced and staff directed to conduct an alternative approval process for Bylaw 4325. ***Media Release:*** Alternative Approval Process Begins for Salt Spring Island Community Safety Service (Oct. 29, 2019). At the close of the deadline date of December 9, 2019 for receipt of elector responses, it was determined that more than 910 elector response forms had been received and therefore elector approval by alternative approval process was not obtained. Submitted a letter of support for the application by TELUS to the Province of British Columbia Network BC Connecting British Columbia program and to the Canadian Radio-television and Telecommunications Commission Broadband Fund for a funding contribution towards the transport and last mile project for Jordan River - Port Renfrew. ***Advocacy***: Electoral Areas Rural Status (January 31, 2020). ***Advocacy***: Telus Resolution (February 13, 2020) North Ganges Transportation project tendered in March 2020 with construction started in June 2020. ***Advocacy***: Electoral Areas Rural Status (July 17, 2020). ***Advocacy***: Investing in Canada Infrastructure Program (Sept. 22, 2020). Service planning and business case modeling underway to create a new SGI Transportation service that will address public transit, active transport and inter-island water travel needs. Submitted a UBCM grant application for active transportation route mapping. SSI Transportation Committee conducted a Strategic Planning session to set direction for annual capital priorities and the Salt Spring Island Water Optimization Study draft has been finalized with the province and Improvement District. Contract for the Rural Dividend grant project to establish a shared business services model has been awarded to Rural Island Economic Partnership. Contract for the SGI Transportation Integration Plan has been awarded. ***Media Release***: CRD and North Salt Spring Waterworks District Release Water Optimization Study (Mar. 31, 2021). The development of the terms of reference has been deferred until the SSI water optimization consultation is complete (timing still to be determined). May require Provincial direction. ***Media Release***: CRD Initiates Study to Support Transportation Options in the Southern Gulf Islands (Apr. 28, 2021).

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

Advocacy, Governance & Accountability

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
4c Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities.	▸ *EAC July 8, 2020* ▸ *Board July 8, 2020* ▸ *PTPSC July 15, 2020* ▸ *EAC Nov. 4, 2020* ▸ *Board Nov. 18, 2020* ▸ *EAC Feb. 10, 2021* ▸ *Board Feb. 10 2021* ▸ *EAC May 12, 2021* ▸ *Board May 12, 2021* ▸ *Board Oct. 13, 2021* ▸ *Board Dec. 8, 2021* ▸ *Board Jan. 12, 2022*	**Operationalized.** The Regional Emergency Management Partnership (REMP) Strategic Plan and work plan was reviewed and approved with work on a Regional Concept of Operations and Hazard Vulnerability analysis to continue. Successful in grant applications of $25,000 for the UBCM Community Emergency Preparedness Fund – Evacuation Planning Stream for Evacuation Route Planning, as well as $100,000 for the UBCM Community Resiliency Investment Program to fund FireSmart initiatives in the Electoral Areas. Policy group meeting held with Board Chair and Federal Minister. Shared concept operations papers with several First Nations about how to work to advocate to work together in the case of a regional emergency. Regional concept of operations circulated to municipal CAOs to approve Memorandum of Understanding on operational protocol. Currently have 12 of 13 municipalities and two First Nations confirmed. Coordinated response to proposed new modernization of the BC Emergency Act submitted January 2020. Participated through the Regional Emergency Management Partnership in a Regional Hazard, Risk and Vulnerability Assessment (HRVA) exploring three regional hazards of snow storm, extreme heat, and earthquake along with multiple stakeholders from multiple-sectors from across the capital region identifying disaster risk reduction strategies. Submitted Regional Emergency Management Partnership overview, 2019 highlights and role in COVID-19 report. Received $25,000 grant for the Electoral Areas Emergency Operating Centre Supplies Procurement Project. Province released its ***'What we heard' report***. The feedback period for the report ran until September 30, 2020. SEOC continues to facilitate coordination of actions and resources in the Electoral Areas and regionally. The Corporate Emergency Management Plan has been updated and shared with EMC. As part of the Firesmart project, submitted a UBCM grant application to update Community Wildfire Resiliency Plans. The CRD advocated to CREST to urgently find alternative method of providing emergency telecommunication in the Juan de Fuca area. Electoral Area Volunteer Fire Service Regulatory Review reported on and staff directed to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance and funds be reallocated from operational reserves for 2021 to be available for a temporary increase in staff resources to support fire services to attain compliance. Public Alert Notification System RFQ process complete and contract awarded. Successful applications submitted to UBCM for the FireSmart initiative and for the Emergency Operations Centres and Training Grants. The Emergency Management Software contract has been signed and now moving to implementation. The new Public Alert Notification System contract was signed and the service has been transitioned to the new provider. The RFP for Fire Dispatch Services has been finalized for Bylaw 3854 participants. The CRD has been issuing notices through the new Public Alert Notification system since May 2021. The system has been performing as expected. ***Media Release***: Salt Spring Island Fire Protection District and CRD announce new working relationship (July 2, 2021). The implementation of the Emergency Management Software for Protective Services has been completed. Deployment to other departments will continue over the next year. Policy Group Meeting for the Regional Emergency Management Partnership was held on November 8, 2021 and annual report received for information. The Fire Dispatch provider transition was successfully completed on December 7, 2021. ***Media Release***: Provincial Disaster Financial Assistance Available to CRD Electoral Area Residents (Nov. 22, 2021). The CRD Board approved a motion on January 12, 2022 to support an application to UBCM Community Emergency Preparedness Fund for the Evacuation Route Planning grant and directed staff to provide overall grant management.
4d Achieve triple bottom-line sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers.	▸ *GFC Oct. 7, 2020* ▸ *Board Oct. 14, 2020* ▸ *COW Oct. 28, 2020* ▸ *Board Oct. 28, 2020* ▸ *Board Mar. 24, 2021* ▸ *Board May 12, 2021* ▸ *Board Mar. 16, 2022*	**Operationalized.** Staff working to develop process for transparent, multi-criteria decision making on Initiative Business Case (IBC) review to drive service planning and ultimately financial budgets. Also working to develop measures for adequate reserve balances across services. Financial Planning guidelines approved by Board. New quarterly operational variance reporting implemented. An overhaul of the business planning process was started in the 2019 and continues through 2021. A prioritization and decision-making methodology has been developed. It will be reviewed annually to ensure it is reflective of the CRD's operating context. Financial Services will undertake a review of best practices in reserve balances for all services in 2021. Service plans for 2021 were approved by COW in October 2020. Staff reported back on priorities and decisions made to achieve sustainable budgets and work plans. Direction and strategy for 2022 will be set at annual Board check-in in late spring. A review of best practices in reserve balances will be undertaken for all services in 2021. ***Media Release***: Public feedback encouraged on CRD and CRHD 2021 provisional financial plans (Oct. 29, 2020). Staff brought reserve balances, analysis, modelling and two draft reserve guideline iterations through ELT. Government Finance Officers Association US & Canada awarded CRD with this year's Distinguished Budget Presentation Award and the Canadian Award for Financial Reporting. ***Media Release***: Capital and operating financial plans approved for 2021 (Mar. 24, 2021). This initiative has been accelerated and a report on reserve balance measures and gaps/surpluses will be submitted to the Finance Committee for its consideration in July 2021.

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Advocacy, Governance & Accountability

Board Priorities Dashboard

Summary of Completed Actions

Making a difference...together

Board Initiatives	Resolutions	Comments
4e Seek 100% participation in the CRD arts function and facilitate a discussion of the region's art facility needs.	▸ *GFC July 3, 2019* ▸ *GFC Oct. 2, 2019* ▸ *PAFSC Jan. 29, 2020* ▸ *Board June 24, 2020* ▸ *Board July 8, 2020* ▸ *GFC Oct. 7, 2020* ▸ *Board Oct. 14, 2020* ▸ *Board Jan. 13, 2021* ▸ *Board Mar. 10, 2021* ▸ *GC Apr. 7, 2021* ▸ *Board Apr. 12, 2021* ▸ *PAFSC May 5, 2021* ▸ *PAFSC Sept. 8, 2021* ▸ *Board Sept. 8, 2021* ▸ *Board Oct. 13, 2021* ▸ *PAFSC, Dec. 8, 2021* ▸ *Board Dec. 8 2021 - deferred* ▸ *PASC, Jan 19, 2022* ▸ *Board Feb. 9, 2022*	**Operationalized.** In 2017/2018 staff along with Arts commission chair embarked on a roadshow to encourage participation in the Arts Development Service, resulting in net 1 participant increase to the service (+Sooke, +SGI, -Sidney). To advance a regional discussion on arts facilities, GFC supported two recommendations: to establish a Select Committee to facilitate a discussion of regional arts facilities; and to have the Arts Commission and Royal & McPherson Theatres Services Advisory Committee report on the potential for full participation in their respective Services. Regional Arts Facilities Select Committee first meeting held. Terms of Reference approved. Request for Proposal for a consultant to facilitate the arts facilities discussion approved and posted. Select committee confirmed proceeded with public engagement through COVID-19. External consultant presented electronic engagement plan to committee and ensured activities are in accordance with Public Health Officer guidelines. Updated CRD Arts & Culture Support Service Strategic Plan and submitted to Board June 24, 2020. Phases of the project included pre-consultation meetings, the development of a facilities inventory and analysis, in-depth interviews with key community members and an online survey that attracted over 500 participants. Public engagement, including workshops to vet and validate learning outcomes and propose future actions, completed in Fall 2020. Implementation and implications of the consultant's recommendations from Stage One: A Public Conversation about Performing Arts Facilities in the CRD report received and direction to staff to add additional funds to the 2021 final budget. Creation of a Performing Arts Facilities Select Committee (PAFSC) whose purpose will be to define the scope and functions of a regional service that will lead to the establishing bylaw for the Performing Arts Facilities Service. PAFSC directed staff to develop a service bylaw, service plan and a process to consult with municipalities, electoral areas, arts organizations, and other bodies. The PAFSC reviewed an establishing bylaw for a new region-wide Performing Arts Facilities Service and approval processes. The PAFSC recommended the new service to the CRD Board with an accompanying region-wide Alternative Approval Process. The CRD Board passed motions to approve the establishing bylaw, but defeated a motion to proceed by way of region-wide Alternative Approval Process. ***Media Release***: Creativity and resilience of regional arts sector highlighted in Arts & Culture Progress Report (July 14, 2021). Board referred matter back to the Performing Arts Facilities Select Committee for further review of regional and sub-regional options.
4f Explore how the CRD can best contribute to regional economic development.	▸ *GFC July 3, 2019* ▸ *Board July 10, 2019* ▸ *GFC Oct. 2, 2019* ▸ *Board Oct. 9, 2019* ▸ *Board Mar. 11, 2020* ▸ *Board May 13, 2020* ▸ *GFC July 29, 2020* ▸ *Board Aug. 12, 2020* ▸ *EAC Sept. 9, 2020* ▸ *Board Sept. 9, 2020* ▸ *GFC Dec. 2, 2020* ▸ *Board Dec. 9, 2020*	**Operationalized.** ***Advocacy:*** Correspondence sent by Board Chair to support South Island Prosperity Project Smart Cities application. Advocacy plan presented to Committee and Board and approved. ***Media Release***: Shared Business Services Model Gains Momentum for Salt Spring Island (May 27, 2019). Staff presented with Ministry of Citizen Services on Broadband Connectivity across BC's rural islands at the Rural Islands Economic Forum (RIEF) in November 2019. Board Chair recommended proposed for an Economic Recovery Forum to be held. This proposed forum would be intended to bring together elected officials, business leaders and other stakeholders where we could discuss potential region-wide initiatives. Board Chair participated in the Opportunity in Recovery: Discussing BC's post COVID-19 future on June 17.2020 Community Economic Development Commission Five Year Financial Plan to fund a project with Rural Island Economic Partnership (REIP) to develop an online business directory and marketing plan for rural businesses. ***Advocacy:*** COVID-19 and Community Works Funds (April 27, 2020). ***Advocacy:*** South Island Leaders Unite to Address Economic Crisis and Recovery (April 16, 2020). Staff presented report on the regional role in economic development. The CRD continues to have a strong interest in supporting a regional economic development strategy and partnering with senior levels of government and stakeholders. In SGI, relationships have been established for collaboration at relevant provincial and federal level. External grants and funding opportunities collated and promoted through commissions. Approved the Rural Dividend amendments and staff authorized to direct award contract to Rural Islands Economic Partnerships Society. CRD allocated $1.4 million to the COVID-19 Safe Restart Grants for Local Government. SGI Community Economic Sustainability Commission (CESC) is now coordinating with SSI Community Economic Development Commission (CEDC) for regional economic resiliency. Contract was executed with Rural Island Economic Partnership (RIEP) for Shared Business Service Model. Island Food Security report was presented to the SGI CESC. Commission is now exploring funding options for development and implementation partnerships. Board endorsed three applications to the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream to support all three electoral areas. The 2021 work program for the Southern Gulf Islands Economic Sustainability Commission (CESC) is underway and includes COVID-19 economic resiliency, an SGI affordable housing strategy, connectivity (broadband planning), food security and transportation planning. ***Media Release***: Island Coastal Economic Trust expands to more communities (Feb. 19, 2021). ***Advocacy***: COVID Safe Restart Grants - AVICC (Feb. 22, 2021) - UBSM (Jan. 29 2021). Continue to advance advocacy initiatives identified by the SGI and SSI community economic development commissions. REIP's work is ongoing and regular reporting to the commission will take place as work progresses. The SGI Economic Recovery and Resiliency Program worked through community partners to share information, identify challenges, and identify resources to support businesses and non-profit organizations to navigate the challenges of COVID-19 closures. ***Media Release***: Capital Regional District reports on 2020 funding for the Electoral Areas (May 18, 2021)

Accountability

Corporate Priorities Dashboard

Summary of Completed Actions

Corporate Initiatives	Resolutions	Comments
Business capacity & continuity: Advance our workforce planning & Organizational Health & Safety programs to support organizational capacity & resilience.	▸ *Board Mar. 18, 2020*	**Operationalized**. Organizational Development Plan Actions updated for 2019, 2020 and 2021 and advanced to all staff. Received Local Government Auditor General report December 2018 on Emergency Preparedness identifying the need to improve business continuity planning efforts which included CRD response and proposed work to be implemented. Ensure CRD systems and policies are aligned to significantly improve workplace decision-making and business tracking, including alignment with business continuity requirements. Significant focus on the review and implementation of a comprehensive Human Resource Information System (HRIS), aligned to our current Enterprise Resource System (SAP), and continued review of OHS safety elements tied to certificate of recognition. Starting mid-March 2020 a significant focus on the COVID-19 pandemic. Staff and Board members have been closely monitoring the COVID-19 situation and reviewing its essential services, decision-making processes and health and safety requirements to ensure business continuity during the COVID-19 pandemic. Occupational Health & Safety created the Safety Exposure Control Plan, as well as additional documents outlining health and safety protocols in line with WorkSafeBC. Application for Certificate of Recognition (CoR) for audit postponed to 2021 due to the COVID-19 pandemic. Service plan initiative prepared for the implementation of the HRIS as part of the service planning process but deferred to 2021. Successfully recruited Occupational Health and Safety Manager. Occupational Health & Safety continue to update and create new documents outlining health and safety protocols in line with WorkSafeBC. Preparation for Fall COVID planning, including new Human Resource processes. Face coverings were circulated to all staff. **Many media releases have been distributed as a result of COVID-19. For a full list click here.*
Fiscal responsibility: Integrate asset management & risk analysis into our capital planning processes to strengthen our fiscal management practices & support resource sustainability.	▸ *Board Mar. 13, 2019* ▸ *GFC Oct. 2, 2019* ▸ *PEC Oct. 23, 2019* ▸ *COW Oct. 30, 2019* ▸ *Board Oct. 30, 2019* ▸ *Board Mar. 11, 2020* ▸ *COW Oct. 28, 2020* ▸ *Board Oct. 28, 2020*	**Operationalized.** Asset Management Policy & Strategy approved by Board, with a prioritized multi-year phased implementation starting with the Core Area Sewer Service. Incremental impacts included in provisional budget; 2 FTEs and a one-time costs of $125k. Regional Parks Sustainable Service Delivery Plan Report Card approved by PEC and Board. The multi-year Asset Management Initiative Business Case project continues to be implemented, with work on the Core Area Wastewater Service underway. Sustainable Service Delivery Plans are being developed across multiple service areas. Regional Parks Sustainable Service Delivery approved by Board. A corporate risk management framework has been established and processes embedded in capital planning processes to support resource prioritization. A supporting asset componentization guide has been developed. Guide has been applied to Core Area Wastewater Treatment Project to ensure robust asset lifecycle risk analysis. Initiative approved through service planning to develop life-cycle costing policy & procedures to improve business case options development and decision-making. Staff brought revisions to the Board approved investment policies of CRD and CRHC (March 2020) to consolidate, align investment goals and diversification, as well as formalize social responsible investment parameters. New manager for asset management has been on-boarded and material progress has been made on the implementation of the enterprise asset management strategy. Related policies have been drafted and over a third of the organization's planned development of sustainable service delivery plans have been drafted or are underway. On track to develop the life-cycle costing framework and procedures by end of the year. Executing service planning and annual check-in program. Life-cycle policy and procedures work completed with work to commence in Q1 2022.
Transparency: Streamline our service planning tools & establish KPIs to effectively track & report progress on Board Priorities, Corporate Projects & operational service activities, thereby enhancing accountability.	▸ *COW Oct. 30, 2019* ▸ *Board Oct. 30, 2019* ▸ *Board Mar. 18, 2020*	**Operationalized.** Corporate Plan finalized March 2019. Service Planning templates completed. Service plans presented as part of 2020 service planning process. Staff completed a review of the 2019 service planning process and based on lessons learned, while ensuring work is aligned with the 2019-2022 Board Priorities and the 2019-2022 Corporate Business Plan have adjusted the service planning process for 2020. Board conducted the 2019-2022 Board Priorities Annual Check-in May 2020. First phase of the 2021 service planning process (initiative identification and prioritization) was completed June 2020. Changes were implemented this year, following the 2019 service planning review. Moving forward with financial planning work as well as Community Needs Summary development in line with target deadlines. Service planning reports for 2021, which included new KPIs, were reviewed by committees and commissions between September and October. The CRD Board approved the report and the Provisional Budget on October 28, 2020. Direction and strategy for 2022 were set at annual Board check-in in late spring 2021.Executing service planning and annual check-in program.
Efficiency & collaboration: Develop a partnership directory & guidelines document to guide staff & existing potential partner groups & enable greater collaboration.	▸ *GFC Nov. 4, 2020* ▸ *Board Nov. 18, 2020*	**Operationalized.** Advancing initiatives under inter-governmental MOUs for Regional Housing First, Regional Emergency Management, First Nations and Wildfire response. Provide core funding to various not-for-profit groups under operating agreements. Continue to advance initiatives under inter-governmental MOUs for Regional Housing First, Regional Emergency Management, First Nations and Wildfire response. Partnerships guidelines prepared and existing formal partnerships captured in directory. Continue work to seek new partnerships and transition informal partnerships to formal. Staff directed to expand and enhance the CRD's youth engagement approaches as part of the organizational Diversity and Inclusion strategy, currently under development.

Accountability

Corporate Priorities Dashboard

Summary of Completed Actions

Corporate Initiatives	Resolutions	Comments
Customer service: Enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.	▸ *Board May 8, 2019* ▸ *Board June 12, 2019* ▸ *Board Dec. 11, 2019* ▸ *Board Mar. 18, 2020*	**Operationalized.** The 2019 Organizational Development Plan actions include implementing new systems to review polices, a new technology strategy aligned with corporate priorities and enhancing corporate health and wellness and recruitment strategies. Transparency initiatives endorsed by the Board, including a rise and report webpage and a monthly Board Highlights report. ***Media Release***: CRD Launches Transparency Initiatives (Dec. 9, 2019). The Board Highlights monthly e-newsletter (launched December 2019) sends a summary of key agenda items and Board decisions directly to your inbox, with links to related materials and webcasts for in-depth review. The rise and report section of the CRD website (launched December 2019) publishes decisions that were made in-camera once they are ready for public release. Website, social media and media channels fully engaged to report out information as the COVID-19 pandemic evolves. Staff developing signage to convey new health and safety requirements and operational impacts as directed by the Public Health Officer. EA email accounts have been activated for residents to send questions and comments to the CRD for response in a timely manner. Website, social media and media channels fully engaged to report out information as the COVID-19 pandemic evolves. Closed CRD offices re-opened to the public June 1, 2020. Signage and other measures taken to convey new health and safety requirements and operational impacts as directed by the Public Health Officer. Launched the water outages map allowing customers of the Juan de Fuca Water Distribution System and Local Service Areas to view current water outages online. New corporate sign strategy approved and aligned with best practices. CRD Bike Map is now available online in a digital format to help riders find the best route conveniently on desktop or mobile device. Launched the new engagement platform getinvolved.crd.bc.ca to provide more ways for the public to participate in consultation opportunities virtually.

OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

APPENDIX D
CORPORATE CLIMATE CHANGE INITIATIVES

Staff submitted a regional grant under the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) - Extreme Heat Risk Mapping, Assessment and Planning stream to create a heat vulnerability mapping dashboard for the capital region, in order to better understand populations and buildings that should be prioritized in relation to future extreme heat events. To inform the grant and project scope, staff convened various meetings with local government staff representing emergency management and climate action programs. Should the grant be successful, climate action staff will manage the grant, and lead an inter-municipal project team to execute this project starting in late 2022 through 2023.

Staff submitted a $7 million grant application under the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – CleanBC Communities Fund for almost 600 priority ports at more than 70 locations across the region. To inform the application, staff conducted an electric vehicle charging station siting initiative with local governments and electoral areas. The grant will be supplemented by CRD Climate Action service funding and investments by the City of Victoria for charging stations in their jurisdiction.

Staff supported the District of Saanich, District of Central Saanich and the City of Victoria with the next phase BC Energy Step Code consultation relating to new provincial carbon pollution standards for new buildings. The resulting recommendations from the consultations will be shared with other municipalities/electoral areas in the region through the CRD Climate Action Inter-Municipal Working Group.

The CRD continues to leverage grant funding from the Zero Emission Vehicle Awareness Initiative to launch a region-wide outreach campaign to encourage the adoption of EVs and electric bicycles (e-bikes). Two outreach assistants will engage the public with e-mobility technology through hands-on experiences over the summer. The project will also engage strata councils and trades practitioners (e.g. automobile mechanics) in the coming months.

Staff continued to work with BC Sustainable Energy Association to deliver the Cool It! Program, which provides climate action workshops to schools across the region. The program delivered 25 regionally distributed workshops funded by the CRD and 43 additional workshops funded by municipalities (21 by Saanich, 15 by Victoria, and 7 by Central Saanich). The best performing classes will be celebrated in June.

In April 2022, staff presented the CRD's 2021 Climate Action Annual Report to the Environmental Services Committee, which articulated the climate action related accomplishments of CRD services over the past year.

In the past quarter, staff administered both a CRD Climate Action Inter-Municipal Task Force and a CRD Climate Action Inter-Municipal Working Group meeting to review current projects and initiatives, discuss priorities and share learnings related to regional climate action. External presenters from the Community

Energy Association and the BC Climate Action Secretariat provided an overview of expectations of the Province's newly announced Local Government Climate Action Program and associated funding.

Community Wellbeing
Transportation & Housing

Advocacy Dashboard > Quarter 2 – 2022

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Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-01-02	**Property Purchase Tax on housing properties acquired by CRD**	Request and advocate for the Ministry of Finance to exempt the CRHC from Property Purchase Transfer Tax (PPTA) on affordable housing property purchases.	✓	✓		✓	CAO correspondence to Provincial Property Tax Enquiries Agency and Minister of Finance requesting that the CRHC be granted an exemption from PPTA on affordable housing purchases. CRHC Board Chair Helps to lead any advocacy. Letter to Property Transfer Tax Enquiries Letter to Minister James	Report on Provincial Budget Submissions indicates no relief. In relation to this request, in March 2021, BC Assessment made CRHC properties exempt from property tax consistent with CRD owned properties.
20-01-01	**Speed Enforcement on the Malahat**	Move forward with a trial of point to point interval cameras on the Malahat.	✓		✓	✓	Letter to Minister Farnworth	
20-01-02	**Increased Transit Funding**	Request for new investments and reliable annual funding to support increased public transportation.	✓	✓	✓	✓	Letter to Prime Minister Trudeau, Premier Horgan, Minister McKenna and Minister Garneau. Email from the Prime Minister's Office Email from the Office of the Premier Letter from Minister Trevena Letter from Minister McKenna	

Community Wellbeing
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Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-01-01	Aboriginal Coalition to End Homelessness Society	Request federal and provincial funding to support the Aboriginal Coalition to End Homelessness Society.	✓			✓	Letter to support Aboriginal Coalition to End Homelessness Society March 24, 2021	
21-01-02	Regional Transportation Priorities	Confirm the CRD Board's Regional Transportation Priorities.	✓			✓	Letter to Minister Fleming Met with Minister Fleming by teleconference October 4, 2021 Letter to Minister Fleming Virtual Meeting with Minister Fleming March 31, 2022	

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

21-02-01	Climate Action Revenue Incentive Program (CARIP)	Ask provincial government to re-establish CARIP funding or similar program.	✓			✓	Letter to Premier John Horgan, Minister Osborne, Minister Heyman and Brian Frenkel (UBCM). Letter from Minister Osborne	
21-02-02	Short-Term Management of CRD Biosolids	Ask provincial government to reconsider approving a biocell at Hartland Landfill and updating the Organic Matter Recycling Regulation.	✓			✓	Letter to Minister Heyman Letter to Minister Heyman	

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

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

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

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		funding to Regional District Electoral Areas.					Letter to UBCM seeking advocacy on Safe Restart Grants for Local Government for Electoral Areas and First Nations. Resolution to UBCM and AVICC. Letter from Deputy Minister Okenge Yuma Morisho announcing additional funding.	
21-04-02	U.S. Passenger Vessel Services Act	Advocate to ensure Canada remains as a stopping point along the Alaska cruise expedition.	✓			✓	Letter to Prime Minister Trudeau and Deputy Prime Minister Chrystia Freeland seeking advocacy and federal support.	

Advocacy Dashboard > Quarter 2 – 2022

Making a difference...together

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-05-02	Abandoned Boats	Advocate for additional federal funding to continue program and ask Federal Government to take on 100% of costs.	✓		✓		Letter to Minister Garneau CRD and Dead Boat Society have an MOU to partner on Abandon Boat identification and disposal. The Society and its partners are advocating for continued Federal funding to take on the project directly.	Ongoing
19-05-03	Canada Goose Management Strategy	Ask Federal Government to enhance non-migratory goose management approach.	✓				Letter to Minister McKenna Letter to Minister Wilkinson Letter from Minister Wilkinson	Ongoing
19-05-05	Deer Management	Encourage province to take responsibility for wildlife.	✓	✓			Letter to Ministers Popham, Heyman and Donaldson Several municipalities are now advocating as a group and individually for Provincial action and support. Letter from Nancy Liesch, ED, Natural Resources	Ongoing
19-05-06	Elk & Beaver Lake Remediation	Seek funding partnership from federal and provincial government as a capital project, CRD would commit some funds.	✓	✓	✓	✓	Board Chair Plant leading Board advocacy with the Premier and local MLAs. Saanich is member partner. Staff researching how other lakes received grants. Letter to Minister Popham Board Chair Plant and CAO Lapham met with Minister Popham December 11, 2019. Letter to Minister Popham Funding was announced by the Province on May 4, 2021 in a Media Release.	Enhanced service plan proposal for 2020.

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-05-07	Weed Control Invasive Species	Ask Province to add additional species to weed control regulation.	✓				Letter to Minister Donaldson Letter from ADM Paul Rasmussen	Ongoing
19-05-08	Ocean Legacy Foundation Report	Seek favourable consideration and action on the five recommendations in the report.	✓				Letter to Minister Heyman Letter from Minister Heyman	Ongoing
20-05-01	Advocate to allow stacking of gas tax funds to contribute projects for municipalities and electoral areas	Ask Federal Government to change the way this operates for municipal governments.	✓	✓	✓	✓	Resolution sent to Association of Vancouver Island and Coastal Communities meeting January 2020 and reply letter from FCM Resolutions	
20-05-03	Request province develop a strategy and plan for ongoing coordination between BC Ferries, BC Transit and MoTI on integrated, low carbon, active transportation oriented solutions for SSI and SGI	Advocate for this approach mostly around integration of transportation planning.	✓	✓			Letter to Minister Trevena Letter from Minister Trevena	
20-05-04	Write to UBCM and FCM asking them to advocate to the Federal	Asking for relaxed guidelines in light of economic and financial impacts for up to	✓	✓			Letter to UBCM and FCM Board Chair and CAO had call with FCM on May 21 Board Chair and CAO had call with UBCM on June 4	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
	Government to broaden the guidelines of Community Works Funds for capital and operating expenditures as a result of the COVID-19 pandemic	one year subject to local government due diligence and as long as expenditures are in the public interest.					Letter from FCM Letter from UBCM UBCM indicated that they are generally aligned with the CRD position in their advocacy with FCM to the Federal Government. UBCM is in engaged in discussions with FCM and the Federal Government to utilize the gas tax funding model for recovery funding and granting. There continue to be challenges with Regional District EAs with respect to the request for funding non profits and ineligible projects and risks to RDs in proceeding to fund projects that might ultimately not received UBCM and Federal funding approval. EA continue to what to pursue funding approvals for non profit services. UBCM administer under the Federal Provincial agreement approved in 2014 for 10 years and that would be difficult to change without renegotiating the whole agreement which would come with some risks.	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
							Acknowledged social services and emergency and public service buildings being asked to be included as eligible projects.	
21-05-01	Opioid Overdose Crisis	Advocate the provincial and federal government to declare the overdose crisis a national public health emergency and develop comprehensive action plans.	✓		✓	✓	Resolution to UBCM and AVICC.	
21-05-02	Letters of Congratulations to Locally Elected Members of Parliament	Relationship building, discuss issues of mutual interest and establish regular means of communication.	✓				Letter to Local Member of Parliament MacGregor Letter to Local Member of Parliament May Letter to Local Member of Parliament Garrison Letter to Local Member of Parliament Collins Virtual Meeting with MP Collins January 14, 2022 Virtual Meeting with MP MacGregor January 28, 2022	

Capital Regional District
Quarterly Operating Variance Report - Q1, 2022
Service Budgets Greater than $1,500,000

		Operating Expenses							Operating Revenue						
			Year to Q1			Annual Forecast				Year to Q1			Annual Forecast		
Service Number	Service Description	Annual Budget $ (Schedule A)	Actuals $	% of Budget	2021 % of Budget	$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget $ (Schedule A)	Actuals $	% of Budget	2021 % of Budget	$ Annual Forecast	% Budget (over)/under	Explanation
1.010	Legislative & General	29,930,014	6,179,889	21%	20%	26,861,000	10%	Forecasted one-time savings on timing of staff vacancies and challenges with hiring, and some deferral of HRIS consultancy to 2023. Support services delivering core services as planned.	29,930,014	5,414,151	18%	20%	29,728,000	1%	Half of the revenue is derived from allocations to other services; one-third is funded by requisition, with the balance from reserves, grants and other revenue. Some minor savings due to reduction in reserve funds being required.
1.105	Facility Management	2,002,250	419,737	21%	20%	1,902,000	5%	Service is facilities management services delivered to CRD HQ and satelite facilities. Savings experienced in Q1 due to staff vacancies, but is forecasted to be partially caught up through the use of auxiliary staff in Q2-Q4.	2,002,250	429,766	21%	19%	1,902,500	5%	Revenue largely from the provision of facilities management services. Projected to be under budget due to vacancies in Q1.
1.106	CRD Headquarters Building	1,815,620	396,007	22%	25%	1,800,000	1%	Service has seen some timing delays in operating expenditures as a result of capital activities altering the operations of the building, but is anticipated to be on plan for the year.	1,815,620	480,893	26%	26%	1,830,000	-1%	Service provides office space to other CRD services and is on plan.
1.226	Health Facilities - VIHA	1,658,419	489,742	30%	23%	1,690,000	-2%	Service provides leased buildings to VIHA, and is 100% recovery from tenant. Any deficit will be recovered from VIHA and any surplus refunded to VIHA.	1,658,419	379,778	23%	14%	1,690,000	-2%	Service provides leased buildings to VIHA, and is 100% recovery from tenant. Any deficit will be recovered from VIHA and any surplus refunded to VIHA.
1.280	Regional Parks	16,859,411	2,349,891	14%	14%	16,700,000	1%	Service experiences a seasonal nature to expenditures, primarily weighted to Q2 and Q3. Forecasted temporary staff vacancies on new service levels for 2022 are largely offset by increased temporary auxiliary backfill, and one-time costs for studies and deferred maintenance.	16,859,411	933,580	6%	5%	16,900,000	0%	Revenues are primarily from requisition and are on plan.
1.297	Arts Grants & Development	3,006,402	227,442	8%	3%	3,000,000	0%	Service is a grant funding service, which had limited grant distribution in Q1. Projecting to disburse remaining budget for grant funding to arts organisaitons in the remaining quarters.	3,006,402	191,411	6%	6%	3,026,000	-1%	Revenues are primarily from requisition, and forecast slightly above plan due to additional internal recovery.
1.310	Land Banking & Housing	2,932,259	414,991	14%	13%	2,887,259	2%	Operating expenses largely on track at Q1, with some annual savings forecasted for temporary staff vacancies. Large debt payments are budgeted in Q2 and Q4.	2,932,259	1,072,679	37%	34%	2,887,259	2%	Service is largely on plan where revenue is approximaely 50% grants and 50% requisition. Minor reduction in PM fee (grant) revenue due to temporary staff vacancy.
1.311	Regional Housing Trust Fund	5,302,666	8,282	0%	6%	3,444,591	35%	Expenses are driven by grants to 3rd party housing service providers, which can vary based on eligibility and selection. Any surpluses are carried forward. No grants were provided in Q1.	5,302,666	4,326,333	82%	78%	5,302,666	0%	Service is on plan where revenue is about 80% from surplus carryforward, 20% from requisition.
1.318	Building Inspection	1,792,001	354,633	20%	23%	1,737,001	3%	Forecasted savings due to temporary staffing vacancies for Building Inspector and Admin Clerk.	1,792,001	455,628	25%	22%	1,822,001	-2%	Service is funded approximately by 70% permit fee revenue, with balance funded by requisition and reserve. Permit fee revenue forecasted higher due to increase in permit requests on Salt Spring Island.
1.324	Regional Planning Services	2,193,512	289,390	13%	20%	2,037,673	7%	Forecast lower than budgeted due to temporary staff vacancies for planning assistant position and auxiliary staff support.	2,193,512	81,127	4%	18%	2,193,512	0%	Forecast on plan. Revenue is approximately 54% requisition and 39% planned transfer from ORF.
1.40X	SEAPARC	4,328,565	832,777	19%	20%	4,350,000	0%	Service levels are recovering to pre-pandemic levels. Forecasted to be on plan with usual seasonal increase in activity through rest of the year.	4,328,565	258,329	6%	6%	4,400,000	-2%	Revenues are approximately 70% from requisition; 30% fees. It is anticipated that higher activity in the remaining quarters will result in actuals slightly higher than plan.
1.44X	Panorama Rec. Center	9,869,066	1,801,399	18%	16%	9,600,000	3%	Service levels are recovering to pre-pandemic levels. Forecasted savings due to some temporary staff vacancies. Seasonal increase in activity projected through rest of the year.	9,869,066	1,301,478	13%	14%	9,800,000	1%	Revenues are approximately 55% from requisition; 45% fees. It is anticipated that higher activity in the remaining quarters will result in actuals in line with plan.
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,988,640	417,270	21%	19%	1,912,243	4%	Service continues to operate with reduced hours of service for the Pool due to staffing shortages. These shortages have resulted in reduced salary costs that are projected to continue as long as shortages persist.	1,988,640	76,240	4%	5%	1,912,851	4%	Reduced hours of service for the pool has resulted in lower pool fees and service revenue.
1.521	Environmental Resource Management	25,126,320	5,935,864	24%	20%	25,395,714	-1%	Operational services are continuing as planned, and forecasted to be in line with budget for the year. No material change in costs expected.	25,126,320	7,044,943	28%	33%	26,235,398	-4%	Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted.
1.576	Environmental Engineering Services	2,558,433	546,347	21%	19%	2,450,000	4%	Service provides engineering and project management services to mulitple services the CRD's recreation and environmental management services. Forecasted savings for temporary staff vacancies.	2,558,433	781,674	31%	27%	2,500,000	2%	Revenues are driven by providing services to other CRD services which continue to operate as planned. Recovery revenue from CRD service forecasted to be inline with annual budget.
1.577	IW - Environmental Operations	12,251,889	3,027,876	25%	24%	11,993,288	2%	Overhead service budget, continuing to deliver services as planned. Forecasted savings for the year due to temporary staff vacancies.	12,251,889	3,339,245	27%	26%	12,945,000	-6%	Revenues are a result of infrastructure operations providing services to CRD utilities, which continue to operate as planned. Recovery revenue forecasted to generate a favourable variance.
1.578	Environmental Protection and Water Quality	8,639,511	1,885,945	22%	23%	8,439,511	2%	Overhead service budget, continuing to provide service as planned. Forecast largely on budget, with some savings on temporary staff vacancies.	8,639,511	2,015,535	23%	25%	8,499,511	2%	Revenues are driven by providing services to other CRD services that generally continue to operate as planned.
1.911	911 Systems	2,532,090	380,032	15%	15%	2,515,739	1%	This service collects 911 levies from phone carriers and distributes a percentage to participating municipalities. Fixed contracts and debt servicing costs are on track with budget. Forecasted minor reduction in 911 levies from phone carriers.	2,532,090	565,175	22%	22%	2,516,646	1%	Sources of revenue are fixed source requisitions, lease revenue, and variable 911 levies received from phone carriers. Forecasting reduced revenues due to a drop in 911 levies.
1.921	Regional CREST	1,764,110	438,334	25%	25%	1,764,110	0%	This is a contribution service that provides support to CREST based on service agreement. Operating expenses are on track with budget.	1,764,110	101,792	6%	6%	1,764,110	0%	Operating revenues are primarily requisition and are on plan.
2.610	Saanich Peninsula Water Supply	7,517,025	1,275,417	17%	17%	7,500,000	0%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be in line with budget.	7,517,025	1,288,642	17%	17%	7,500,000	0%	Revenues are driven by seasonal water sales. Demand is forecast below prior year actuals, however it is in line with budgeted amount and is expected to be within budgeted levels for 2022.
2.670	Regional Water Supply	36,539,270	3,837,780	11%	10%	36,500,000	0%	Operational services and system maintenance are continuing as planned. Some savings forecasted due to temporary staff vacancies.	36,539,270	6,724,012	18%	18%	36,500,000	0%	Revenues are driven by seasonal water sales. Demand is forecast below prior year actuals, however it is in line with budgeted amount and is expected to be within budgeted levels for 2022.
2.680	Juan de Fuca Water Distribution	22,560,391	2,261,272	10%	13%	22,560,000	0%	Operational services and system maintenance are continuing as planned. No material change in costs expected.	22,560,391	3,027,002	13%	13%	22,500,000	0%	Revenues are driven by seasonal water sales. Demand is forecast below prior year actuals, however it is in line with budgeted amount and is expected to be within budgeted levels for 2022.
3.717	Core Area Wastewater Operations	29,742,711	5,993,373	20%	17%	26,946,064	9%	Operating expenditure savings on electricity, chemicals, and repairs & maintenance continue as new infrastructure is optimized. Labour charges at the plant are on budget. Reduced residual treatment payments due to operational optimization issues at the Residual Treatment Facility have provided temporary savings. Service overall is forecasted to have a favourable variance at year end.	29,742,711	778,115	3%	3%	28,580,986	4%	Service revenues are primarily from requisition. Forecasted revenue from reserve is reduced due to delays in operational readiness of the OMS receiving facility at the Residual Treatment Facility.
3.718	Saanich Peninsula Wastewater	4,681,095	1,056,089	23%	21%	4,224,354	10%	Service delivering on plan. Current expenditures forecast a favourable variance as a result of operational delays on the OMS receiving facility.	4,681,095	24,680	1%	1%	4,651,321	1%	Revenues are approximately 95% from requisition, 5% other. Forecasted in line with budget, with potential minor underage for heat recovery function pending system review.
3.755	Regional Source Control	1,647,875	420,683	26%	24%	1,630,000	1%	Operational services are continuing as planned and forecasted to be in line with budget for the year.	1,647,875	102,853	6%	10%	1,640,000	0%	Service revenue is primarily from requisition. Overall revenue is expected to be on plan.
	Total Services above	239,239,545	*87%*						239,239,545	*87%*					
	Other CRD Services	37,084,784	*13%*						37,084,784	*13%*					
	Total CRD	276,324,329							276,324,329						
CRHD	Capital Regional Hospital District	33,950,390	2,781,247	8%	7%	33,742,163	0.6%	Forecasted savings in administration due to the deferred hiring of a new capital planner term position, as well as net savings in property management budgets.	33,950,390	1,980,194	6%	6%	33,881,389	0.2%	Forecasting less reserve funds will be required due to deferral of new capital planner term position. Revenues primarily from requisition.
	Total CRHD	33,950,390							33,950,390						

Capital Regional District
Quarterly Operating Variance Report - Q1, 2022
Service Budgets Greater than $1,500,000

		Operating Expenses							Operating Revenue						
			Year to Q1			Annual Forecast				Year to Q1			Annual Forecast		
Service Number	Service Description	Annual Budget $ (Schedule A)	Actuals $	% of Budget	2021 % of Budget	$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget $ (Schedule A)	Actuals $	% of Budget	2021 % of Budget	$ Annual Forecast	% Budget (over)/under	Explanation
CRHC	Administration	3,005,316	595,702	20%	20%	2,849,689	5%	Savings forecasted due to temporary staff vacancies.	3,005,316	736,201	24%	24%	3,005,316	0%	Revenues are directly tied to property management fees, and forecated on plan.
CRHC	Development Services	566,273	96,839	17%	15%	521,543	8%	Savings forecasted due to temporary staff vacancies.	569,800	107,201	19%	0%	521,543	8%	Revenues are directly tied to capital project fees, and forecasted under budget due to temporary staff vacancies.
CRHC	UOA buildings	12,520,664	3,074,824	25%	26%	12,465,322	0%	Forecasted in line with budget. Small savings in salaries in Q1 offset by one-time maintenance expenses.	12,716,418	3,232,027	25%	31%	12,769,340	0%	Revenues are approximately 85% revenue from tenant rents and 15% from subsidy grants. Revenue forecasted slightly higher than budget due to some small rent increases.
CRHC	ILBC building	685,970	166,072	24%	24%	680,549	1%	Forecasted to be in line with budget. Small savings in electricity in Q1.	691,795	161,553	23%	28%	680,400	2%	Revenues are approximately 50% revenue from tenant rents and 50% from grants tied to occupancy controlled by Island Health. Small reduction to forecast due to tenant vacancies.
CRHC	NOA buildings	1,558,549	292,422	19%	21%	1,513,971	3%	Forecasted to be in line with budget. Some minor savings expected from timing of refinancing costs.	1,683,290	415,813	25%	33%	1,678,280	0%	Revenues are 100% from tenant rents. Forecasted slightly below budget due to Q1 vacancies, which are anticipated to stabilize for rest of the year.
CRHC	RHFP buildings	7,984,357	1,949,022	24%	18%	7,962,289	0%	Forecasted to be in line with budget. Small savings in salaries in Q1 offset by one-time maintenance and utilities expenses.	8,333,320	1,936,672	23%	14%	8,186,662	2%	Revenues are 100% from tenant rents. Forecast slightly below budget due to tenant vacancies.
CRHC	IHI building	709,454	186,319	26%	21%	718,409	-1%	Forecasted to be in line with budget. Some one-time maintenance expenses in Q1.	857,510	203,606	24%	31%	846,739	1%	Revenues are 100% revenue from tenant rents. Slightly below budget due to Q1 vacancies, which are anticipated to stabilize for rest of the year.
	Total CRHC	27,030,583							27,857,449						
	Total Services (CRD + CRHD + CRHC)	337,305,302							338,132,168						

Capital Regional District
2022 - Quarter 1 - Capital Plan Report
Projects Greater than $500,000

	As planned or better than plan
	Changes to quarter forecast, no revision to annual plan
	Change in annual plan
R	Changes to project plan (may result in 2022 Budget Amendment or included in 2023 Capital Plan)

			Quarter 1					Total 2022				Status of Total Project Plan			
Department	Service Description	Capital Project Title	Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation	Total 2022 Budget (as per approved budget)	Total 2022 Forecast	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under	Scope	Timing	Budget	Notes
CRD															
Integrated Water Services	Core Area Wastewater	Core Area Wastewater Treatment Project	4,087,500	1,000,235	3,087,265	76%	Substantial completion for the project was achieved in 2021, with remaining commitments being extinguished in 2022 and through the end of the warranty period for the wastewater treatment plant in Q1 2023. Other long term commitments to external stakeholders will be addressed and completed into 2023 and beyond, as outlined within the CAWTP business case.	16,350,000	4,750,235	11,599,765	71%		R		S - on plan T - closeout costs complete in Q1 2023 B - on plan
	Core Area Wastewater	Bowker Sewer Rehabilitation	80,000	159,321	(79,321)	-99%	Accelerated consultancy work has resulted in additional consulting expenditures in Q1. Procurement of works currently forecasted for Q2 as planned. Total project remains within scope and budget. Completion of project currently estimated to be Q3 of 2023.	8,475,000	6,279,321	2,195,679	26%		R		S - on plan T - completion deferred to 2023 B - on plan
	Core Area Wastewater	Marigold Electrical and Building Upgrades	40,000	39,636	364	1%	Preliminary design and review work conducted in Q1. Construction now anticipated to start Q4 2022 and continue into Q2 2023. Project is on scope and in budget.	2,200,000	284,636	1,915,364	87%		R		S - on plan T - completion deferred to 2023 B - on plan
	Core Area Wastewater	Annual Provisional Emergency Repairs	250,000	78,111	171,889	69%	Q1 costs a result of emergency sanitary sewer connection work at a local school. This project addresses emergency repairs arising from unforeseen events and circumstances. Overall project costs will fluctuate throughout the year dependent on magnitude, scope, and urgency of emergency repairs required. Project forecast to remain in scope and budget.	1,000,000	828,111	171,889	17%				S - on plan T - on plan B - on plan
	Core Area Wastewater	SCADA and Radio Assessment	150,000	36,439	113,561	76%	Initial assessment of existing infrastructure and development of SCADA master plant began in Q1. Main component purchases will be delayed until the end 2022, with the majority of spending beginning 2023.	800,000	136,439	663,561	83%		R		S - on plan T - completion deferred to 2023 B - on plan
	Regional Water Supply	Goldstream IWS Field Office	50,000	3,731	46,269	93%	Request for Proposal for design work issued end of Q1, with costs deferred to Q2. Design work to begin end of Q2, with construction delayed until 2023 due to resource availability. Overall project in scope and budget.	3,350,000	503,731	2,846,269	85%		R		S - on plan T - construction deferred to 2023 B - on plan
	Regional Water Supply	Replacement of UV System	150,000	96,928	53,072	35%	Detailed design to start in Q2 instead of Q1, and forecasting to secure UV equipment contract in Q4. Equipment purchases and construction to be deferred into 2023, based on resource availability. Overall project in scope and budget.	3,100,000	366,928	2,733,072	88%		R		S - on plan T - completion deferred to 2023 B - on plan
	Regional Water Supply	Butchart Dam No. 5 Remediation	250,000	9,822	240,179	96%	Project management costs incurred in Q1 related to monitoring of Phase 1 remediation, completed in 2021. 2022 costs are forecast to be for further monitoring throughout the year, to determine if phase 2 remediation work is required. If Phase 2 remediation is required, construction will be deferred to 2023. Overall project in scope and budget.	2,000,000	84,822	1,915,179	96%		R		S - on plan T - construction deferred to 2023 B - on plan
	Regional Water Supply	Replace Gatehouse at Goldstream Entrance	100,000	6,462	93,538	94%	Request for Qualifications process completed late in Q1, with work to begin in Q2. Overall project in scope and budget.	1,710,000	1,706,462	3,538	0%				S - on plan T - completion planned for Q4 2022 B - on plan
	Regional Water Supply	RWS Supply Main No. 4 Upgrade	300,000	-	300,000	100%	RFP for design consultant delayed from Q1 to Q2. Design work now forecast for Q3 and Q4, with construction delayed to 2023 due to resource availability. Overall project in scope and budget.	1,500,000	130,000	1,370,000	91%		R		S - on plan T - construction deferred to 2023 B - on plan
	Regional Water Supply	Vehicle & Equipment Replacement (Funding from Replacement Fund)	55,000	-	55,000	100%	Supply chain issues and availability impacting ability to procure electric vehicles for 2022. Limited number of vehicles expected to be received in Q4, with remainder forecast for 2023 and 2024	1,205,250	320,000	885,250	73%		R		S - on plan T - deliveries delayed to 2023 and 2024 B - on plan
	Regional Water Supply	Integrate Dam Performance and Hydromet to SCADA	-	2,098	(2,098)	-100%	Minor transactions on hardware purchase in Q1. Further spending forecast for Q2 and Q3 on minor parts and installation, with planning and design in Q4. Bulk of work deferred to 2023. Overall project in scope and budget.	1,000,000	637,098	362,902	36%		R		S - on plan T - completion deferred to 2023 B - on plan
	Regional Water Supply	Main No.3 Segment Replacement	100,000	-	100,000	100%	RFP for design consultant delayed from Q1 to Q2. Design work forecast for Q3 and Q4, with construction delayed to 2023. Overall project in scope and budget.	600,000	130,000	470,000	78%		R		S - on plan T - construction deferred to 2023 B - on plan
	Regional Water Supply	Sooke Lake Dam - Instrumentation System Improvements	75,000	1,691	73,309	98%	Planning for detailed design and construction phases completed in Q1. Detailed design and permitting forecast for 2022 and 2023 due to resource availability, with overall project completion forecast for 2024.	600,000	76,691	523,309	87%		R		S - on plan T - completion deferred to 2024 B - on plan
	JDF Water Distribution	Rocky Point Upgrades	2,200,000	2,825,583	(625,583)	-28%	Construction was underway in Q1, with some work accelerated from Q2 to Q1. Overall project completion delayed until Q1 2023 due to material availability. Project remains in scope and budget.	8,871,000	8,725,583	145,417	2%		R		S - on plan T - completion deferred to 2023 B - on plan
	JDF Water Distribution	Goldstream AC Replacement	1,200,000	22,785	1,177,215	98%	Project was tendered in Q1 with received tenders higher than budget. Materials are forecast to be purchased in 2022, with construction deferred into 2023. Construction budget and schedule are being re-evaluated for the 2023 5-year Capital Plan.	5,100,000	1,212,785	3,887,215	76%		R	R	S - on plan T - construction deferred to 2023 B - budget to be amended in 2023 plan
	JDF Water Distribution	AC Pipe Replacement Program	1,200,000	833,366	366,634	31%	Q1 activity includes pipe replacement at Dufour Rd, O'Neil Rd, Whiffin Spit and Possession Point, with residual costs in Q2. Overall 2022 phase of multi-year project on budget, scope and schedule for completion in 2022.	3,366,000	3,366,000	0	0%				S - on plan T - on plan B - on plan
	JDF Water Distribution	Bear Mountain Parkway Extension Supply Mains	-	-	-	0%	Project construction costs forecast to be incurred in Q2, in line with budget.	1,500,000	1,500,000	-	0%				S - on plan T - on plan B - on plan

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			Quarter 1					Total 2022				Status of Total Project Plan			
Department	Service Description	Capital Project Title	Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation	Total 2022 Budget (as per approved budget)	Total 2022 Forecast	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under	Scope	Timing	Budget	Notes
Integrated Water Services	JDF Water Distribution	Sun River Reservoir Replacement	200,000	86,474	113,526	57%	Detailed design occurred in Q1 with residual costs in Q2. Construction to be initiated in Q2 and continue in Q3. Project is on scope, in budget, and forecast to be complete in 2022.	1,475,000	1,466,474	8,526	1%				S - on plan T - on plan B - on plan
	JDF Water Distribution	Residential Service & Meter Replacement Program	325,000	266,070	58,930	18%	Annual Provisional program, for planned and replace-on-fail activity. Q1 activity resulted from failure of meters ahead of planned work. Overall project is forecast to be in scope and budget.	1,300,000	1,241,070	58,930	5%				S - on plan T - on plan B - on plan
	JDF Water Distribution	Vehicle & Equipment Replacement (Funding from Replacement Fund)	-	-	-	0%	Supply chain issues and availability impacting ability to procure electric vehicles for 2022. Some commitments expected in 2022, but no vehicles expected to be received until 2023 and 2024	1,060,000	-	1,060,000	100%		R		S - on plan T - delayed to 2023 and 2024 B - on plan
	JDF Water Distribution	Sooke Henlyn Supply & Distribution Mains	-	-	-	0%	Project to begin when associated housing development work has been completed. Project work expected to be delayed to 2023 as housing development work is not ready for project to start.	1,000,000	-	1,000,000	100%		R		S - on plan T - deferred to 2023 B - on plan
	JDF Water Distribution	Comprehensive Pump Station Upgrades (10 year Program)	150,000	25,452	124,548	83%	Construction of tendered Ludlow Pump Station initially anticipated to be complete Q1 2022, delayed due to equipment supply. Construction forecast to be complete Q3 2022, with project in scope and budget.	700,000	699,452	548	0%				S - on plan T - completion Q3 2022 B - on plan
	JDF Water Distribution	JDF Reservoir Upgrades	100,000	47,737	52,263	52%	Design work in Q1, timing of construction to occur in Q3 and Q4 due to seasonal construction requirements. Project on scope and in budget.	650,000	647,737	2,263	0%				S - on plan T - completion Q4 2022 B - on plan
	JDF Water Distribution	William Head & VGH Meter Replacement	15,000	8,183	6,817	45%	Consulting costs lower than anticipated for Q1, with procurement to begin Q2. Overall project forecast to be complete in 2022, in scope, budget and schedule.	550,000	548,183	1,817	0%				S - on plan T - on plan B - on plan
	JDF Water Distribution (DCC)	McCallum Pump Station and Tank 4	1,500,000	27,532	1,472,468	98%	Design work in Q1, start of construction delayed to Q2. Permitting challenges may push bulk of construction work to Q3 and Q4 - construction schedule to be revised with completion into 2023. Project is on scope and in budget.	8,000,000	4,527,532	3,472,468	43%		R		S - on plan T - completion deferred to 2023 B - on plan
	Regional Water Supply & JDF Distribution	Voice Radio Upgrade	100,000	3,459	96,541	97%	Design work in Q1. Contract awarded to begin upgrade work began in Q2. Timing of completion expected to be late 2023. Project in scope and on budget.	1,250,000	855,859	394,141	32%		R		S - on plan T - completion deferred to 2023 B - on plan
	Regional Water Supply & JDF Distribution	Portable Pump Station	20,000	5,524	14,476	72%	Consulting costs incurred in Q1, with procurement delayed to start Q2. Project in scope, budget and schedule.	550,000	410,524	139,476	25%				S - on plan T - completion Q4 2022 B - on plan
	Saanich Peninsula Treatment Plant	Trunk Sewer Relining	50,000	3,087	46,913	94%	Project initiation costs began in Q1 to prepare for the procurement of consultant in Q2. Majority of project spend will be deferred until 2023. Project remains on scope and budget.	1,050,000	323,087	726,913	69%		R		S - on plan T - completion deferred to 2023 B - on plan
	Saanich Peninsula Treatment Plant	SPWWTP Concrete Tank Repairs	20,000	27,251	(7,251)	-36%	Design reviewed and contract tender initiated in Q1. Budget amendment required to carry forward unspent funds from 2021 to be used in 2022. Overall project forecast to be completed in 2022 on time, scope, and budget upon amendment.	1,100,000	1,579,251	(479,251)	-44%			R	S - on plan T - on plan B - amendment required in Q2
	Saanich Peninsula Water Supply	SPW System Upgrade and Expansion	275,000	-	275,000	100%	Work to be retendered and scheduled for start in Q1 2023. Costs associated with retendering will be seen in Q3 and Q4 2022.	1,775,000	300,000	1,475,000	83%		R		S - on plan T - construction deferred to 2023 B - on plan
	Saanich Peninsula Water Supply	Keating Cross Road Water Main	-	-	-	0%	This water main replacement project is driven by the MoTI Keating Cross Road Over Pass project. MoTI has recently (May 2022) indicated that the water main portion of its project will likely occur in the spring of 2023	1,000,000	-	1,000,000	100%		R		S - on plan T - deferred to 2023 B - on plan
	Saanich Peninsula Water Supply	Hamsterly Pump Station Backup Power Generator	15,000	-	15,000	100%	Tendered prices higher than budget, 2023 capital plan to be amended with budget for increased costs. Material supply the main driver for construction cost increase.	815,000	-	815,000	100%		R	R	S - on plan T - deferred to 2023 B - budget to be amended in 2023 plan
Local Services	Community Parks (SSI)	Centennial Park Upgrades	150,000	-	150,000	100%	Grant funding awarded late in Q1, with expenses on construction to begin in Q2. Completion is forecast for Q1, 2023, with project is in scope and on budget.	600,000	300,000	300,000	50%		R		S - on plan T - completion delayed until 2023 B - on plan
	Parks and Recreation (SSI)	Recreation Centre Expansion	861,388	208,190	653,198	76%	Bulk of spending occurred before 2022, under prior year's capital plan. Q1 spending was some remaining construction and supplies, with residual costs expected for Q2 & Q3. Project to be complete in 2022.	1,202,735	348,190	854,545	71%				S - on plan T - on plan B - on plan
	Magic Lake Sewer Utility (SGI)	Pump Station and Treatment Plant Upgrades & Sewer Replacement	105,000	131,044	(26,044)	-25%	Design phase started in Q1 with completion expected in Q4. Plan to take delivery of plant equipment in Q4 with construction of pump station and sewer replacement to begin in Q1, 2023. Project is in scope and on budget.	4,100,000	531,044	3,568,956	87%		R		S - on plan T - construction delayed until 2023 B - on plan
Parks and Environmental Services	Regional Parks	Construct E&N Trail Phases 3 & 4	200,000	21,990	178,010	89%	Remaining costs on Phase 3 completed in Q1. Phase 4 to be lead by City of Victoria, with remaining costs to be incurred by Q4.	1,200,000	1,200,000	0	0%				S - on plan T - on plan B - on plan
	Regional Parks	Purchase and Install Elk Lake Remediation Systems	40,000	91,097	(51,097)	-128%	Initial design work completed in Q1 ahead of schedule. Substantial design forecast to be completed and tender to be issued in Q2, with construction in Q3.	1,367,000	1,367,000	0	0%				S - on plan T - on plan B - on plan
	Regional Parks	Mayne Island Demonstration Trail	100,000	117,618	(17,618)	-18%	Tree removal completed in Q1. Overall project progressing on plan.	1,014,425	1,014,425	0	0%				S - on plan T - on plan B - on plan

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			Quarter 1					Total 2022				Status of Total Project Plan			
Department	Service Description	Capital Project Title	Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation	Total 2022 Budget (as per approved budget)	Total 2022 Forecast	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under	Scope	Timing	Budget	Notes
Parks and Environmental Services	Regional Parks	Construct Hamsterly Beach Washroom	50,000	43,648	6,352	13%	Project tendered during Q1. Construction to begin on schedule in Q2.	720,000	720,000	0	0%				S - on plan T - on plan B - on plan
	Regional Parks	Repair GGRT Bridges (5)	20,000	35,882	(15,882)	-79%	Veitch Creek Bridge Design completed in Q1, slightly ahead of schedule. Tendering forecast for Q2 with construction to begin in Q3. Budget amendment required to carry forward unspent funds from 2021 to be used in 2022.	600,000	929,000	(329,000)	-55%			R	S - on plan T - on plan B - amendment required in Q2
	Panorama Recreation	Heat Recovery Plant	-	-	-	0%	Project is on hold pending availability of grant funding. Currently no grants are available that aligns with this project. Options being reviewed for next capital plan.	2,452,998	1,635,332	817,666	33%		R		S - on plan T - deferred pending grant funding B - on plan
	Panorama Recreation	Multi-Purpose Sports Field	864,704	169,879	694,825	80%	Completion of project delayed due to weather and timing of JumpStart Charities in Q1. Project forecast to be substantially complete in Q2.	864,704	864,704	0	0%				S - on plan T - on plan B - on plan
	Environmental Resource Management	Aggregate Production for Internal Use	685,000	498,449	186,551	27%	Phase 2 Blasting, Excavation and Stockpiling begun in Q1, continuing throughout the year. 2022 phase of project forecasted to be completed in scope and on budget. Multi-year project will end in 2023.	4,635,000	4,634,449	551	0%				S - on plan T - on plan B - on plan
	Environmental Resource Management	Landfill Gas Utilization	215,000	97,965	117,035	54%	Development of Request for Proposal Step 1 Evaluation Summary Notes begun in Q1, with release of tender in Q2. Construction anticipated to begin in Q3. Overall project in scope and budget, with forecasted completion for end of 2023.	11,265,000	11,264,965	35	0%				S - on plan T - on plan B - on plan
	Environmental Resource Management	Lower Lagoon Bank Emergency Stability Improvements	25,000	9,378	15,622	62%	Project start delayed waiting for additional Geotechnical review and design input, completed at the end of Q1. Stability improvements work will be conducted throughout Q2-Q4 2022.	800,000	794,378	5,622	1%				S - on plan T - on plan B - on plan
	Millstream Site Remediation	Millstream Remediation	100,000	24,925	75,075	75%	Awaiting for Ministry of Environment approval. Overall project is still forecast to be complete in scope and on budget in 2022.	750,000	749,925	75	0%				S - on plan T - on plan B - on plan
Facilities	CRD Headquarters	Interior Renovations	250,000	603,879	(353,879)	-142%	Work continuing to progress on 1st and 3rd Floor renovations from 2021. Initial occupancy of renovated space forecast to begin Q2. Budget amendment required to carry forward unspent funds from 2021 to be used in 2022.	1,500,000	2,640,000	(1,140,000)	-76%			R	S - on plan T - on plan B - amendment required in Q2
Royal Theatre	Royal Theatre	Repair Building Envelope	-	-	-	0%	Project is on hold pending availability of a grant. RMTS has not been successful on most recent grant application. Options being reviewed for next capital plan.	750,000	750,000	-	0%		R		S - on plan T - deferred pending on grant funding B - on plan
McPherson Theatre	McPherson Theatre	Repair East Elevation Wall	-	-	-	0%	Project will be initiated in Q2 as planned. Forecast to be within scope and budget.	2,109,000	2,109,000	-	0%				S - on plan T - on plan B - on plan
		Total Projects >$500k	**16,723,592**	**7,670,920**	**9,052,672**	**54%**		**120,933,112**	**73,381,422**	**45,442,690**	38%				
		Total Projects <$500K; Potential Parkland Acquisitions						**60,203,474**							
		Total Projects						**181,136,586**							

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			Quarter 1					Total 2022				Status of Total Project Plan			
Department	Service Description	Capital Project Title	Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation	Total 2022 Budget (as per approved budget)	Total 2022 Forecast	Total Forecast Variance (over) / under	Total Forecast Variance % (over) / under	Scope	Timing	Budget	Notes
CRHD															
Planning & Protective Services	Capital Regional Hospital District	Oak Bay Lodge Demolition	505,233	842,688	(337,455)	-67%	Q1 variance related to project delays attributed to labour shortage and discovery of additional contaminated materials which also increased the project scope. Amendment to the 2022 CRHD capital plan to go to CRHD Board in Q2.	505,233	842,688	(337,455)	-67%	R		R	S - increased scope T - completion delayed until Q3 B - amendment required in Q2
		Regional Housing First Program Contribution	-	-	-	0%	Contribution to RHFP forecast to occur in Q4 as planned.	10,000,000	10,000,000	-	0%				S - on plan T - on plan B - on plan
		Total Projects >$500k	**505,233**	**842,688**	**(337,455)**	**-67%**		**10,505,233**	**10,842,688**	**- 337,455**	**-3%**				
		Total Projects <$500K; Capital Grants						**10,941,082**							
		Total Projects						**21,446,315**							
CRHC															
Planning & Protective Services	Regional Housing	Michigan redevelopment Housing	1,882,180	1,572,710	309,470	16%	Q1 variance due to timing of construction draws and trades availability. Overall project in scope and budget, with forecasted completion for end of 2023.	18,821,799	18,772,710	49,089	0%				S - on plan T - on plan B - on plan
		Caledonia Redevelopment Housing	200,000	185,232	14,768	7%	Demolition mostly complete and cleanup underway in Q1. Construction to begin on plan in Q3. Overall project in scope and budget, with forecasted completion for end of 2024.	13,000,000	12,985,232	14,768	0%				S - on plan T - on plan B - on plan
		Prosser Prepaid Lease	-	-	-	0%	Costs forecasted to occur in Q4, in line with budget.	16,981,555	16,981,555	-	0%				S - on plan T - on plan B - on plan
		Triway Redevelopment Housing	2,999,432	3,287,058	- 287,626	-10%	Q1 variance due to timing of construction draws with some work accelerated due to trades availability. Project forecast to be complete in Q4, on budget.	14,997,160	14,997,058	102	0%				S - on plan T - on plan B - on plan
		Carey Lane BER	25,000	23,250	1,750	7%	Design and planning costs incurred in Q1. Construction forecast to begin in Q4, in line with budget.	1,875,000	1,873,250	1,750	0%				S - on plan T - on plan B - on plan
		Routine Capital	385,862	337,328	48,534	13%	Q1 largely on plan. Routine upgrades of housing townhouses and apt buildings are affected by tenant moveouts, trades availability and weather.	3,858,624	3,858,624	-	0%				S - on plan T - on plan B - on plan
		Total Projects >$500k	**5,492,474**	**5,405,578**	**86,896**	**2%**		**69,534,138**	**69,468,429**	**65,709**	**0%**				
		Total Projects <$500K						**760,000**							
		Total Projects						**70,294,138**							

33Making a difference...together

APPENDIX H
HUMAN RESOURCES TRENDS AND CORORATE SAFETY Q1

OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

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1. *Workforce Composition and Turnover [see Table 1]*

The Chief Administrative Officer submits a Staff Establishment Chart (SEC) annually together with the Financial Plan for consideration of approval by the Board. For 2022, the SEC identified 735.18 full time equivalencies (FTEs) – 716.38 regular and 18.8 term positions exceeding one year – and the CRD has 395 auxiliary staff through Quarter 1. In addition, the CRD has almost 1,400 registered volunteers to assist in the support of many of its services and programs, including volunteer fire services and emergency response and support. 89.4% of the CRD's paid workforce is unionized. The average length of service and average workforce age of CRD staff remain relatively consistent from previous years, at 9.6 years and 45.7 years respectively. Turnover rates, including retirement rates, are trending towards normal and remain healthy.

Table 1:

Corporate CRD Human Capital Performance Metric	*CRD Current (By Quarter 2022)*	CRD Current (Annual 2022)	Industry Average (Annual 2022)	*CRD Annual (2021)*	*Industry Average (2021)*
Total Unionized Workforce (all staff)	***Q1: 89.4%***	***89.4%***	***82.1%***	*89.7%*	*82.4%*
Average Length of Service (regular staff)	***Q1: 9.6 years***	***9.6 years***	***11.2 years***	*9.8 years*	*11.0 years*
Average Employee Age (regular staff)	***Q1:45.7 years***	***45.7 years***	***46.9 years***	*45.9 years*	*46.7 years*
Turnover Rate / Retirement Rate (regular staff)	***Q1: 3.0% (0.8% retire.)***	***3.0% (0.8% retirements)***	***2.6% (0.8% retirements)***	*8.9% (2.2% retirements)*	*8.5% (2.7% retirements)*

2. *Job Opportunities [see Table 2]*

By means of 102 job postings, a total of 172 individual job opportunities were open for competition in Quarter 1. The CRD's vacancy rate for regular staff positions remains below industry average; however, we have seen the impacts of the pandemic and economic conditions in recruitment activities. The CRD is modifying its recruitment strategies and approach to better attract and retain staff especially in the hard-to-fill market positions.

Significant workplace onboarding and orientation is undertaken for all new employees. In addition to the workplace orientations and required training programs, all new employees attend the weekly onboarding sessions which are geared to inform and engage new staff early in their CRD careers. 42 staff were put through the program in Quarter 1, and 780 employees since this program was implemented.

Table 2:

Corporate CRD Human Capital Performance Metric	*CRD Current (By Quarter 2022)*	CRD Current (Annual 2022)	Industry Average (Annual 2022)	*CRD Annual (2021)*	*Industry Average (2021)*
Job Opportunities (all staff)	***Q1: 172***	***172***	***N/A***	*419*	*N/A*
Vacancy Rate (regular staff)	***Q1: 1.9%***	***1.9%***	***3.2%***	*1.3%*	*5.2%*

3. ***Absenteeism and Occupational Health and Safety [see Tables 3 and 4]***

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

In Quarter 1 of 2022, absenteeism rates are trending consistently with Quarters of previous years, and includes the extended periods required of public health to remain isolated for personal illnesses. As an essential service, the CRD closely monitors the impact of absenteeism related to all health matters, including the pandemic, and has taken appropriate measures to ensure essential operations are maintained.

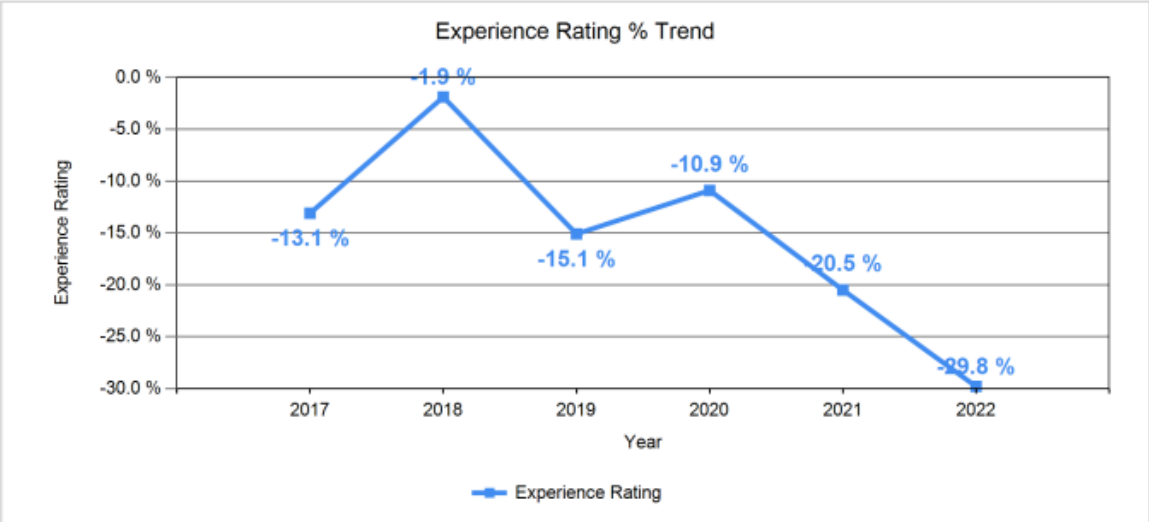
The CRD continues to experience a positive (merit) situation with WorkSafeBC resulting in a lower-than-industry Employer Rating Assessment (ERA). The ERA is the premium WorkSafeBC charges employers based on their claims experience over the previous three-year period. Since 2019, WorkSafeBC has increased the Base ERA for employers in local government by 33% (from 2.19% to 2.92%).

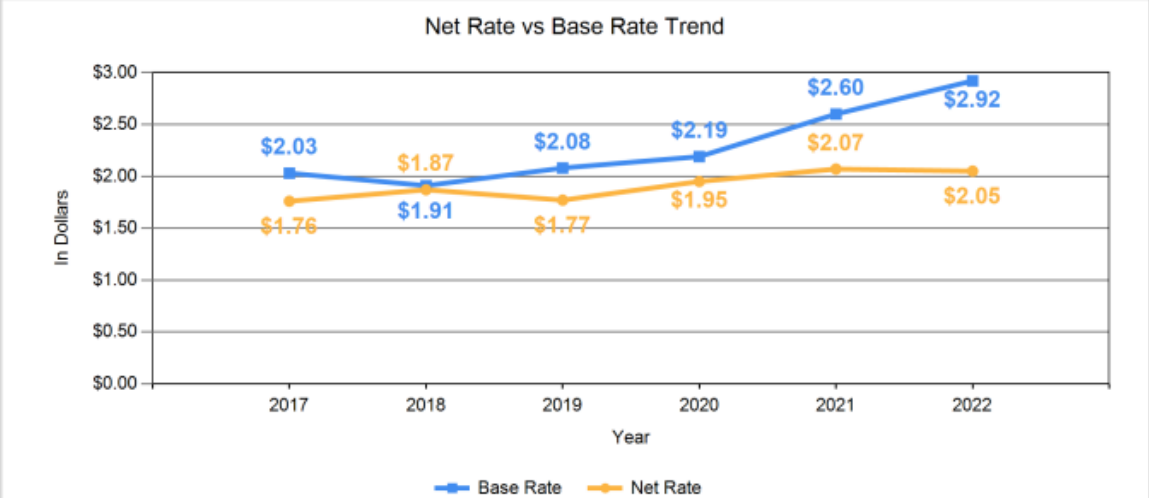
Despite this, the CRD has seen an increasingly reduced Actual ERA (“Net Rate”) based on our proactive and diligent safety program, including achieving industry leading Certificate of Recognition (CoR) certification in 2021. The CRD’s current assessment levied by WorkSafeBC is 30% below the base rate for the industry. In addition, the CRD receives an additional 10% reduction as a result of CoR. These reductions result in a 40% cost savings in WorkSafeBC premiums for the 2022 calendar year over base rate premiums.

Table 3:

Corporate CRD Human Capital Performance Metric	*CRD Current (By Quarter 2022)*	CRD Current (Annual 2022)	Industry Average (Annual 2022)	*CRD Annual (2021)*	*Industry Average (2021)*
Absenteeism (Sick Leave) Rate (regular staff)	***Q1: 5.2%***	**5.2%**	**5.8%**	*3.9%*	*4.6%*
WorkSafeBC Employer Rate (all staff)	***Q1: 2.05%***	**2.05%**	**2.92%**	*2.09%*	*2.60%*

Table 4:





CONCLUSION

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

Making a difference...together

EEP 22-26

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Monitoring Wastewater for COVID**

ISSUE SUMMARY

To provide a summary of the value of wastewater COVID monitoring, previous monitoring in the region, and potential opportunities for future monitoring.

BACKGROUND

Wastewater epidemiology has been a surveillance tool employed by health authorities since well before COVID. It was first used to assess illicit drug use and the prevalence of more common infectious diseases. COVID-specific wastewater surveillance was initiated by numerous academic, research, private for-profit, and health agency labs very quickly after COVID became prevalent in 2019/2020.

Wastewater COVID results cannot provide an exact number of infected individuals in the community, but they can provide high-level information about changes in overall rates of community infection over time. Health agencies generally use wastewater data to infer community COVID levels, particularly as centralized efforts to undertake direct human testing (i.e., nasal swabs, etc.) have declined, and the tracking of at-home rapid testing results has not been fulsome.

The Capital Regional District (CRD) participated in a wastewater COVID study with the University of Victoria and a private sector company. Samples were collected weekly from December 2020 to July 2021 from the McLoughlin, Macaulay, Clover and Saanich Peninsula wastewater systems. The Regional District of Nanaimo (RDN) also contributed samples from their treatment plants. Due to low COVID levels on Vancouver Island during this period, most CRD/RDN wastewater COVID results were not detectable throughout the first and second waves. Community COVID levels were higher in the CRD/RDN during the third wave and, as such, wastewater COVID levels were more frequently detected during this time. The University of Victoria and the private sector company applied for a grant, with CRD/RDN support, to continue the project beyond July 2021, but were unsuccessful and sampling was ceased. A more detailed summary of results and analytical challenges is currently being prepared for publication in a scientific journal.

The BC Centre for Disease Control (BCCDC) recently announced plans to expand their wastewater COVID (and other infectious disease) surveillance outside of their current focus in the Lower Mainland (Metro Vancouver) treatment plants. Since this announcement, Island Health has polled the CRD and other island wastewater utilities regarding their willingness and ability to submit samples to BCCDC three times per week. Staff have confirmed a willingness, but a formal request to participate has not yet been received.

IMPLICATIONS

Intergovernmental Implications

As a wastewater utility, there are no wastewater management actions that the CRD could take based on wastewater COVID findings. Results are only of relevance to provincial health ministries and authorities. It is therefore, ultimately up to these agencies to decide on the value of, and provide support for, continued monitoring.

Financial Implications

If a formal request to participate in the BCCDC project is received, all analytical and shipping costs would be covered by the BCCDC or Island Health.

Service Delivery Implications

The staff time and effort to collect samples three times per week would coincide with routine sampling that operators and other sampling staff already undertake; the resultant increase in effort would be minimal. Samples would most likely only be provided from the McLoughlin Point Wastewater Treatment Plant, but could also be provided from the Saanich Peninsula Wastewater Treatment Plant upon request from the BCCDC.

CONCLUSION

Wastewater COVID monitoring can provide health agencies with information about the prevalence of COVID in the community, but it is of little use to wastewater utilities. Potentially, there are future opportunities to provide wastewater samples to BCCDC for ongoing community pathogen (COVID and otherwise) surveillance, but a formal request to collect samples has not yet been received.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, Schedule 18 Amendment**

ISSUE SUMMARY

The Capital Regional District (CRD) Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", requires an amendment to correct an administrative error in Schedule 18.

BACKGROUND

On July 14, 2021, the CRD Board adopted an amendment to Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018". At this time, the CRD Board also adopted an amendment to Schedule 18 of Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990. During this process, an administrative error occurred.

Item 47 of Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, Schedule 18 "Breach of Park Use Permit" refers to Section 12(1)(c) instead of Section 12(9). This section is used to manage commercial use activities and special event use permits throughout the regional parks system. The intention is to ensure permit holders are operating within the confines of the terms and conditions outlined in their permit.

As it currently stands, staff are unable to enforce Section 12(9) under Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", as it does not align with the current iteration of Schedule 18 of Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990".

Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", Schedule 18 requires an amendment to change Section 12(1)(c) to 12(9) so that this section can be effectively enforced going forward.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4443, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 73, 2021", be introduced, and read a first, second and third time; and
2. That Bylaw No. 4443 be adopted.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Staff are unable to enforce the current Section 12(9) of the "Capital Regional District Parks Regulation Bylaw No. 1, 2018". As a result, there are currently no financial penalties for permit holders failing to comply with the terms and conditions of a permit. Permit holders who operate outside of the confines of the terms and conditions of their permit can have a negative impact on other park users, contribute to safety issues within the park, and create a potential harm to the environment. The only remaining financial enforcement option for Section 12(9) of the "Capital Regional District Parks Regulation Bylaw No. 1, 2018" would be utilizing long-form prosecution, which is costly and time consuming.

CONCLUSION

For staff to effectively manage permit holders, Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", Schedule 18 requires an amendment to correct an administrative error in Item 47. The section is required to read as Section 12(9) so that it is aligned with Bylaw 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018".

RECOMMENDATION

1. That Bylaw No. 4443, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 73, 2021", be introduced, and read a first, second and third time; and
2. That Bylaw No. 4443 be adopted.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4443 "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 73, 2021"

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4443

****

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

****

WHEREAS the Board of the Capital Regional District amended the Capital Regional District Parks Regulation Bylaw No. 1, 2018 by way of Bylaw No. 4225, Amendment Bylaw No. 1, 2021, changing certain section numbers and inserting certain new prohibitions;

WHEREAS Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, Schedule 18, item 47 refers to section 12(1)(c) and not section 12(9), the Board wishes to amend the section accordingly;

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

1. Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, is amended by replacing item 47 of Schedule 18, Breach of Park Use Permit, with the following:

	WORDS OR EXPRESSION DESIGNATING OFFENCE	**SECTION**	**FINE**
47.	Breach of Park Use Permit	12(9)	$300.00

2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 73, 2021".

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED THIS	DAY OF	2022

_____ _____

CHAIR CORPORATE OFFICER

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **604 Nelson Street Housing Agreement and Bylaw Staff Report**

ISSUE SUMMARY

The Capital Regional District (CRD) Board must approve a bylaw that enables it to enter into a housing agreement with a developer in order to administer 10 below-market home ownership units at a housing development proposed for 604 Nelson Street in the Township of Esquimalt.

BACKGROUND

The CRD currently administers the resale control agreements on a number of below-market home ownership units within housing developments throughout the region.

The CRD's Regional Housing Division has been in discussions with the Township of Esquimalt and Nelson Esquimalt Developments Ltd., Inc. No. BC1308317 (the Developer) regarding a proposed housing development that will include 10 resale price-restricted, below-market housing units as part of the project. The unit mix of the below-market units will include one studio, six one-bedroom and three two-bedroom homes. The Township of Esquimalt and the Developer have requested the CRD administer resales of the below-market units.

The units are part of a proposed 109 residential strata unit development (and one commercial unit on the ground floor) located at 604 Nelson Street in the Township of Esquimalt. The terms of the Housing Agreement and Bylaw (Appendix A) require all sales of below-market units be restricted to a sale price no higher than 85% of Fair Market Value, as determined by an appraisal. Initial and subsequent sales will require a qualifying income level, which can be responsive to market conditions as they relate to increases in cost of living as determined by Statistics Canada but based on BC Housing guidelines.

A resale control and administrative procedure based on best practice has been prepared within the Agreement to ensure the units may only be sold as described, and, in cases of hardship, may be rented at a below-market rate for up to two years at which time they must be re-occupied with an approved occupant or relisted for sale. The Agreement provides for cost-recovery measures to pay for the CRD's administrative services. Staff are taking the same resale control approach consistent with projects previously approved by the CRD Board whereby the CRD may take control in its own name in order to most effectively administer the provisions for any below market unit.

The Township of Esquimalt and the Developer have requested the CRD adopt this Agreement as a covenant and housing agreement within Section 483 of the *Local Government Act*, which further requires the CRD do so by way of bylaw.

ALTERNATIVES

Alternative 1

1. That Bylaw No.4500, "Resale Control and Housing Agreement Bylaw (604 Nelson Street), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4500 be adopted.

Alternative 2

That the 604 Nelson Street Housing Agreement and Bylaw report be referred back to staff for additional information based on Capital Regional District Board direction.

IMPLICATIONS

Financial Implications

The CRD is assessing a one-time fee of $3,500 (plus tax) to the Developer to cover CRD costs associated with setting up the Housing Agreement and facilitating the approval of the bylaw. Administration of the resale control function and ensuring compliance with the terms of use of the affordable units has a cost associated with it, which is factored into the program by charging the buyer a fee of 0.5% of the gross selling price of the unit at time of completion (e.g., $1,500 on a $300,000 sale). The administration fee is subject to change with market fluctuations and consideration of staff time and other resources to ensure full cost recovery for the provided service.

Social Implications

For the moderate income households who become able to purchase and occupy these units, the economic implications of home ownership will be significant. The measure of resale control allows them to build a modest level of equity while also providing them with security of tenure. The resale control also ensure a degree of ongoing affordability that is available to future eligible buyers for the duration of the agreement.

Legal Implications

The properties' rezoning is not yet final. Should the rezoning fail, CRD's practice is to repeal the associated housing agreement bylaw and discharge the covenant on the Developer's request.

CONCLUSION

The CRD has experience unique in the region, and the potential to enter into agreements with developers to administer the sale of affordable home ownership units aligns with the goals and objectives of the Regional Housing Affordability Strategy. The developer and CRD staff have negotiated the Agreement, which includes the terms of use and matters related to the resale of units, and the Developer has executed the Agreement. The CRD has developed administrative procedures that ensure unit use conforms to the Agreement terms, provides greater authority for the CRD to act when use is non-conforming and provides the CRD adequate cost recovery for the provision of the program.

RECOMMENDATION

1. That Bylaw No.4500, "Resale Control and Housing Agreement Bylaw (604 Nelson Street), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4500 be adopted.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Steven Carey, Acting General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4500

Appendix A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4500

****

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT
(604 NELSON STREET)

****

WHEREAS:

A. The owner of lands legally described as PID: 004-930-941 Lot B, Suburban Lot 37, Esquimalt District, Plan 11993; PID: 005-398-860 Lot 1, Suburban Lot 45, Esquimalt District, Plan 9871; and PID: 005-398-991 Lot 2, Suburban Lots 37 and 45, Esquimalt District, Plan 9871 Except Part in Plan 16394, known as 604 Nelson Street, which is the consolidation of 602 Nelson Street, 608 Nelson Street, and 612 Nelson Street, wishes to develop such lands in the Township of Esquimalt to provide, among a strata development of market housing, ten (10) units of affordable housing consisting of one (1) studio, six (6) one-bedroom and three (3) two-bedroom units;

B. Under the *Local Government Act*, RSBC 2015, c 1, section 483, the Capital Regional District may enter into an agreement, by bylaw, to ensure the availability of the housing units to certain classes of persons identified in the agreement, the administration and management of the units, rents, leases, and sale prices that may be charged, and the rates at which these may be increased over time as specified in the agreement or as determined by a formula; and under the *Land Title Act*, RSBC 1996, c 250, section 219, it may place a covenant on property to restrict its use and alienation; and

C. The Capital Regional District Board wishes to enter into such a housing agreement and covenant to secure the affordable housing;

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

1. The Capital Regional District is authorized to enter into the *Local Government Act* section 483 housing agreement and *Land Title Act* section 219 covenant attached to this Bylaw as Appendix 1 (the “Housing Agreement”).

2. The Chair of the Capital Regional District is authorized to execute the Housing Agreement and the Corporate Officer or designate is authorized to sign and file in the Land Title Office a Notice of the Housing Agreement, as required by the *Local Government Act*.

3. This Bylaw may be cited for all purposes as “Resale Control and Housing Agreement Bylaw (604 Nelson Street), 2022".

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

CHAIR	CORPORATE OFFICER

bc Land Title & Survey

Land Title Act

Charge

General Instrument – Part 1

1. Application

Cox Taylor, Barristers & Solicitors Third Floor, Burnes House 26 Bastion Square Victoria BC V8W 1H9 250-388-4457	N-499-1*LRL

2. Description of Land

PID/Plan Number	Legal Description
004-930-941	**LOT B, SUBURBAN LOT 37, ESQUIMALT DISTRICT, PLAN 11993**
005-398-860	**LOT 1, SUBURBAN LOT 45, ESQUIMALT DISTRICT, PLAN 9871**
005-398-991	**LOT 2, SUBURBAN LOTS 37 AND 45, ESQUIMALT DISTRICT, PLAN 9871 EXCEPT PART IN PLAN 16394**

3. Nature of Interest

Type	Number	Additional Information
COVENANT		
PRIORITY AGREEMENT		**Granting the Covenant herein priority over Mortgage CA9335107 and Assignment of Rents CA9335108**
PRIORITY AGREEMENT		**Granting the Covenant herein priority over Mortgage CA9335174 and Assignment of Rents CA9335175**

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

SUKHPAL SINGH SIDHU, (AS TO PRIORITY)

NELSON ESQUIMALT DEVELOPMENTS LTD., NO.BC1308317

NATIONAL BANK OF CANADA, (AS TO PRIORITY)

6. Transferee(s)

CAPITAL REGIONAL DISTRICT
625 FISGARD STREET
VICTORIA BC V8W 1R7

7. Additional or Modified Terms

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8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
Ramanjit Mann Barrister and Solicitor Notary Public in and for the Province of Alberta Suite 765 2710-17th Ave. S.E. Calgary, AB T2A 0P6	YYYY-MM-DD 2022-06-28	**Nelson Esquimalt Developments Ltd.** By their Authorized Signatory Name: Tye Reddie

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**National Bank of Canada** By their Authorized Signatory **Name:** **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

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Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**Sukhpal Singh Sidhu**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**Capital Regional District** By their Authorized Signatory **Name:** **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

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TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT AND HOUSING AGREEMENT

WHEREAS:

A. NELSON ESQUIMALT DEVELOPMENTS LTD., INC.NO. BC1308317 (the "**Developer**") is the registered owner of the Lands described in Item 2 of Part 1 of this General Instrument (the "**Lands**") and the Developer intends to complete a one-hundred and nine (109) residential strata unit and one (1) commercial unit development on the Lands (the "**Strata Development**") and shall designate one (1) studio, six (6) one-bedroom and three (3) two-bedroom units for a total of ten (10) of the strata lots to be created by the strata plan for the Strata Development as the Affordable Units to which strata lots this Agreement will apply.

B. The Developer intends to build the Affordable Units to ensure the availability of affordable housing in Esquimalt, British Columbia.

C. To ensure that the Affordable Units continue to be available as affordable housing, the Developer has agreed to grant the Capital Regional District ("**CRD**"):

(a) a covenant under Section 219 of the *Land Title Act* (the "**Covenant**") and enter into a housing agreement under Section 483 of the *Local Government Act* setting out, amongst other things, the procedure to be followed in connection with any sale of an Affordable Unit as well as restrictions on the sale price on use and rental of the Affordable Units (the "**Housing Agreement**");

(b) an option to purchase an Affordable Unit if it is sold, rented or used in breach of the Covenant.

NOW THEREFORE in consideration of the mutual covenants set out below and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by each of the parties), the parties agree as follows:

SECTION 1.
INTERPRETATION

1.1 **Definitions**. In this Agreement:

1.1.1 "Administration Fee" has the meaning given to it at section 2.2.9;

1.1.2 "Affordable Unit" or "Affordable Units" shall mean the one (1) studio, six (6) one-bedroom and three (3) two-bedroom units for a total of ten (10) strata lots to be designated by the Developer within the Strata Development as the strata lots to which this Agreement shall apply;

1.1.3 "Agreement" means this Covenant and Housing Agreement, including all recitals and schedules attached hereto;

1.1.4 "Appraiser" means an appraiser accredited by the Appraisal Institute of Canada and duly

qualified to appraise an Affordable Unit and on an approved list maintained by the NPO, if any;

1.1.5 “Approved Lender” means an “approved lender" (as defined in the *National Housing Act*, R.S.C. 1985, c. N-11) which holds an Insured Mortgage of an Affordable Unit;

1.1.6 “BC Housing Low and Moderate Income Limits” or “HIL” means the income required to pay an average market rent for a comparably sized unit in the private market, as determined by BC Housing or any successor. If HIL is not determined or published in any given year, the most recent year of publication shall be used, subject to such reasonable adjustments made by the NPO acting reasonably. For first sale of an Affordable Unit, the 2021 Housing Income Limits for the Victoria region, by size of unit are:

- Bachelor: $47,500
- 1 Bedroom: $47,500
- 2 Bedroom: $61,000
- 3 Bedroom: $79,000

1.1.7 “Business Day” means any day other than Saturday, Sunday or a statutory holiday in the Province of British Columbia, or day that the LTO is not open for business;

1.1.8 “CMHC” means Canada Mortgage and Housing Corporation or any successor thereto;

1.1.9 “Covenant” has the meaning stated in Recital C and is the covenant set out in Section 2.1;

1.1.10 “CCPI” means the Core Consumer Price Index for Victoria published from time to time by the Bank of Canada, or its successor in function;

1.1.11 "Change in CCPI” means the percentage change in the monthly CCPI published immediately prior to the date of Previous Sale to the monthly CCPI published immediately prior to the date of contracting for next sale, assignment or other transfer. Where the CCPI has increased since the date of Previous Sale, the Change in CCPI is positive. Where the CCPI has decreased since the date of Previous Sale, the Change in CCPI is negative;

1.1.12 “CRD” has the meaning stated in Recital C;

1.1.13 “Developer” has the meaning stated in Recital A;

1.1.14 “Fair Market Value” of an Affordable Unit means the purchase price from time to time which a willing purchaser would pay to a willing vendor, dealing at arm’s length from each other, for an Affordable Unit, without the benefit of a parking stall or other parking entitlement;

1.1.15 "First Purchaser" means the person to whom the interest in an Affordable Unit is first transferred after issuance of the Occupancy Permit for the Affordable Unit;

1.1.16 “First Sale” means the first transfer of an interest in the Affordable Unit to the First Purchaser.

1.1.17 “General Instrument - Part 1” means the General Instrument - Part 1 to which this Terms of Instrument - Part 2 is attached;

1.1.18 “Immediate Family” means grandparent, parent, sibling, spouse, common-law partner, son or daughter;

1.1.19 “Insured Mortgage” means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11;

1.1.20 “LTO” means the Land Title Office for the jurisdiction in which an Affordable Unit is located;

1.1.21 “Maximum Price” means, at the time of the First Sale the Maximum Price, First Sale and at the time of any subsequent sale of an Affordable Unit, the Maximum Price, Resale;

1.1.22 "Maximum Price, First Sale" means the sale price for the sale of the Affordable Unit to the First Purchaser determined in accordance with Schedule “C”.

1.1.23 “Maximum Price, Resale” means the Previous Sale Price plus the product of the Previous Sale Price multiplied by the Change in CCPI. Where the Change in CCPI is negative or cannot be determined, the Maximum Price, Resale shall be the Previous Sale Price and where the Maximum Price, Resale exceeds the Fair Market Value, less 15%, then the Maximum Price, Resale shall be the Fair Market Value less 15%;

1.1.24 “Previous Sale” means the last sale, assignment or other transfer of the Affordable Unit to an Owner;

1.1.25 “Previous Sale Price” means the sale price of the Previous Sale;

1.1.26 “NPO” means the Capital Region Housing Corporation or other non-profit housing organization or Person retained by CRD from time to time to administer the sale of the Affordable Units and to manage the rental of the Affordable Units;

1.1.27 “NPO Appraisal” has the meaning stated in Schedule “C”;

1.1.28 “Occupancy Permit” means a permit permitting occupancy of the Project as issued pursuant to the Township of Esquimalt Building Regulation Bylaw, 2017, No. 2899;

1.1.29 “Option” means the option to purchase and right of first refusal granted by the Owner to CRD in substantially the form attached hereto as Schedule “D”;

1.1.30 “Owner” means the registered owner of an Affordable Unit from time to time and includes the Developer in its capacity as developer of the Affordable Units until the First Sale;

1.1.31 “Owner Appraisal” has the meaning stated in Schedule “C”;

1.1.32 “Permitted Encumbrances” means those charges or encumbrances stated in Schedule “A” and any other encumbrances approved as required by the Township of Esquimalt or Developer from time to time to complete the Strata Development or as in writing by CRD but shall not include any mortgage or other financial encumbrance and shall not include this Agreement;

1.1.33 “Person” means any individual, society, corporation, partnership, trustee, administrator,

legal representative, Statutory Authority or other legal entity;

1.1.34 "Proceeding" has the meaning stated in Section 2.3.1;

1.1.35 "Project" means the Strata Development of which the Affordable Units will be a part and comprises all of the Lands referred to in Item 2 of the General Instrument - Part 1;

1.1.36 "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B";

1.1.37 "Statutory Authority" means any federal, provincial or municipal governmental authority which has jurisdiction over any matter referred to in this Agreement;

1.1.38 "Term" means the period commencing on the date of registration of this Agreement in the LTO and ending on the earlier of (a) the date which is ninety- nine (99) years thereafter, and (b) the date of any destruction or statutorily deemed destruction of the Project.

1.2 **Notice of Housing Agreement**. The Owner acknowledges and agrees that:

1.2.1 this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement entered into under Section 483 of the *Local Government Act*;

1.2.2 the CRD is required to file a notice of housing agreement in the Land Title Office against title to the Lands; and

1.2.3 once such notice is filed, this Agreement binds all persons who acquire an interest in the Lands as a housing agreement under Section 483 of the *Local Government Act*.

1.3 **Time**. Time will be of the essence of this Agreement. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time will be local time in Victoria, British Columbia.

1.4 **Governing Law**. This Agreement will be governed by and construed and enforced in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia.

1.5 **References**. In this Agreement, words importing the singular include the plural and vice versa, and words importing gender include all genders.

1.6 **Construction**. The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the interpretation of this Agreement. The wording of this Agreement will be construed simply, according to its fair meaning, and not strictly for or against any party.

1.7 **Validity of Provisions**. If a Court of competent jurisdiction finds that any provision contained in this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement which will be construed as if such invalid, illegal or unenforceable provision had never existed and such other provisions will be enforceable to the fullest extent permitted at law.

1.8 **No Waiver**. Failure by either party to exercise any of its rights, powers or remedies hereunder or

its delay to do so, will not be interpreted as a waiver of those rights, powers or remedies except in the case of a written waiver. No waiver of a particular right will be deemed to be a waiver of that right in any other instance or a waiver of any other right.

1.9 **Statutes**. Any reference to a statute and to any regulations under that statute means the statute and regulations as amended or replaced from time to time.

1.10 **Remedies**. Any party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement. No reference to or exercise of any specific right or remedy under this Agreement or at law or in equity by any party will prejudice or preclude that party from exercising any other such right or remedy. No such right or remedy will be exclusive or dependent upon any other such right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

1.11 **Schedules**. The following Schedules are attached to and form integral parts of this Agreement:

Schedule "A" Permitted Encumbrances
Schedule "B" Qualified Buyer Criteria
Schedule "C" Maximum Price, First Sale
Schedule "D" Option

SECTION 2.
SECTION 219 COVENANT & HOUSING AGREEMENT

2.1 **Covenant.** The Owner hereby covenants with CRD that:

(a) each Affordable Unit will not be sold, assigned or otherwise transferred otherwise than:

(i) to a Qualified Buyer;

(ii) for a selling price not greater than the Maximum Price;

(iii) in accordance with this Agreement and the Option; and

(iv) in a way which complies with Section 2.2, or to CRD under the Option;

(b) the Affordable Unit will not at any time be subject to a conventional high ratio mortgage or mortgages which, in total, secure an amount which exceeds 95% of the Maximum Price;

(c) the Owner shall not permit (whether by renting or otherwise) any person other than the Owner and members of the owner's Immediate Family to occupy the Affordable Unit, and shall not use or permit the premises to be used solely for conducting a business or profession;

(d) the Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement and an Option, if required by the CRD, will be registered against title to the

Lands in priority to all charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in writing by the CRD or in favour of the CRD,

and the Owner and CRD agree that, subject to Section 2.3 the covenant set out above will be registered as a charge against the Affordable Unit and run with the Affordable Unit for the Term.

2.2 **Procedure for First Sale and Subsequent Sale of Affordable Unit.**

2.2.1 **Developer Notifies NPO of Intention to Sell**

The First Sale shall be in accordance with a bona fide arm's length agreement of purchase and sale and the Owner will, prior to:

(a) listing or offering the Affordable Unit for sale; or

(b) accepting an offer to purchase the Affordable Unit,

deliver to the NPO written notice of their intention to sell an Affordable Unit, such notice to be in the form required by the NPO and determine the Maximum Price, First Sale in accordance with Schedule "C" hereto.

2.2.2 **Owner Notifies NPO of Intention to Sell**.

If at any time after the First Sale, the Owner wishes to sell, assign or otherwise transfer the Affordable Unit, the Owner will do so in accordance with a bona fide arm's length agreement of purchase and sale (or as a court may order in a proceeding to enforce a mortgage of the Affordable Unit) and the Owner will, prior to:

(c) listing or offering the Affordable Unit for sale; or

(d) accepting an offer to purchase the Affordable Unit,

deliver to the NPO written notice of their intention to sell an Affordable Unit, such notice to be in the form required by the NPO.

2.2.3 **Owner Responsible for Appraisal Costs**.

The Owner will be responsible for the cost of both the Owner Appraisal and the NPO Appraisal. If the cost of the NPO Appraisal is initially paid by the NPO, the Owner will reimburse the NPO for the cost of the NPO Appraisal within 30 days after demand by the NPO. If any amount owed by the Owner to the NPO with respect to the NPO Appraisal is not paid prior to the completion of the sale of the Affordable Unit by the Owner, a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.2.4 **Maximum Purchase Price**

The Owner covenants and agrees that the purchase price for any sale, assignment or other transfer of an Affordable Unit shall not exceed the Maximum Price. In addition to

the Maximum Price, the Owner will be entitled to charge the Qualified Buyer the Administration Fee.

2.2.5 **Owner to Deliver True Copy of Sale Contract to NPO.**

For each sale of an Affordable Unit, the Owner will immediately deliver a true copy of any contract of purchase and sale which the Owner may enter into with respect to the sale of the Affordable Unit or any interest therein (the "Sale Contract"). The Owner will deliver to the NPO with the Sale Contract, or upon the request of the NPO, such information with respect to the buyer named in the Sale Contract as the NPO may reasonably require to determine whether the buyer is a Qualified Buyer.

2.2.6 **Terms to be Included in Sale Contract**.

The Sale Contract will be in writing and will:

(a) be for a selling price not greater than the Maximum Price of the Affordable Unit;

(b) include as a true condition precedent that the seller's obligation to sell is subject to the NPO determining and notifying the Owner in writing (within a period of 10 Business Days after the NPO receives a true copy of the Sale Contract) that (1) the Owner has complied with the requirements of this Section 2.2, and (2) the buyer is a Qualified Buyer, failing which the Sale Contract will be null and void; and

(c) include as a true condition precedent that the seller's obligation to sell is subject to the seller notifying the buyer in writing that the CRD has approved the terms of the sale of the Affordable Unit to the buyer and that the CRD has decided not to exercise its right of first refusal or option to purchase the Affordable Unit with respect to this transaction only;

(d) require the buyer to execute an agreement with the CRD, as a condition of closing, under which the buyer agrees that its purchase of the Affordable Unit is subject to the terms of this Agreement and the Option.

2.2.7 **No Sale after 6 Months Without New Appraisal**.

At the time of the First Sale, the NPO will not be obligated to review or make any determination with respect to a Sale Contract as stated in subsection 2.2.6(b) above if the date of receipt by the NPO of a true copy of the Sale Contract is after the expiry of the 6-month period during which the Owner is permitted to sell the Affordable Unit. If the 6-month period has expired, the process under Schedule "C" will begin again, with the Owner giving fresh notice to the NPO of their intention to sell the Affordable Unit.

2.2.8 **CRD Will Notify Owner of Change in NPO**.

CRD will notify the Owner in writing of any appointment or replacement of an NPO and of the address to which notices to the NPO will be sent.

2.2.9 **Fee to NPO**

The NPO will be entitled to payment of a fee equal to 0.5% of the gross selling price of an Affordable Unit (the "Administration Fee"), such Administration Fee to be paid on closing of the sale of such Affordable Unit by the Owner and a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.3 **Procedure for Foreclosure.**

2.3.1 **CRD Right to Market and Sell**.

If the Approved Lender or CMHC commences a foreclosure proceeding (the "Proceeding") under an Insured Mortgage of the Affordable Unit the Owner covenants and agrees with CRD that:

(a) the Owner shall notify CRD of the Proceeding;

(b) at the time which is the midpoint of any redemption period (the "Redemption Period") ordered in the Proceeding, CRD shall have the right and may apply for an order in the Proceeding, unopposed by the Owner, to market and sell the Affordable Unit in accordance with Section 2.1(a)(i), (ii), (iii) and (iv);

(c) on receipt of the order in the Proceeding under Section 2.3.1(b) CRD shall have the right to enter into an agreement with a licensed realtor to market and sell the Affordable Unit at the prevailing commission or fee; and

(d) the Owner shall provide reasonable access to the Affordable Unit by CRD, the licensed realtor and any prospective purchaser of the Affordable Unit for the purpose of repairing, cleaning, appraising, marketing and selling the Affordable Unit.

2.3.2 **CMHC Notice to CRD.**

In the event that CRD does not sell the Affordable Unit pursuant to Section 2.3.1, CMHC or the Approved Lender may, 120 days after expiry of the Redemption Period ordered in the Proceeding, issue a 30 day notice (the "Notice Period") to CRD to redeem the Insured Mortgage. In the event that CRD does not redeem the Insured Mortgage within the Notice Period, CRD shall cause this Agreement to be discharged from title to the Affordable Unit at the LTO within 7 days of expiry of the Notice Period.

2.3.3 **CMHC Sale.**

In the event that the Affordable Unit is sold by the Approved Lender or CMHC after discharge of this Agreement from title to the Affordable Unit and such sale generates funds in excess of the balance owing under the Insured Mortgage and related costs, including charges, taxes, commissions and utilities regarding the Affordable Unit, such excess funds shall forthwith be paid to CRD, for its own use absolutely. This Section 2.3.3 shall bind the Owner, the Approved Lender, CMHC (where CMHC has a mortgage loan insurance policy in force for the Affordable Unit) and CRD both before and after discharge of this Agreement

from title to the Affordable Unit.

2.4 **Procedure for Rental and Recovery of Rent Charges.**

2.4.1 **Rental Prohibited**.

2.4.1.1 All rentals of the Affordable Units are prohibited, except:

(a) In the case of hardship, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months; or

(b) If a Qualified Buyer cannot be located, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months.

2.4.1.2 The maximum term of any rental shall be two years, at which point the Affordable Unit must be listed for sale in accordance with section 2.2. Rental may continue at an Affordable Rate at the discretion of the NPO. If hardship continues or a Qualified Buyer cannot be located after this listing, additional sales listings may be required at any time at intervals decided by the NPO at its discretion.

2.4.1.3 Any tenancy shall be governed by an agreement under the *Residential Tenancy Act* (BC) which shall include the following provisions, as material terms to the tenancy agreement:

(a) permitting the Owner to terminate the tenancy agreement in accordance with the *Residential Tenancy Act* if the tenant uses or occupies, or allows use or occupation of, the Affordable Unit in breach of the use or occupancy restrictions contained in this Agreement;

(b) explicitly prohibiting the assignability, sub-letting, and use of the Affordable Unit for short term vacation rentals;

(c) explicitly specifying that only persons named in the tenancy agreement may occupy the Affordable Unit;

(d) providing that the Owner will have the right, at its option and subject to the *Residential Tenancy Act*, to terminate the tenancy agreement should the tenant remain absent from the Affordable Unit for three consecutive months or longer, notwithstanding the timely payment of rent;

(e) prohibiting guests residing in the Affordable Unit for more than 30 days, whether or not consecutive, in any 12 month period without the prior written consent of the Owner; and

(f) prohibiting use of the Affordable Unit for non-residential rentals, assignments, sub- lets, licenses and uses, such as vacation rentals,

including such services as AirBNB or Vacation Rental By Owner, short term licenses, or short-stay use of any kind, and business-only premises.

2.4.1.4 The Owner will terminate the tenancy if the tenant uses or occupies, or allows use or occupancy, in breach of the use and occupancy restrictions in this Agreement.

2.4.2 Rent Charge and Acknowledgement.

2.4.2.1 The Owner acknowledges that the CRD requires affordable housing to ensure prosperity and economic growth for the residents of the Capital Regional District. The Owner acknowledges the purpose of the Affordable Unit is to provide affordable housing to residents of the Capital Regional District, and it is not to be used for a short term vacation rental or left as a vacant home. The Owner therefore agrees that for each day an Affordable Unit is occupied in breach of this Agreement, the Owner will pay to the CRD $150 for each day on which the breach has occurred and continues to occur, as liquidated damages and not as a penalty, due and payable at the offices of the CRD on the last day of the calendar month in which the breach occurred. The $150 per day amount will increase on January 1 of each year by the amount calculated by multiplying the amount per day payable on the previous January 1 by the percentage increase between that previous January 1 and the immediately preceding December 31 in the CCPI.

2.4.2.2 The Owner hereby grants to the CRD a rent charge under s. 219 of the *Land Title Act* (British Columbia), and at common law, securing payment by the Owner to the CRD of the amount payable by the Owner pursuant to section 2.4.2 of this Agreement. The Owner agrees that the CRD, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the CRD in law or in equity.

SECTION 3.
INDEMNITY AND RELEASE

3.1 **Indemnity.** The Owner indemnifies the CRD and its officers, directors, employees and agents and their respective heirs, executors, administrators, personal representatives, successors and assigns from any claims which anyone has or may have against the CRD or which the CRD incurs as a result of any loss, damage, deprivation, enrichment or injury, including economic loss, arising out of or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, the granting of any approvals or advice or direction respecting the sale of the Affordable Unit or use of the Affordable Unit given to the Owner by any of them or by the NPO.

3.2 **Release**. The Owner releases CRD and its officers, directors, employees and agents and their respective heirs, executors, administrators, personal representatives, successors and assigns absolutely and forever, from any claims the Owner may have against all or any of them for costs, expenses or damages the Owner may suffer, incur or be put to arising out of or in connection with this Agreement and from all claims arising out or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, the granting of any approvals or advice or direction respecting the sale of the Affordable Unit or use of the Affordable Unit given

to the Owner by any of them or by the NPO.

SECTION 4.
GENERAL PROVISIONS

4.1 **Discharge of Covenant on Strata Lots not designated as Affordable Units**. The parties agree that this Agreement is intended to only apply to the ten (10) strata lots to be designated by the Developer as the Affordable Units upon the filing of the strata plan for the Strata Development and concurrently with filing of the strata plan for the Strata Development this Covenant, the Rent Charge and the Option to Purchase shall be discharged from title to all of the strata lots and the common property except for the ten (10) Affordable Units designated by the Developer, and this Agreement will only charge the Affordable Units. The parties will execute all such documents as may be required to complete the foregoing discharges.

4.2 **Notices**. Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.

4.3 **Fees**. Each of the Owner and CRD will pay its own legal fees.

4.4 **Enuring Effect**. This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD, provided that the Owner shall not be liable for any breach of the covenant contained in Section 2.1 except as such liability relates to the period of ownership of an Affordable Unit by the Owner.

4.5 **Registration**. This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.

4.6 **Discharge**. On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.

4.7 **Amendment**. This Agreement may only be amended by written agreement of the parties.

4.8 **Counterparts**. This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement by signing the General Instrument - Part 1.

CONSENT AND PRIORITY AGREEMENT

NATIONAL BANK OF CANADA (the "Lender"), as the registered holder of a mortgage and assignment of rents registered in the Land Title Office under numbers CA9335107 and CA9335108 (together, the "Mortgage and Assignment of Rents"), for and in consideration of the sum of One Dollar ($1.00) paid by the Transferee to the Lender (the receipt whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the covenant herein granted will be an encumbrance on the Land in priority to the Mortgage and Assignment of Rents, in the same manner and to the same effect as if it had been dated and registered before the Mortgage and Assignment of Rents.

CONSENT AND PRIORITY AGREEMENT

SUKHPAL SINGH SIDHU (the "Lender"), as the registered holder of a mortgage and assignment of rents registered in the Land Title Office under numbers CA9335174 and CA9335175 (together, the "Mortgage and Assignment of Rents"), for and in consideration of the sum of One Dollar ($1.00) paid by the Transferee to the Lender (the receipt whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the covenant herein granted will be an encumbrance on the Land in priority to the Mortgage and Assignment of Rents, in the same manner and to the same effect as if it had been dated and registered before the Mortgage and Assignment of Rents.

IN WITNESS WHEREOF the parties have executed this Agreement on Form C, to which this Agreement is attached and which forms a part of this Agreement, effective as of the date first above written.

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

None

Charges, Liens and Interests:

None

SCHEDULE "B"
QUALIFIED BUYER CRITERIA

1. **Sale of an Affordable Unit by the Developer:**

In the case of the sale of an Affordable Unit by the Developer, a Qualified Buyer means:

(a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) A person who provides Proof of Income that their household's annual gross Income is, for at least one year immediately prior to the date of purchase of an Affordable Unit, within BC Housing Low and Moderate Income Limits, as determined by size of unit; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind

it being understood and agreed that preferential consideration may be given to a person who meets all of the above criteria and all or some of the following criteria:

(a) a person who does not own a vehicle; and

(b) a person who satisfies such other criteria as may be applied by the NPO and CRD from time to time.

2. **Sale of an Affordable Unit by an Owner other than the Developer:**

In the case of the sale of an Affordable Unit by an Owner other than the Developer, a Qualified Buyer means:

(a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) A person who provides Proof of Income that their household's annual gross Income is, for at least one year immediately prior to the date of purchase of an Affordable Unit, within BC Housing Low and Moderate Income Limits, as determined by size of unit; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind.

For the purpose of Schedule “B”:

“Income” means the total income before income tax from all sources of all persons intending to live in an Affordable Unit including, without limitation:

(a) all income from earnings, including commissions and tips;

(b) all income from all public and private pension plans, old age security and guaranteed income supplement;

(c) all income received under the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*;

(d) disabled veteran’s allowance;

(e) alimony;

(f) child support;

(g) workers’ compensation benefits;

(h) employment insurance; and

(i) Income from Assets,

but excluding the following:

(a) child tax benefit;

(b) capital gains, such as insurance settlement, inheritances, disability awards and sale of effects in the year they are received;

(c) the earnings of a person aged 18 and under;

(d) student loans, student loan equalization payments and student grants but excluding non-repayable training allowances, research fellowships or similar grants;

(e) shelter aid for elderly renters (SAFER) or rental assistance program (RAP) payments received prior to purchasing an Affordable Unit;

(f) GST rebates;

(g) taxable benefits received through employment;

(h) government provided daycare allowance; and

(i) payments for foster children, or child in home of relative (CIHR) income under the *Employment and Assistance Act*.

"Income from Assets" means computing income from assets of all persons intending to live in an Affordable Unit at a percentage per annum as determined by CRD, excluding the first $62,051.00

in assets of such persons, based on November 1, 2018 dollars, indexed over time by reference to changes from time to time in the consumer price index (all items, British Columbia) or if such consumer price index is no longer published, such substitute and comparable index as the NPO may designate.

"Proof of Income" means a tax return filed with Canada Revenue Agency or a notice of assessment from Canada Revenue Agency under the *Income Tax Act*.

SCHEDULE "C"
MAXIMUM PRICE, FIRST SALE

The Maximum Price for the First Sale shall be determined as follows:

1. Within 7 days after the Owner delivers the notice, as required by section 2.2.1, the Owner will select an Appraiser to be retained by the Owner to undertake an appraisal (the "Owner Appraisal") of the Fair Market Value of the Affordable Unit. The Owner will deliver a copy of the Owner Appraisal to the NPO within 7 days after the Owner receives the Owner Appraisal.

2. If the Owner and the NPO agree within 7 days after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the Fair Market Value stated in the Owner Appraisal, less 15%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

3. If the Owner and the NPO do not agree within 7 days (the "Appraisal Review Period") after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the NPO will retain its own Appraiser to undertake an appraisal (the "NPO Appraisal") of the Fair Market Value of the Affordable Unit in which case the average of the Fair Market Value stated in the Owner Appraisal and the NPO Appraisal, less 15%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the NPO Appraisal.

4. The NPO will deliver a copy of the NPO Appraisal to the Owner within 7 days after the NPO receives the NPO Appraisal.

5. If the NPO Appraisal is not delivered to the Owner within 30 days after the end of the Appraisal Review Period, the Fair Market Value stated in the Owner Appraisal, less 15%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

SCHEDULE “D”
OPTION

TERMS OF INSTRUMENT - PART 2

RIGHT OF FIRST REFUSAL AND OPTION TO PURCHASE

WHEREAS:

A. The Owner is the registered owner in fee-simple of those lands and premises located within the Capital Regional District, in the Province of British Columbia, more particularly described as:

TBD
(the "Lands")

B. The Owner has entered into a Housing Agreement with the Capital Regional District (the "CRD") under section 483 of the *Local Government Act* and has granted to the CRD a Covenant under section 219 of the *Land Title Act* with registration number _____relating to certain restrictions on the use of the Land (collectively, the "Housing Agreement");

C. Pursuant to the terms of the Housing Agreement, the Owner has agreed to use and occupy the Lands for the purposes of the Affordable Units on the Lands; and

D. In order to ensure that the Affordable Unit is occupied and disposed of in accordance with the Housing Agreement, the Owner agrees to grant to the CRD a right of first refusal to purchase and an option to purchase the Affordable Unit on the terms and conditions set out in this Agreement.

THIS AGREEMENT is evidence that in consideration of the mutual promises contained in it and in consideration of the payment of $2.00 by the CRD to the Owner, the receipt of sufficiency of which is hereby acknowledged by the Owner, the parties agree as follows:

PART I – DEFINITIONS

1. In this Agreement the following words have the following meanings:

    a. Affordable Unit" means a Dwelling Unit designated as an affordable unit in accordance with the Housing Agreement, to be used, occupied and Disposed of in accordance with the Housing Agreement.

    b. "Agreement" means this Agreement together with the General Instrument.

    c. "Approved Lender" means an "approved lender" (as defined in the *National Housing Act*, R.S.C. 1985, c. N-11) which holds an Insured Mortgage of an Affordable Unit.

    d. "Bona Fide Offer" means an offer to purchase the Owner's Interest in the Affordable Unit:

        i. in writing;

ii. signed by an Outside Offeror;

iii. in a form legally enforceable against the Outside Offeror and subject to no conditions except for the CRD's Subjects;

iv. for a purchase price that is at or below the Maximum Price;

v. providing that if the CRD does not exercise its right of first refusal as set forth in this Agreement, the Outside Offeror will grant to the CRD a right of first refusal and option to purchase the Lands upon the same terms and conditions as are set forth in this Agreement;

vi. providing that the Outside Offeror will not assign or transfer the contract for the purchase of the Affordable Unit; and

vii. confirming that the Outsider Offeror has read and understood the terms of this Agreement, the Housing Agreement and all other charges in favour of the CRD that are registered in the LTO against the Lands and that the Outside Offeror agrees to be bound by the owner's obligations pursuant to such charges.

e. "Business Day" means Monday to Friday inclusive except for those excluded days declared by lawful authority as holidays, excluding any date that the LTO is not open for business.

f. "Closing Date" means the 30th day after the Notice Date, or the first Business Day thereafter that the LTO is open for business to the public.

g. "CRD's Subjects" mean the following clauses:

The obligation of the seller to complete the transaction contemplated herein is subject to the following (the "Seller's Conditions"):

i. the seller notifying the buyer in writing, not later than _____ that the Capital Regional District has approved the terms of the sale of the Land to the buyer and that the Capital Regional District has decided not to exercise its right of first refusal and option to purchase the Land with respect to this transaction only; and

ii. the Capital Regional District determining and notifying the Owner in writing no later than _____that the Owner has complied with the requirements of the Housing Agreement regarding the sale, and that Capital Regional District is satisfied that the buyer is a Qualified Buyer as defined in the Housing Agreement.

The Seller's Conditions are for the sole benefit of the seller and may be satisfied by the seller by notice in writing to the buyer. If the Seller's Conditions are not satisfied on or before the date specified for their removal, this agreement will automatically be terminated, the deposit will be returned to the buyer, and neither party will have any further obligation to the other under this agreement.

h. “Dispose” means to transfer by any method, and includes assign, give, sell, grant, charge, convey, bequeath, devise, lease, rent or sublet, divest, release, and agree to do any of those things.

i. “Dwelling Units” means all residential dwelling units located or to be located on the Land whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, into which ownership or right of possession or occupation of the Land may be Subdivided.

j. “Environmental Law” means any applicable federal, provincial or municipal laws pertaining to the presence, handling, release or removal of Hazardous Substances.

k. “General Instrument” means the Form C under the Land Title (Transfer Forms) Regulation, to which this Agreement is attached.

l. “Hazardous Substances” collectively means contaminants, pollutants or other substances which are hazardous or dangerous to the health of humans, animals or plants or to the environment and includes substances defined as hazardous substances or special waste under any law, regulation or order of a Statutory Authority.

m. “Insured Mortgage” means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11.

n. “Interest” means the property interest of the Owner in the Affordable Unit.

o. “LTO” means the Victoria Land Title Office or its successor.

p. "Maximum Price” has the meaning given to it in the Housing Agreement.

q. “Notice” means any written notice which CRD may deliver to the Owner under Section 8.

r. “Notice Date” means the day on which the Owner is deemed by Section 41 to have received the Notice.

s. “Outside Offeror” means a purchaser or prospective purchaser of the Affordable Unit who deals at arm’s length with the vendor of the Affordable Unit.

t. “Owner” means the Transferor described in the General Instrument and any subsequent owner of the Land or of any part into which the Land is Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Unit from time to time.

u. “Option Purchase Price” has the meaning given to it at section 12.

v. “Personal Property” means all lighting fixtures, appliances, equipment, cabinetry, affixed carpeting, drapes and blinds located within an Affordable Unit (except to the

extent otherwise agreed in writing by CRD) but does not include an Owner's personal effects.

w. "Permitted Encumbrances" means those charges or encumbrances stated in Schedule "A" and any other encumbrances approved in writing by CRD but shall not include any mortgage or other financial encumbrance and shall not include this Agreement.

x. "Person" means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity.

y. "Project" means the Strata Development of which the Affordable Units will be a part and comprises all of the Lands referred to in Item 2 of the General Instrument - Part 1.

z. "Property" means the Affordable Unit and all Personal Property within the Affordable Unit.

aa. "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B" of the Housing Agreement registered against title to the Land.

bb. "Subdivide" means to divide, apportion, consolidate or subdivide the Land, or the ownership or right to possession or occupation of the Land into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative units" or "shared interests in land" as defined in the *Real Estate Act*.

cc. "Transfer" means an instrument in a statutorily prescribed form by which the Owner transfers title to the Affordable Unit to CRD.

dd. "Transaction" means transfer of an Affordable Unit from the Owner to CRD.

2. **Schedules**. The following Schedules are attached to and form integral parts of this Agreement:

Schedule "A" Permitted Encumbrances

PART II – GENERAL

3. During the Term, the Owner covenants and agrees that the Owner will not Dispose of its Interest in any Affordable Unit unless such Interest is Disposed of in accordance with this Agreement and the Housing Agreement.

4. The Owner will not Dispose of its Interest in the Affordable Unit other than to the CRD or to an Outside Offeror pursuant to a Bona Fide Offer.

5. Provided that the Owner is not in breach of any of its obligations under this Agreement or under the Housing Agreement, at the request of the Owner and the Owner's sole expense, the CRD will deliver to the Owner discharges of this Agreement in registrable form for each Dwelling Unit that:

a. is a separate legal parcel; and is not an Affordable Unit; and

b. is not an Affordable Unit.

PART III – RIGHT OF FIRST REFUSAL

6. The Owner covenants and agrees as follows:

a. the Owner will not sell or offer to sell the Affordable Unit for any consideration not consisting entirely of lawful money of Canada;

b. if the Owner receives an offer to purchase the Affordable Unit (the "Offer") which the Owner is willing to accept, then the Owner will offer to sell the Affordable Unit to the CRD on the terms that are set out in Part 5 of this Agreement, by giving to the CRD a notice in writing (the "RFR Notice") attached to a copy of the Offer. The CRD will have the exclusive right for ten (10) Business Days (the "Election Period") from the date on which the CRD receives from the Owner the RFR Notice and a copy of the Offer within which to purchase the Affordable Unit on the terms set out in Part V of this Agreement. The Owner agrees that the CRD's Election Period to purchase the Affordable Unit will not start to run until the Owner gives to the CRD notice of the Offer;

c. If the CRD wishes to exercise this right of first refusal, the CRD will give the Owner written notice of such exercise on or before the end of the Election Period.

d. If the CRD does not exercise this right of first refusal with respect to a specific Offer, the CRD's rights under this right of first refusal with respect to the particular Offer will be waived, but only if the Officer is a Bona Fide Offer and only if the terms of sale between the Outside Offeror and the Owner are in strict compliance with the terms stated in the Offer, and if the Owner complies with the following requirements:

i. the Owner delivers to the CRD, within 10 Business Days after the delivery of the RFR Notice written proof, satisfactory to the CRD, in its sole discretion and including but not limited to the information required under Schedule B of the Housing Agreement, that the purchaser is a Qualified Buyer, and that the person agrees to be bound by all the agreements in favour of the CRD which affect the Affordable Unit, including but not limited to the Housing Agreement;

ii. the Owner does not remove the second part of the CRD's Subject until such time as the CRD informs the Owner that it is satisfied with the information provided pursuant to sub-section 5.d.i herein;

iii. at least 5 Business Days before completion of the sale pursuant to the Bona Fide Offer the Owner delivers to the CRD the following:

(1) written proof, satisfactory to the CRD, in its sole discretion, that the purchase price payable under the Bona Fide Offer is the Maximum Price;

(2) a signed Form C granting to the CRD an option to purchase and a right of first refusal to purchase the Affordable Unit (the "New Form C") on substantially the same terms as set out in this Agreement, with such amendments as the CRD may reasonably require;

(3) a discharge of this Agreement (the "Discharge") for execution by the CRD;

(4) undertakings from the solicitor or notary for the Outside Offeror (the "Legal Representative") on terms satisfactory to the CRD, including that:

(a) the Legal Representative will only register the Discharge if it is done concurrently with the registration of the New Form C;

(b) the Legal Representative will ensure that the New Form C is registered against the Affordable Unit in priority to all mortgages and other financial liens, charges and encumbrances, except for any charges in favour of the CRD;

(c) forthwith after registration of the New Form C, provide to the CRD copies of the Discharge and the New Form C with registration particulars endorsed thereon, and a copy of the State of Title Certificate for the Land confirming registration of the New Form C; and

(5) a copy of the vendor's statement of adjustments for the Affordable Unit certified to be true by the Legal Representative; and

iv. upon request by the CRD, the Owner delivers to the CRD such further evidence as the CRD may reasonably require to confirm the purchase price of the Affordable Unit, and to confirm that the Outside Offeror has granted to the CRD an option to purchase and a right of first refusal to purchase the Affordable Unit.

PART IV – GRANT OF OPTION

7. The Owner hereby grants CRD an exclusive and irrevocable option to purchase the Property at the Option Purchase Price in accordance with Parts IV and V of this Agreement.

8. CRD may exercise the Option only if the Owner:

a. defaults in its obligations under the Housing Agreement; or

b. acquired the Affordable Unit from a previous Owner for a price which was, as of the date of closing of that transaction, greater than the Maximum Price or if the Owner was not, as of that date, a Qualified Buyer;

c. delivers the RFR Notice; or

d. defaults in its obligations under any mortgage of the Affordable Unit.

9. CRD may exercise the Option by delivering notice of exercise of the Option to the Owner (the "Notice").

10. From and after the Notice Date, this Agreement and the Notice will together constitute a binding and enforceable contract between the Owner and CRD for the purchase and sale of the Affordable Unit in accordance with the terms and conditions of Part IV and V.

PART V – PURCHASE AND SALE

11. **Purchase and Sale** Subject to the terms and conditions of this Part V and relying on the warranties and representations herein set out, the Owner agrees to sell and CRD agrees to purchase the Property on the Closing Date for the Option Purchase Price, and the Owner agrees that, at the request of CRD, it will transfer registered title to the Property to CRD or such other Person as CRD may designate.

12. **Option Purchase Price** Subject to adjustments as provided in this Agreement, the option to purchase price (the "Option Purchase Price") under the Option to Purchase shall be:

a. 95% of the Maximum Price; or

b. if the Owner has granted a bona fide arm's length mortgage or mortgages of the Affordable Unit to an Approved Lender which, as at the Closing Date, secures in aggregate an amount which exceeds 95% of the Maximum Price, the amount owing under and required to discharge the mortgage or mortgages to the Approved Lender as at the Closing Date.

13. **Repair and Maintenance**. From and after the Notice Date to the Closing Date, the Owner will take good care of the Property, will carry out all necessary repairs, maintenance, and replacements, will take reasonable care to protect and safeguard the Property and will in all other respects deal with the Property so that the warranties and representations of the Owner set out in this Agreement remain true and correct.

14. **Insurance** From and after the Notice Date to the Closing Date, the Owner will ensure that all policies of insurance with respect to the Property remain in full force and effect.

15. **Representations** The Owner hereby represents and warrants to, and covenants and agrees with the CRD, to transfer the Property to the CRD on the condition that as at the Closing Date that:

i. the Owner has not used the Affordable Unit or permitted any use of the Affordable Unit to store, manufacture, dispose of, emit, spill, leak, generate,

transport, produce, process, release, discharge, landfill, treat or remediate any Hazardous Substances, including anything the storage, manufacture, disposal, emission, discharge, treatment, generation, use, transport, remediation or release into the environment of which is now or at any time after the execution of this Agreement is prohibited, controlled, regulated or licensed under Environmental Laws;

ii. the Owner has not caused or permitted the storage, manufacture, disposal, emission, spilling, leakage, treatment, generation, transportation, production, processing, release, discharge, landfilling, treatment or remediation of any Hazardous Substances in, on, under or from the Affordable Unit;

iii. the Owner has at all times used the Affordable Unit in compliance with all Environmental Laws;

iv. the Owner will indemnify and save harmless the Regional District, and its elected and appointed officials, officers, employees and agents, from and against any and all actions, causes of action, liabilities, demands, losses, damages, costs (including remediation costs and costs of compliance with any law, and legal fees and disbursements), expenses, fines and penalties, suffered or incurred by the CRD by reason of a breach of any representation or warranty, covenant or agreement of the Owner set forth in this Agreement. This obligation will survive the termination of this Agreement.

16. **Risk** The Property will be at the risk of the Owner up to the time the Transfer is submitted for registration at the LTO on the Closing Date and will be at the risk of CRD after the time the Transfer is submitted for registration at the LTO on the Closing Date.

17. **Damage** If, prior to the time the Transfer is submitted for registration at the LTO, any damage occurs to the Property or any of the assets comprising the Property, CRD, by notice to the Owner, may elect to postpone the Closing Date for a period of not more than 30 days and may also elect:

a. not to acquire the Property, in which case neither party will have any further obligation to the other under this Part V pertaining to that particular Notice; or

b. that the Owner assign to CRD the Owner's right to receive any and all insurance proceeds payable with respect to the damage, subject to any bona fide loss payee designation, in which case the Owner will execute and deliver to CRD an assignment satisfactory to CRD.

18. **Construction Warranties** From and after the Closing Date, the Owner will assign to CRD all the Owner's rights under all warranties, guarantees or contractual obligations against any contractor or supplier who was engaged in the construction, renovation, or repair of all or any part of the Property or any improvement to the Property. CRD's acceptance of this assignment will not represent a waiver by CRD of the Owner's covenants, agreements, representations and warranties set out in this Agreement.

19. **Owner's Covenants** The Owner will:

a. take all proper actions and proceedings on its part to enable the Owner to transfer a good and marketable title of the Property to CRD or such Person as CRD may designate, free and clear of all encumbrances other than Permitted Encumbrances;

b. deliver vacant possession of the Property to CRD or such Person as CRD may designate on the Closing Date, subject to prior receipt of the Option Purchase Price by the Owner;

c. not, from and after the Notice Date to the Closing Date, sell, transfer, dispose of or remove from the Affordable Unit any Personal Property; and

d. both before and after the Closing Date do such other things as CRD may reasonably require for transferring to and vesting in CRD or such Person as CRD may designate title to the Affordable Unit as contemplated by this Part V.

20. **Documents** CRD will prepare the documents necessary to complete the Transaction which will be in a form and substance reasonably satisfactory to CRD and its lawyers.

21. **Adjustments and Credits** The Owner and CRD will adjust, as at the Closing Date, all usual adjustments for a property similar to the Property including taxes, utility rates and any moneys owing to the strata corporation formed in respect of the Project.

22. **Closing** The Owner and CRD will complete the Transaction on the Closing Date at the offices of CRD or its lawyers.

23. **Owner's Closing Documents** At the closing, the Owner will deliver to CRD the following duly executed documents:

a. the Transfer;

b. a vendor's statement of adjustments;

c. if required, a bill of sale for the Personal Property and all other deeds, transfers, assignments, resolutions, consents, estoppels and other certificates and assurances as CRD may reasonably require;

d. a statutory declaration of the Owner that the Owner is a resident of Canada within the meaning of the Income Tax Act (Canada);

e. a certificate in confirmation that the sale of the Affordable Unit to CRD is exempt from taxes under the *Excise Tax Act* (the "GST") or, alternately, a certified cheque or bank draft payable to CRD in an amount equal to the GST payable by CRD on the Option Purchase Price; and

f. unless waived in writing by CRD, a certified cheque or bank draft payable to CRD in the amount, if any, by which the moneys owing under and required to discharge any mortgage or mortgages of the Affordable Unit exceed the Option Purchase Price as adjusted under Section 21.

24. **CRD's Closing Documents** At the closing, CRD will deliver to the Owner:

a. a purchaser's statement of adjustments; and

b. a cheque for the Option Purchase Price, as adjusted under Section 21.

25. **Tabling** Except for the Transfer, all documents and cheques will be tabled at the closing. CRD will cause its lawyers, on the Closing Date, to conduct a pre-registration index search of the Affordable Unit at the LTO. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit except for Permitted Encumbrances and encumbrances which the lawyers for the Owner have undertaken to discharge, the lawyers for CRD or their agents shall submit the Transfer for registration and then conduct a post-filing registration index search. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit since the pre-filing registration index search, all documents and payments will be released to each of the Owner and CRD according to the entitlement of each of them.

26. **Reimbursement** If CRD waives payment on the Closing Date of the amount referred to in Section 23.f., the Owner shall pay such amount to CRD, on demand, with interest thereon at the rate of eighteen percent (18%) per annum, compounded monthly, from the Closing Date to the date of payment.

27. **Survival** All the representations, warranties, covenants and agreements of the Owner and CRD contained in this Agreement will survive the Closing Date, registration of documents, and the payment of the Option Purchase Price.

PART VI – INTERPRETATION

28. **Time** Time will be of the essence of this Agreement. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time will be local time in Victoria, British Columbia.

29. **Governing Law** This Agreement will be governed by and construed and enforced in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia.

30. **References** In this Agreement, words importing the singular include the plural and vice versa, and words importing gender include all genders.

31. **Construction** The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the interpretation of this Agreement. The wording of this Agreement will be construed simply, according to its fair meaning, and not strictly for or against any party.

32. **Validity of Provisions** If a Court of competent jurisdiction finds that any provision contained in this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement which will be construed as if such invalid, illegal or unenforceable provision had never existed and such other provisions will be enforceable to the fullest extent permitted at law.

33. **No Waiver** Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so, will not be interpreted as a waiver of those rights, powers or remedies except in the case of a written waiver. No waiver of a particular right will be deemed to be a waiver of that right in any other instance or a waiver of any other right.

34. **Statute**. Any reference to a statute and to any regulations under that statute means the statute and regulations as amended or replaced from time to time.

35. **Remedies** Any party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement. No reference to or exercise of any specific right or remedy under this Agreement or at law or in equity by any party will prejudice or preclude that party from exercising any other such right or remedy. No such right or remedy will be exclusive or dependent upon any other such right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

PART VII – MISCELLANEOUS

36. **CRD Not Obligated to Exercise Right of First Refusal or Option** The Owner acknowledges and agrees that the CRD is under no obligation to exercise the rights granted under this Agreement.

37. **Duration of Option and Right of First Refusal** The option to purchase and right of first refusal hereby granted and the right of first refusal granted by this Agreement are effective until the date that is 80 years less a day after the date on which Form C referring to this Agreement is deposited for registration in the LTO, provided that if the perpetuity period for the Agreement as specified in the *Perpetuity Act* is increased or decreased in length than the term of this Agreement will be increased or decreased accordingly.

38. **Powers Unaffected** This Agreement does not:

    a. affect or limit the discretion, rights, duties or powers of the CRD under any enactment or at common law, including in relation to the use or subdivision of the Land;

    b. impose on the CRD any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;

    c. affect or limit any enactment relating to the use or subdivision of the Land; or

    d. relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

39. **Agreement for Benefit of CRD Only** The Owner and the CRD agree that;

    a. this agreement is entered into only for the benefit of the CRD;

b. this agreement is not intended to protect the interests of the Owner, any tenant, or any future owner, lessee, occupier or user of the Property, the Land or the building or any portion thereof, including any Affordable Unit;

c. the CRD may at any time execute a release and discharge of this agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

40. **No Public Law Duty** Where the CRD is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the CRD is under no public law duty of fairness or natural justice in that regard and agrees that the CRD may do any of those things in the same manner as if it were a private party and not a public body.

41. **Notices** Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.

42. **Fees** Each of the Owner and CRD will pay its own legal fees.

43. **Costs** Unless otherwise specified in this Agreement, the Owner will comply with all the requirements of this Agreement at its own cost and expense and will pay to the CRD, on request, all reasonable costs or expenses it incurs in connection with this Agreement.

44. **Enuring Effect** This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD.

45. **Further Assurance** Upon request by the CRD, the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the CRD to give effect to this Agreement.

46. **Registration** This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.

47. **Discharge** On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.

48. **Amendment** This Agreement may only be amended by written agreement of the parties.

49. **Counterparts** This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement by signing the General Instrument - Part 1

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

[Insert legal notations if any]

Charges, Liens and Interests:

[Insert if any]

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Mount Maxwell Conservation Covenant**

ISSUE SUMMARY

A Motion with Notice was approved at the June 8, 2022 Capital Regional District (CRD) Board meeting requesting that staff provide a report to the CRD Board regarding a possible maximum contribution of $100,000 to the proposed 75 acre Mount Maxwell park land acquisition in return for a conservation covenant.

BACKGROUND

The CRD Board, at its June 8, 2022 meeting, passed the following Motion with Notice:

> *That CRD Parks staff provide a report to the Capital Regional District Board regarding a possible maximum contribution of $100,000 to the proposed 75 acre Mount Maxwell park land acquisition, in return for the placement of a satisfactory conservation covenant on forested lands contiguous to the Provincial park and protected watershed lands.*

Due to limitations in the *Local Government Act* relating to regional parks acquisition and funding, the regional parks service may only use the Land Acquisition Fund to purchase property and interests it owns. The fund cannot be used to contribute toward an acquisition made by another party, even where that party is a CRD community parks service, unless the regional parks service is acquiring property for the purposes of operating it as a regional park or an interest for the purpose of a regional trail network.

IMPLICATIONS

Legal Implications

The CRD's regional parks service, continued from letters patent under Bylaw No. 1749, "Regional Parks Extended Service Establishment Bylaw No. 1, 1989", is for the purpose of acquisition, development, operation and maintenance of regional parks, which has historically been interpreted as those areas of regional importance that are otherwise unprotected. The CRD has special powers to acquire trails for the purpose of a regional trail system by statutory right-of-way, lease, license or permit for any term under the *Capital Regional District Regulation*. The regional parks service is restricted in its use of funding, which in relation to acquisition, can only be used for regional parks it owns, interests in regional trails, and to maintain the lands it operates as park or trail. Section 191 of the *Local Government Act* requires funds in the Land Acquisition Fund to only be used for acquiring regional parks and trails. This fund cannot be used for maintenance.

In addition, the Regional Parks mandate may not be broad enough to purely engage in conservation as the primary purpose of a purchase. The historical purposes of the now-repealed *Park (Regional) Act* and the CRD's original Regional Parks letters patent have been on acquisition and ownership for park purposes, not for conservation. Park purposes have generally been

interpreted by the courts as meaning relaxation, ornamentation, leisure, and recreation, as well as including, ancillary commercial enterprises (those related to use or enjoyment of the regional park or trail).

While ownership is a focus of the regional parks service, a third party may provide funds to the CRD to contribute to a purchase of a park or provide fee simple land in trust to establish a regional park (e.g., a trust park). The CRD's regional parks service or its community parks services are also able to purchase a larger area and subdivide a portion of it into a park or charge it with a right of way, then dispose of the remaining interest, with surplus funds to be used for the purposes of acquisition of regional parks and trails under the *Local Government Act* or community parks under the *Community Charter*.

CONCLUSION

A Motion with Notice was passed at the June 8, 2022 CRD Board meeting directing staff to report back on a possible contribution of up to $100,000 towards the proposed Mount Maxwell park land acquisition in return for the placement of a satisfactory conservation covenant. The regional parks service is unable to use Land Acquisition Funds to purchase lands it does not own or to purchase a conservation interest.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

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REPORT TO ARTS COMMISSION
MEETING OF WEDNESDAY, JUNE 22, 2022

SUBJECT **CRD Arts & Culture: 2021 Progress Report**

ISSUE SUMMARY

Presentation of the CRD Arts & Culture: 2021 Progress Report to the Capital Regional District (CRD) Board on July 13, 2022.

BACKGROUND

Presented annually, the CRD Arts & Culture Progress Report provides a glimpse into the social, economic, and artistic impact of the CRD Arts & Culture Support Service.

The 2021 Progress Report presents information through infographics, statistics and storytelling around two broad themes: 1) accomplishments by CRD Arts and Culture with a spotlight on the twenty years since the responsibility for arts programming and policy development was transferred to the CRD, and 2) the connection between arts to health and wellbeing.

Given the continuation of the COVID-19 pandemic through 2021, and with 93% of Project Grant audiences attending programming online, the storytelling aspects of the report touch on adaptations through digital and outdoor presentations.

IMPLICATIONS

Once the 2021 Progress Report is presented at the CRD Board meeting on July 13, 2022, physical copies will be distributed to both participating and non-participating jurisdictions and available to non-profit organizations. The arts sector and general public will be invited to read the report through visual content developed for social media, a media release and the CRD website.

CONCLUSION

The 2021 Progress Report provides a glimpse into the crucial impact of CRD Arts and Culture funding through non-profit organizations. Once the 2021 Progress Report is presented at the CRD Board meeting on July 13, 2022, physical copies will be distributed to both participating and non-participating jurisdictions and available to non-profit organizations.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: CRD Arts and Culture: 2021 Progress Report

APPENDIX A



Arts & Culture

2021 Progress Report

CRD Arts and Culture acknowledges that it works on the Traditional Territory of the Lək̓ʷəŋən peoples. It recognizes and respects the First Nations governments across this region — Lək̓ʷəŋən (Songhees) and Xwsepsum (Esquimalt) Nations, the W̱SÁNEĆ Nations, including W̱JOŁEŁP (Tsartlip), BOḰEĆEN (Pauquachin), SṮÁUTW̱,(Tsawout) W̱SIKEM (Tseycum) out on the Saanich Peninsula and Gulf Islands, to the west Sc'ianew (Beecher Bay), T'Sou-ke, and Pacheedaht, and MÁLEXEŁ (Malahat) and Pune'laxutth' (Penelekut) Nations, all of whom have a relationship with these land and waters since time immemorial that continues to this day.

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

ORGANIZATIONAL OVERVIEW

The **Capital Regional District** (CRD) delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure, while continuing to provide core services to residents throughout the region.

The **CRD Arts and Culture Support Service** (CRD Arts & Culture) is a sub-regional service supported by 9 jurisdictions providing grants to non-profit organizations for the development of local arts programming, creating artistic, social and economic benefits for the region.

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cover photo: Impulse Theatre's *molecular landscapes* [l-r] performers Nicole Bartosinski, Sierra Megas, Noah McKimm, Veronique Emmett, Amber Downie-Back, and Allison Brooks. *photo: Andrew Barrett*

MESSAGE FROM THE CHAIR OF THE ARTS ADVISORY COUNCIL



Last year was one of change and transition on the macro and micro scale for all parts of the arts sector. I expect that the transitions we've made and the skills we've developed over the year will continue to reverberate for some time.

For arts organizations, the year saw them continuing to digitize their programming. Developing new technical and online skills allowed them to continue reaching loyal subscribers as well as finding new audiences within and beyond the capital region, building awareness and recognition of the creativity and talent that lives here. The skills they've developed over the last year will allow them to continue to adapt to an increasingly digital arts landscape.

For arts audiences and participants who continued to spend more time at home, it was a year of connecting meaningfully with creative outlets. According to the BC Alliance for Arts + Culture, Everyday Creativity & COVID-19 report, the average BC resident spent eight hours per week engaging in creative activities, up from 5 hours per week prior to the pandemic. This creativity was pivotal in supporting wellbeing and health, as demonstrated throughout this report.

For the Arts Advisory Council, we saw a turnover as valued volunteers who had served their term transitioned to new opportunities. We welcomed new members who have brought a variety of experiences and knowledge necessary for grant adjudication, and the development of the newly formed Equity, Diversity and Inclusion subcommittee.

Over the final months of 2021, we took significant steps in a journey towards a more equitable arts funding model. We informed our understanding through a jurisdictional scan of initiatives from other funders throughout the province and across the country. We grounded this understanding by listening to local and national advocates of equity in arts at the online 2021 Arts Champions Summit. What we learned through these early steps drove both the recommendations and urgency for meaningful adaptation of our approach to funding in 2022.

JOANNA VERANO
CHAIR, CRD ARTS ADVISORY COUNCIL

photo Story Theatre, Dodds Eye Media

MESSAGE FROM THE CHAIR OF THE ARTS COMMISSION

This past year has continued to test the resilience of the arts sector, with organizations challenged to consider digital programming, capacity restrictions, mask mandates, ventilation, vaccine passports and physical distancing. Arts and cultural communities once again rose to the challenge. Now with many venues at full capacity and festivals and events bringing life and joy back to communities throughout the region, there is much to be hopeful and thankful for. While we continue to consider the safety and wellbeing of each other and ourselves, we are returning to the creative and collaborative in-person arts activities that provide joy, expression, and sustenance.

For over 20 years, CRD Arts and Culture has proudly supported arts in the capital region through funding and promotion. Since the arts granting function was transferred from the Intermunicipal Committee to the CRD in 2001, we have expanded both our membership and impact. We've grown from four participating municipalities to nine, added $2 million in annual funding to arts organizations, broadened our approach to funding arts initiatives through grants like the Incubator, IDEA and Equity funding and developed the scope and methods of our outreach.

Through 2021, the Arts Commission continued to encourage full participation in CRD Arts & Culture, communicating the benefits of a fully regional arts support service both to non-participating jurisdictions as well as the CRD Board.

A primary focus for the CRD Arts Commission is to progress the significant work of ensuring that we are distributing funding equitably and that equity, diversity, and inclusion are centered in our operations. The Arts Advisory Council formed an Equity, Diversity and Inclusion (EDI) subcommittee last fall. To inform the work of the subcommittee, and to support and celebrate the work already happening in the arts sector, the third Arts Champions Summit convened the arts sector online to discuss the role of arts in developing equity and self-determination. The day included focused presentations and discussions, as well as a feature conversation between Jesse Wente, Chair of the Canada Council of the Arts and co-Founder of the Indigenous Screen Office, and Cathi Charles Wherry, Special Advisor at First Peoples' Cultural Council.

Input from this event informed the development of our Equity Implementation Framework as well as a series of phased recommendations that will reduce barriers and prioritize funding for people and organizations that continue to face significant systemic challenges to access, opportunities and resources. The urgency and gravity with which the EDI subcommittee, as well as the Arts Advisory Council and CRD Arts staff, have taken on this work is commendable. I want to thank everyone who has been involved in this process for their dedication and thoughtful leadership.

I would also like to specifically express my gratitude to the members of the Arts Advisory Council. In addition to taking on the work of developing an equity lens, they have continued in their role of adjudicating grant intakes and acting as active supporters for the arts throughout the pandemic. Their essential role within CRD Arts and Culture has enabled us to maintain consistent and responsive funding to arts organizations.

Finally, thank you to everyone in the arts and cultural sector for persisting through the pandemic and for continuing to make the CRD a better, more vibrant and interesting, place to live.

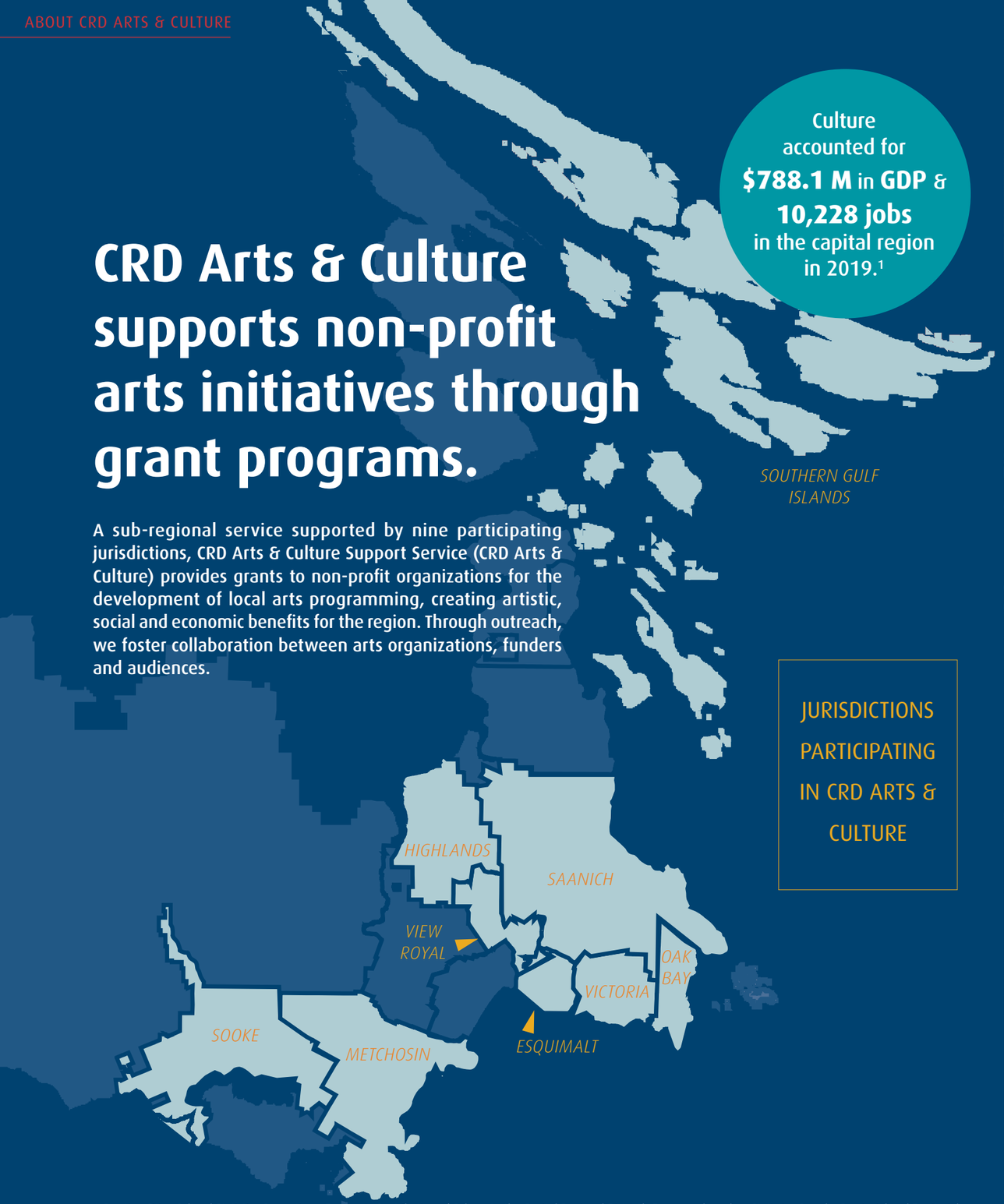
JEREMY LOVEDAY
CHAIR, CRD ARTS COMMISSION



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

A sub-regional service supported by nine participating jurisdictions, CRD Arts & Culture Support Service (CRD Arts & Culture) provides grants to non-profit organizations for the development of local arts programming, creating artistic, social and economic benefits for the region. Through outreach, we foster collaboration between arts organizations, funders and audiences.

Culture accounted for **$788.1 M** in GDP & **10,228 jobs** in the capital region in 2019.[1]



JURISDICTIONS PARTICIPATING IN CRD ARTS & CULTURE

1 Creative Cities Cultural Statistics Consortium, *Economic Contribution of Culture to the Capital Regional District's Economy*, based on Statistics Canada, Provincial and Territorial Culture Indicators, 2010-2019. Date: May 27, 2021. GDP and job totals represent both culture and non-culture products. Contact artsdevelopment@crd.bc.ca for source material.

Our mission
To support, promote and celebrate the arts.

Our vision
The arts are central to life in the region.

Jurisdictions invested **$2,545,500** through 2021 CRD Arts & Culture grants

provided to **83** non-profit organizations & artist-led partnerships

developing **4,010** events

attended by **1,718,803** participants

93% attending online (Project Grants)

employing at least **3,646** arts workers
+10% from 2020
-23% from 2019

including

3,502 paid artists
+34% since 2020
-8% since 2019

+

161 full-time staff
-3% since 2020
+2% since 2019

Ra/Sol performing at Active / Passive Vol. 2. Active / Passive is an annual 'slow concert' series on Galiano Island, showcasing live ambient performances by artists living and working in the pacific northwest **(page 18)**.

Advancing our Strategic Plan

CRD Arts & Culture 2020-2023 Strategic Plan identifies five key goals and priorities. These priorities guide the operations and initiatives developed by CRD Arts and Culture.

1 Increase community awareness

Build appreciation and knowledge of regional arts, the benefits of arts, and the value of our funding.

Through the continuing pandemic, CRD Arts & Culture continued to build community awareness of the impact and importance of the arts through online outlets, such as the website, newsletter, online events, and social media. Hosting the Arts Champions Summit and grant information sessions online allowed us to safely engage with the community and greatly expanded our geographic reach and the accessibility of our events.

810 **e-newsletter subscribers** receiving grant and arts sector news, with **2.7% growth** since December 2020

9,289 **unique page views** of CRD Arts & Culture web pages, **increasing 15.4%** over 2020

149 **participants** at online events, including the Arts Champions Summit and grant information sessions

3,693 **social media followers** across Facebook, Twitter and Instagram, with **8% growth** since December 2020

6 **news pieces** about CRD Arts & Culture in local publications



SNAFU's *Atmosphere* performed on the Galloping Goose Trail at SKAMpede 2021. Directed by Kathleen Greenfield.
photo: Pedro M. Siqueira

2 Encourage jurisdiction participation & funding

Encourage all CRD jurisdictions to participate as contributing members in CRD Arts and Culture.

The number of jurisdictions participating in CRD Arts & Culture remained stable through 2021 at nine contributing members. Additionally, Sidney provided a donation to the subregional service. CRD Arts & Culture continued to encourage non-participating jurisdictions to join, and the Arts Commission recommended the CRD Board pursue full regional participation in the service.

3 Make access equitable

Increase representation of funded art forms.

With direction from the Arts Commission to 'develop an equity-lens on operations and granting,' the Arts Advisory Council established an Equity, Diversity and Inclusion (EDI) subcommittee in fall of 2021, and began developing a framework for the work to continue through 2022.

To support and inform the work of the EDI subcommittee and receive feedback from the sector, the biennial Arts Champions Summit focused on celebrating and facilitating dialogue about equity in the region's arts. A post-summit survey was used to better understand the needs of arts organizations and individuals in the region.



Arts Champions Summit centers actionable dialogue about equity and self-determination

In December 2021, CRD Arts & Culture convened the arts sector for the third Arts Champions Summit. Held online due to the pandemic, the Summit was free to attend and open to the public. Sessions centered around the development of a more equitable arts region through presentations from local arts leaders, a panel on the big changes needed and a conversation between Cathi Charles Wherry, Special Advisor to the First People's Cultural Council and Jesse Wente, Chair of Canada Council for the Arts and Co-founder of the Indigenous Screen Office.

The day culminated in facilitated breakout sessions where participants discussed actions they could take back to their work and practices. Key themes that emerged from the day were captured through a *What We Heard* report, informing the development of CRD Arts and Culture's Equity Implementation Framework.

80% **survey respondents** rated the 2021 Arts Champions Summit **excellent** or **very good**

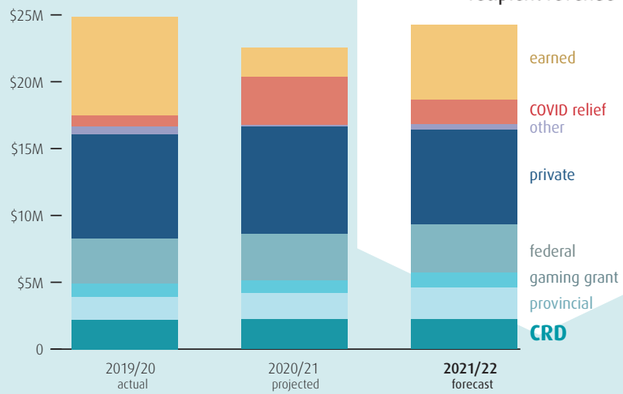
4 Sustain creativity

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

CRD Arts and Culture funding remained stable in 2021 at $2.5 million. This provided consistent funding through the pandemic to 83 organizations and artist-led partnerships through the year.

17
first-time grant recipients

Operating Grant recipient cumulative revenue by source[1]



9%
CRD contribution to Operating Grant recipient revenue

5 Respond to granting needs

Ensure our programs are responsive to community need

CRD Arts & Culture continued to monitor the impact of the pandemic and related health restrictions on arts organizations through surveys and one-on-one meetings. ■



Campbell Bay Music Festival's S,ḴTAḴ Summer Festival of Music on Mayne Island with Trent Freeman performing, 2021.

1 Based on data provided in September 2021 by Operating Grant recipients. Contact artsdevelopment@crd.bc.ca for more information.

Victoria-based artist Samantha Dickie's installation ***A Moment in Time***, comprised of nearly four thousand delicate ceramic components explores "The notion of a singular moment conjures an in-between state — what follows and what precedes; neither the inhale nor the exhale, but the breath itself." Victoria Arts Council, Fall 2021 (image detail: Drop, porcelain).

20 years of regional arts funding

The CRD Arts & Culture is supported by those jurisdictions that have opted into the service for the benefit of the region. Since forming in 2001, participation in CRD Arts & Culture has grown from six members to nine, expanded who and how it funds the arts sector and has begun the process of ensuring that its funding supports the sector more equitably.



Laszlo Gati, conductor of Victoria Symphony Orchestra, 1967-78.

Image M02424, courtesy of City of Victoria Archive, 1968.



2000 First Victoria Ska Festival opens at Market Square, now the longest running festival of its kind in North America

photo: Colin Smith 2019

2004 **Atomic Vaudeville** begins producing orignal work and **Theatre Inconnu** moves to Paul Phillips Hall



2006 **SNAFU** begins developing innovative dynamic theatre

Sarah Pelzer in pretty little instincts. photo: Andrew Lint 2009

2007-2009 Great Recession reduces financial security for arts

2008 **Blue Bridge** founded

2010 Impulse Theatre founded



2009 First SKAMpede brings site-specific performances to Galloping Goose trail

Thorid and Theatre SKAM Bike Ride. photo: Pamela Bethel 2009



2013 Victoria Flamenco Festival brings Spain to Centennial Square

photo: Carolyn Campbell



2015 Pacific Opera Victoria's Baumann Centre opens creating a space for arts collaboration, music creation, and performances.

photo: Lia Crowe

2020 COVID-19 pandemic begins



2020 Experimental and ambient music comes to Galiano with the first **Active/ Passive**



2015 Launch of **Intrepid Theatre's** Outstages, the first dedicated queer theatre festival in BC

CRD Arts & Culture joins Facebook and Twitter

Metchosin and Highlands join the four core IMC members in forming CRD Arts and Culture
participating jurisdictions: 6

View Royal joins CRD Arts & Culture
participating jurisdictions: 7

Sidney joins CRD Arts & Culture
participating jurisdictions: 8

Sooke and Southern Gulf Islands join, while Sidney leaves CRD Arts & Culture
participating jurisdictions: 9

1950s-1990s | 2001 | 2005 | 2007 | 2009 | 2011 | 2012 | 2016 | 2018 | 2021

Emergence of a collaborative, intermunicipal approach to arts

The Greater Victoria Intermuncipal Committee (IMC) formed by four core members: Victoria, Esquimalt, Oak Bay and Saanich, in order to consider cost sharing for a variety of services. The Art Gallery of Greater Victoria appears to be the first IMC arts grant recipient in the mid-1950s. Shared funding started off as ad-hoc in nature, with municipalities opting in as desired.

Over the next 40 years, the number of arts organizations needing funding grew, as did community support for the arts. Community engagements and reports signalled that the arts sector needed consolidated local funding and sustained support to thrive and reach its potential in supporting the region, leading to a recommendation that CRD take over arts programming and policy development.

CRD Arts & Culture Support Service established

CRD Arts & Culture Support Service is established on behalf of Victoria, Oak Bay, Saanich, Esquimalt, Highlands and Metchosin, through Bylaw 2884.

Supported by the arts sector, the transfer to CRD, alongside increased membership and funding signalled commitment to a more regional approach to arts policy and funding. Reliable and consistent funding through Operating Grants and Project Grants allowed arts organizations to access funding from a centralized local funder, rather than needing to make requests to individual municipalities.

Funding boost

After a series of five yearly 250K increases, CRD Arts & Culture grants to arts organizations reaches $1.78 million annually.



IDEA Grant pilot

Expanding funding to non-arts organizations to develop arts programming, this program was piloted for six years before being reintroduced in 2019

Defining the mission & vision

The CRD Arts & Culture mission "to support, promote and celebrate the arts," and vision "The arts are essential to the fabric of life in our communities," (later amended to "Art is central to life in the region,") is supported by goals that included increased access, awareness and funding, sustained growth, and responsive granting.

Gathering for the 1st Arts Champions Summit

The region's arts sector came together to celebrate its achievements, discuss challenges and provide input for CRD Arts & Culture planning, resulting in recommendations that ushered in a new era for capital region arts funding. The resulting report, 'Building our #ArtsFuture Implementation Plan' expanded who could access funding and bolstered community outreach from CRD Arts & Culture.

Incubator & Equity Grants introduced



Two new funding streams, tailored to meet the needs of emerging organizations and applicants experiencing systemic barriers, expands the scope and reach of arts funding.

Looking forward

The Arts Commission commits to an equity lens for CRD Arts and Culture operations and granting, again potentially expanding the reach and impact of arts funding in the region.

Connecting health, wellbeing and arts

The connection between arts, health and wellbeing has been established through extensive global research identifying a major role for the arts in the promotion of health, and prevention, management and treatment of illness.[1]

Pre-pandemic, Canadians who had attended or participated in an arts, culture, or heritage activity were more likely to report being in 'very good' or 'excellent' health and mental health than those who had not, supporting this connection between cultural participation and health and mental health.[2]

As the pandemic and related restrictions continued through 2021, arts and creativity played crucial roles in wellbeing, which was increasingly appreciated by BC residents.[3] Those who valued creative activities the most, both before and during the pandemic, tended to be residents who identified as female, live below BC's median income level, or live with a disability. ■

Creativity in 2021:[3]

34% BC residents who took part in online creative activities

8 hrs/week time the average BC resident engaged in creative activities, up from 5hrs/week in 2019

24% proportion of BC residents who said the **most important reason** to engage in creative activities is to improve mental health, up from 12% in 2019

After postponements of the Victoria International Kizomba Festival since the beginning of the pandemic, a special edition of the festival was held in Centennial Square in November 2021, bringing people together in celebration of African dance. Photo: Dominic Tioseco (VIKF).



1 Fancourt, D. and S Finn, *What is the evidence on the role of the arts in improving health and well-being? A scoping review.* World Health Organization, 2019.

2 Hill Strategies, *Canadians' Arts Participation, Health, and Well-Being,* based on Statistics Canada's 2016 General Social Survey, 2021.

3 BC Alliance for Arts + Culture, *Everyday Creativity & COVID-19 in BC,* 2021.

Health, wellbeing and arts in the region

"By starting the healing process through art-based activities and conversations, we can create healthier communities."

Integrate Art Society on Permission to Grieve (pg 16)

"Those that attended said the performances were medicine."

Culture Den Society on the presentation of MOTHER: embodied earth performance (pg 17)

"Just having the opportunity to make something new with your own hands can feel really empowering. There was genuine enjoyment felt from the participants, something that can be invaluable in the stress of their everyday lives."

Oasis Society for the Spiritual Health of Victoria about Healing Drums (pg 20)

"Music Therapy has helped me rediscover who I am as a musician, poet and artist. Bringing joy and passion to a form of art I had forgotten about in my addiction."

Participant in Our Place Society Music Therapy at New Roads program

"Music is an incredible tool in dementia care that engages people of all different abilities. The pandemic has been tough for residents, clients, families, volunteers and staff. It is heartwarming to have these connections with the community."

Seniors' Residence activity coordinator about Victoria Arion Male Choir

"I find the traditional approach to that project brought us all together... and made us better men as a result."

S.L., an incarcerated artist, on the development of William Head on Stage's short film series *Common Threads*, led by artists Johnny Aitken, Pedro M. Siqueira, Jeni Luther, Carole Klemm and Kate Rubin

"Many people in the community went through very challenging moments during the pandemic. There was a tremendous amount of isolation. The festival allowed us to reconnect with our audience and bring some entertainment to the community in this difficult period."

Afro Latin Cultural Exchange on the 2021 Victoria International Kizomba Festival 3rd Edition (pg 14)

Stories from the Region's Arts

The view from Longwalkshortdock's performance area at Garden City Electronic Music's 2021 Wonderment at Banfield Park. *photo: David Bodrug*

CULTURE DEN SOCIETY | INCUBATOR GRANT

MOTHER: embodied earth performance

Indigenous resurgence through ritual and dance



The Visible Bodies Collective performance of "The Fire She Makes," with Lindsay Delaronde, Meagan Saunier, Cheryl Henhawke, Elowynn Rose and Jody Bauche, 2021.

MOTHER: embodied earth performance is a series of 10 short films of Indigenous performances on the land and waters of Iəl̓kʷəŋən and W̱ SÁNEĆ territories. Entirely conceived, developed and performed by Indigenous creatives, *MOTHER* honours acts of Indigenous resurgence and healing, weaving in embodied teachings from the earth.

"Healing our sacred bodies on our sacred mother earth through ritual, song and the dances of our ancestors has always been the way onwards," says dancer and organizer, Jody Bauche.

With vision by artist Lindsay Delaronde and in creative collaboration with Rebecca Hass, John Aitken and Krystal Cook, Culture Den co-created with Indigenous performers from diverse nations to develop a visual journey of intimate short performances mapping the deep relationship between Indigenous bodies and the earth.

They initially developed the project to be performed live at the Belfry Theatre, but COVID-19 interrupted production five weeks into rehearsals. So, enabled by an Incubator Grant, Culture Den decided to adapt the performances to film.

In fall of 2021, with adjusted provincial health guidelines allowing for a small distanced indoor audience, Culture Den collaborated with the Belfry Theatre to host the screening indoors where the live performance was originally intended to be staged.

"It was overwhelming to see our films on the Belfry stage," says Jody. "It became a metaphor for how our process transformed over time."

In the discussion panel after the screening, the audience asked questions that helped Culture Den define its process as a collective.

"Those that attended the screening said the performances were medicine. I came to realize the changed trajectory was a gift in some ways. We now have a film we can use for presentations about the power of performance." ■

ACTIVE/PASSIVE | IDEA GRANT

Active / Passive Volume 3

Experimental Galiano music festival finds eager audiences

Founded in 2019 as a small volunteer-run event showcasing experimental and ambient music on Galiano Island, Active /Passive has quickly grown to become a highly anticipated music festival. The society now employs Galiano residents, and draws artists and audiences to the island with programming throughout the year that includes performances, workshops, audio/visual installations, films as well as concerts. Over the pandemic, Active / Passive also expanded volume 2 and 3 to broadcast live music to reach people at home.

With support through both an IDEA grant and a BC Arts Council Community Arts Festival grant, Active / Passive organizers saw a tremendous growth in interest with volume 3 of the festival held last August. "The day started out with a huge line of attendees snaking along the road near Yellowhouse Art Centre, with young folks fresh off the ferry hoping to catch one of the few door tickets alongside Galiano locals curious about the relatively new festival," say Caitlin Pencarrick Hertzman.

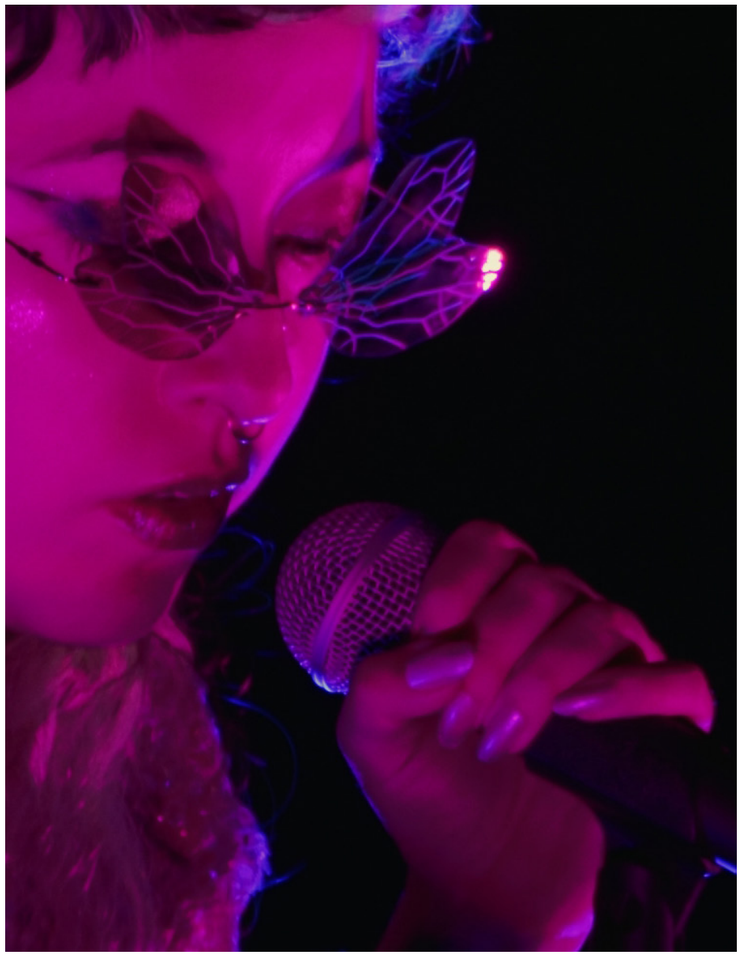
Active / Passive performances bring an experimental approach, honing sounds, instrumentation and composition to create powerful musical voices. Performances might take the form of a set pared down to a "stripped down voice with a looper – starting from nothing to rise to a huge climax," as Hertzman describes pr0phecy sun's 2021 set, or re-imagined blues "blending raw beats with simple guitar riffs" as with ra/sol. Or it might take the form of an immersive audio-visual jungle with cozy seating and spatialized surround sound, as it did with Ruby Singh's Polyphonic Garden.

The name of the series refers to how the organizers encourage audiences to partake in both active and passive listening, "focusing intently on the performances" or perhaps "swaying in a hammock in the breeze."

Active / Passive takes measures to support a safe and respectful listening environment. "They take into consideration the unceded territory they perform on, the COVID safety protocols, and are inclusive of their neighbours and local businesses to ensure there is benefit to all from the event," says attendee Brianna LePiane.

"The growth we've seen has been exciting," says Hertzman. "We're reaching more communities and organizations, seeing requests for co-productions from other BC festivals, and attracting a greater variety of artists. It's creating opportunity for us to collaborate with more arts practitioners and organizers here on Galiano for volume 4." ■

Goo, Active/Passive, Photo: Dylan Akio Smith, 2021.



INTEGRATE ARTS | PROJECT GRANT

Permission to Grieve

Collective art-based explorations of grief

"There is a craving from the public for art to reflect upon the experiences of the pandemic," says Integrate Arts' Regan Shrumm. "Many organizations want to avoid focusing on it, believing that delving into negative feelings is risky, but we believe there are benefits to letting those feelings come forth."

Integrate Art's resulting two-part project, Permission to Grieve, aimed to tackle the issue of isolated mourning and healing through community with a series of online, art-based workshops.

The free workshops gave opportunities for both the public and artists to examine the grief they held over the pandemic, but topics also included ecological grief, the fentanyl crisis, suicide, losing family, and disconnection from our ancestors. Staff took care to ensure the wellbeing of participants, facilitators and themselves by both acknowledging the limitations of the workshops and connecting participants with low and no-cost counselling and grief services.

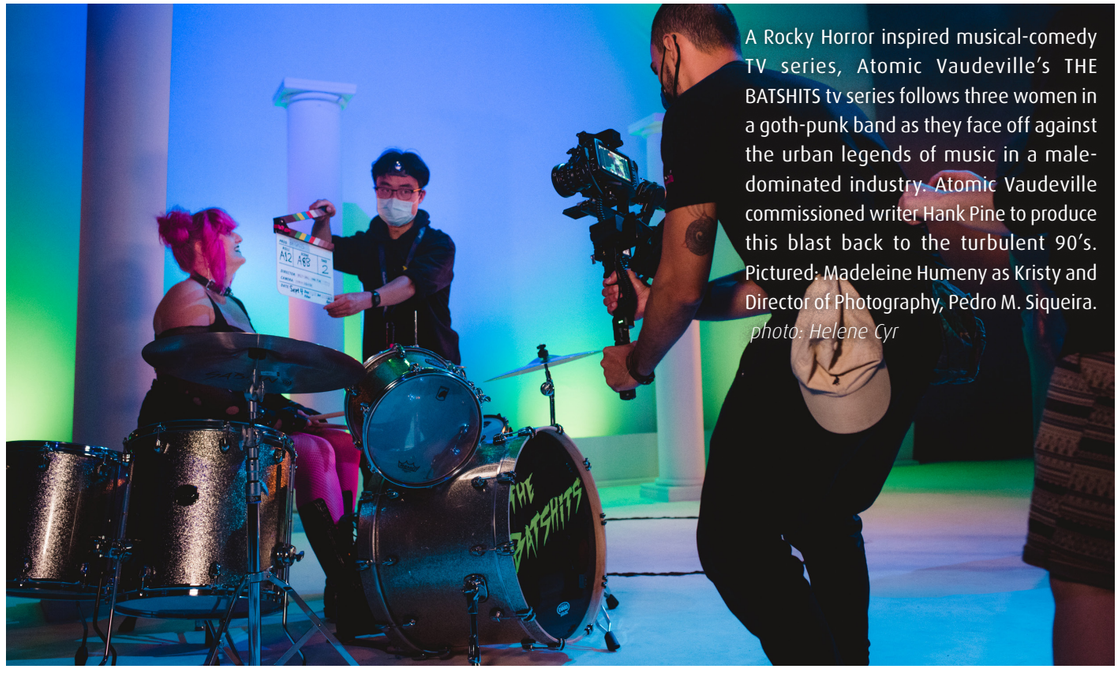
In an article on the online platform *ReIssue*, author Kara Stanton reflected on the experience, "After a year's worth of readings, talks, and artist presentations where the audience had been entirely obscured from each other, or visible only through a scrolling chat alongside the speakers, the call to participate in Permission to Grieve was both refreshing and surprising: using conversation as the medium, it invited the collective creation of the kind of shared intimacy that has been out of our reach for so long."

In the second part of the project, two call-outs went out to artists: to contribute to a zine and to create objects exploring grief through these forms, later sold through community art stores. ■



Tote bag created by Emma Jory as part of the Permission to Grief artist call-out, 2021.

ATOMIC VAUDEVILLE | OPERATING GRANT



A Rocky Horror inspired musical-comedy TV series, Atomic Vaudeville's THE BATSHITS tv series follows three women in a goth-punk band as they face off against the urban legends of music in a male-dominated industry. Atomic Vaudeville commissioned writer Hank Pine to produce this blast back to the turbulent 90's. Pictured: Madeleine Humeny as Kristy and Director of Photography, Pedro M. Siqueira. *photo: Helene Cyr*

OASIS SOCIETY FOR THE SPIRITUAL HEALTH OF VICTORIA | EQUITY GRANT

Healing Drums

Reconnecting to a key part of Indigenous spirituality

As Healing Drum participants put together their drums, the facilitators shared Indigenous stories and teachings about the drum and its significance. Participants weaved hide strips on the back to make a kind of handle, with different techniques and related stories coming from each territory.

This is deeply connected to the goals of Oasis Society for the Spiritual Health of Victoria, an urban Indigenous organization that creates a safe and healing space to allow reconnection with culture, others, the land, and community.

"Different territories all had slightly differing meanings to the drum, but what they shared is that it was a type of heartbeat of the grandmother," says Oasis society staff member Karen Hira.

The Healing Drum participants were from a variety of territories, all working together, learning about and sharing cultural beliefs. This was only made possible due to the efforts of the staff and facilitators, who put together the crafting kits and gave instruction. Two of the Healing Drum events were facilitated by Indigenous artists, Gordy Bear and John. At the first workshop, a participant named Maureen *(pictured)* was naturally skilled at weaving and assisted some of the other participants. She ended up becoming a key contributor, coming back to cofacilitate the next two events.

For Indigenous participants, these workshops allowed them to reconnect with a key spiritual part of their cultures, which they may not have experienced before. For those that have been disconnected from their Indigenous culture or no longer have family, making a drum and sharing stories allowed for connection and was especially important. For non-Indigenous participants, the workshops provided a meaningful education on Indigenous ways of knowing.

"Just having the opportunity to make something new with your own hands can feel really empowering," says Kira. "There was genuine enjoyment from the participants, something that can be invaluable in the stress of their everyday lives." ■



VICTORIA FESTIVAL OF AUTHORS | PROJECT GRANT



Since 2018, a highlight of the Victoria Festival of Authors has been a guided poetry walk with four authors at Mary Lake Nature Sanctuary, Highlands. In 2021, the Mary Lake Poetry walk went hybrid - videographers walked the trail with the poets allowing for a larger audience and accessibility.

> "I was not able to attend the Poet's Walk at Mary Lake in person as I had hoped because of a bad back. **Your livestream made the session accessible to me.** And it was wonderful! ...I never really appreciated the way in which this makes the entire festival so much more accessible for all."



ARDEO MANN & MONOCEROS EDUCATION SOCIETY | EQUITY GRANT

Queer Crafternoons

At an online linocut session, participants discuss what they'll be carving - one Indigenous participant shares the cultural significance of the raven they plan to carve, a parent speaks about their child's love of mushrooms, and a third shares her favourite parts of Yule. A communal atmosphere emerges as the attendees craft separately, connected via Zoom. "We laughed at our mistakes, encouraged each other, and shared tips," says project lead, Ardeo Mann. By the end of the afternoon, the pieces of lino are transformed into an eggplant, flowers, a holiday quail, trans activism messages, and a mushroom stamp. The attendees are given a supply of tools to continue developing their skills afterwards without significant cost.

"Before this event, many of the people who attended had never participated in either linocut or Queer Crafternoon," says Ardeo. "By the end, we were a community with a shared experience, skill-set, and interest." ■

PUENTE THEATRE | OPERATING GRANT



Puente Theatre's 2021 production of ***The Party (La Fiesta)*** is a surrealist Pandemic parable about the glorious parties we had before the pandemic and an immigrant's dream of overcoming the isolation of being so far from home. Developed as part of the National Arts Centre's call for Grant Acts of Theatre. *Credit: The Party-Puente Theatre Color" Photographer: Víctor Zuñiga, Actor: Waldo Facco*



2021 Grant Recipients

A Wonderheads Christmas Carol, *photo: Kate Braidwood*

EQ: Equity Grant IDEA: IDEA Grant INC: Incubator Grant OG: Operating Grant PG: Project Grant * new recipient



*Active / Passive IDEA



Aventa Ensemble OG



Blue Bridge OG



Caravan World Rhythms PG



Art Gallery of Greater Victoria OG



Ballet Victoria OG



Broken Rhythms PG



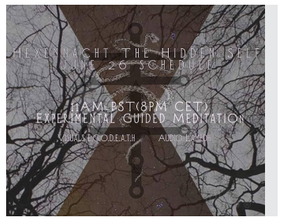
Cinevic OG



Alter Arts Society PG



BC Accordion & Tango Society PG



*Cabaret Voltaire Societe & Diversions PG



Civic Orchestra of Victoria PG



Atomic Vaudeville OG



Belfry Theatre OG



Campbell Bay Music Festival PG



Coastline Youth Music PG

*Creative Humanizing Project IDEA



Embrace Arts Foundation PG



Friends of Music Society IDEA



Greater Victoria Youth Orchestra OG



*Culture Den INC



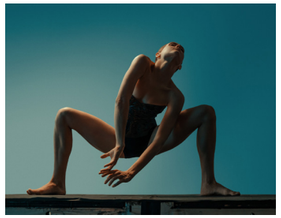
*Esquimalt Community Arts Hub PG



*Galiano Club IDEA



Impulse Theatre PG



Dance Victoria OG



Fifty Fifty Arts Collective PG



Garden City Electronic Music PG



Integrate Art Society PG



Deluge Contemporary Art OG



Flamenco de la Isla Society PG



*Gorge Tillicum Community Association IDEA



International Institute for Child Rights & Development IDEA



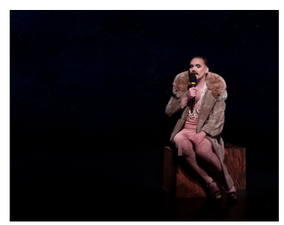
Early Music Society of the Islands OG



Friends of Bowker Creek IDEA



Greater Victoria Performing Arts Festival OG



Intrepid Theatre OG



Island String Players Society PG



Ministry of Casual Living PG



Our Place Society IDEA



Ptarmigan Arts OG



Jewish Community Centre of Victoria IDEA



*Monoceros Education Society | Ardeo Mann EQ



Pacific Opera Victoria OG



Puente Theatre OG



Kaleidoscope Theatre OG



*Noble Riot Dance Theatre INC



Pacific Peoples' Partnership IDEA



Slide Room Gallery PG



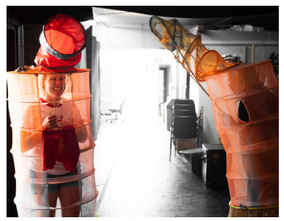
MediaNet/Flux Media Gallery OG



*Oasis Society EQ



Pender Island Art Society PG



SNAFU OG



*Metchosin Arts & Culture Centre | Laura Gildner EQ



Open Space OG



PRINT: Victoria Society of Print Artists PG



Sooke Fine Arts Society PG



*Sooke Region Museum IDEA



Township Community Arts Council PG



Victoria Children's Choir OG



*Victoria Native Friendship Association | Tanya Clarmont EQ



Story Theatre OG



*Victoria Arion Male Voice Choir PG



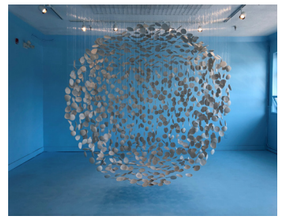
Victoria Conservatory of Music OG



Victoria On Stage OG



Suddenly Dance PG



Victoria Arts Council OG



Victoria Festival of Authors PG



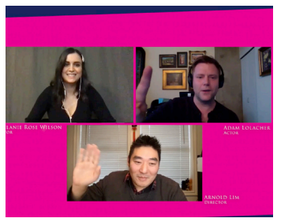
Victoria Shakespeare Society OG



Theatre Inconnu OG



Victoria Baroque Players OG



Victoria Film Festival OG



Victoria Symphony OG



Theatre SKAM OG



Victoria Ska & Reggae Society PG



Victoria Jazz Society OG



Victoria Women's Transition House IDEA



*Vining St. Party Society IDEA



*Voices in Motion Choral Society PG



William Head on Stage PG



*Wonderheads Theatre PG



Xchanges OG

Photo Credits & Attributions

Active/Passive | Volume 2, performer: Rodrigo Gonzalez, photo: Kris Krug

Art Gallery of Greater Victoria | Family Sunday

Alter Arts Society | Out There Festival, band: The Frolickers

Aventa Ensemble | "Antarctica: Life Emerging" (screenshot) created in collaboration with Marcus Goddard, Paul Nicklen, SeaLegacy, Aventa and the Vancouver Symphony Orchestra, photo: Paul Nicklen

Atomic Vaudeville | *THE BATSHITS*, stars: Samara (Yasmin D'Oshun), Kristy (Madeleine Humeny) and Lauren (Izzy Cenedese), photo: Helene Cyr

BC Accordion and Tango Festival | *LADOM ensemble*

Belfry Theatre | *Little Red Warrior & His Lawyer*, playwright: Kevin Loring, performers: Sam Bob and Luisa Jojic, set: John Doucet, costume: Samantha McCue, lighting: Jeff Harrison, photo: Emily Cooper

Blue Bridge | *Day After Day,* Linda Kashas as Doris Day, photo: Jam Hamidi

Broken Rhythms | *Above Me*, photo: Dyana Sonik Henderson

Campbell Bay Music Festival |S,K̲F̶A̲K̲ Summer Festival of Music on Mayne Island, performer: Ruth Moody

Caravan World Rhythms | Fiddlefest

Cinevic | CINESPARK Pitch Event screenshot

Civic Orchestra of Victoria | with new Music Director Nathan Jacklin, photo: Jon-Mark, March 2022

Culture Den | "The Fire She Makes" screenshot, The Visible Bodies Collective, Lindsay Delaronde, Meagan Saunier, Cheryl Henhawke, Elowynn Rose and Jody Bauche

Dance Victoria | *Reveal + Tell*, creator: Marcus Eriksson, performer: Sarah Pippin, Ballet BC at the Royal Theatre, March, 2022

Deluge Contemporary Art | *The Servant,* artist: John Luna

Early Music Society of the Islands | Montreal's Ensemble Caprice at Bach's Easter Oratorio, conductor: Matthias Maute

Embrace Arts | *articulate*

Esquimalt Community Arts Hub | Esquimalt Mural Festival, mural and building owner: GMC Projects Inc., artist: Kay Gallivan

Friends of Music Society | Drum-making workshop, photo: Vanessa MacDonald

Fifty Fifty Arts Collective | Psychic Pollution, Eventide 2021

Flamenco de la Isla Society | Victoria Flamenco Festival, "De Ida y Vuelta," Jafelin Helten

Friends of Bowker Creek | Creekside Concert, photo: Deirdre Leowinata

Galiano Club | Galiano Players

Gorge Tillicum Community Association | artist: Paul Archer

Impulse Theatre | *molecular landscapes,* performers [l-r]: Nicole Bartosinski, Amber Downie-Back, Sierra Megas, Allison Brooks, Noah Mckimm, Veronique Emmett, photo: Andrew Barrett

Integrate Art Society | *Permission to Grieve,* artist: Emma Jory

International Institute for Child Rights & Development | "Be the Change,"videographers: Willem and Rebeccah Jay.

Intrepid Theatre | *The Man That Got Away*, performer: Joey Bulman, photo: Mackenzie Lawrence

Island String Players Socety | "Metamorphosen" by Richard Strauss

Jewish Community Centre of Victoria | entrance to the Victoria International Jewish Film Festival

Kaledidoscope | *The Incredible Adventures of Mary Jane Mosquito,* performer: Danica Charlie, photo: Veronica Bonderud

MediaNet: taken during a pinhole camera workshop, presenter: Anthony Carr, photo: Peter Sandmark

Metchosin Art & Culture Centre and Laura Gildner | cover of *Wrought Journal*

Ministry of Casual Living | Summer Residency, artist: Sabrina Blanchard, photo: Aimee van Drimmelen

Noble Riot Dance Theatre | *Body Poetry*, artistic director: Kayla Henry

Oasis Society | John and Maureen

Open Space | *Garden of Earthly Delights*, installation view, artist: Juan Ortiz-Apuay, photo: Kyra Kordoski

Pacific People's Partnership | One Wave Festival

Pacific Opera Victoria | *Bon Appétit!*, performer: Megan Latham as Julia Child, conductor: Giuseppe Pietraroia, director: Glynis Leyshon, set and costume: Pam Johnson, lighting: Jeff Harrison, photo: Mackenzie Lawrence

Pender Island Art Society | Le Petit Salon

PRINT: Victoria Society of Print Artists | Robert Yates, no. 4, pulling a proof from his lino plate, photo: Tara Howarth

Ptarmigan Arts | Mosaic Arts and Culture Festival, photo: Rachel Lenkowski

Puente Theatre | "43 Breath," actor: Waldo Facco, photo: Mariano Franco

Slide Gallery | *Sunrise Sunday,* photo: Gregory Turner

Sooke Fine Arts Society | Street Signs

SNAFU | *Atmosphere*, performed at SKAMpede, director: Kathleen Greenfield, photo: Pedro M. Siqueira

Suddenly Dance | *Dancing Voices, Traveling Bodies*, creator and dancer: Vitor Freitas, other dancers: Elvis Eze and Tessa Charlesworth

Theatre Inconnu| *Jared*, actor: Rudy Smith, playwright: Rachel Wyatt, photo: Clayton Jevne

Theatre Skam | *It'll Come to Me*, performers: Andrea Lemus and Kathryn Popham, director: Matthew Payne, projection: Pedro M. Siqueria, lighting: Logan Swain, sound: Olivia Wheeler, costumes: Rachel MacAdam, set: Matthew Payne and Logan Swain, photo: Janine Rzeplinski

Township Community Arts Council | Sculpture Splash! Sand Castle Edition, photo: Morlene Tomlinson

Victoria Arts Council | Image detail of Still Point (2019), from *A Moment in Time*, artist: Samantha Dickie, porcelain.

Victoria Conservatory of Music | Joy of Life Festival, performers: (l) Daniel Lapp with the BC Fiddle Orchestra, 2022

Victoria Festival of Authors | Lake Mary Poetry Walk

Victoria Film Festival | All in Madonna Q&A

Victoria Jazz Society | Alex Cuba Band at McPherson Playhouse, TD Victoria International Jazzfest: The Fall Sessions, photo: Percy Hebert

Victoria Native Friendship Association and Tanya Clarmont | in memory of Dale Shortliffe, artist: Jamin Zuroski

Victoria on Stage | "Home from the Holidays" an online musical event

Victoria Shakespeare Festival | Cam Culham and Nathaniel Exley in Cymbeline, Greater Victoria Shakespeare Festival, director: Karen Lee Pickett, photo: Lara Eichhorn

Victoria Symphony | photo: Kevin Light

Vining St. Party Society | excerpt from "Progress Report: Emily Carr Project," artist: Victoria High School student

William Head on Stage | screenshot from *Common Threads* filmed by Jam Hamidi and Pedro M. Siqueira

Wonderheads Theatre | *A Wonderheads Christmas Carol*, cast and crew: Sarah Robertson, Jessica Hickman, Kate Braidwood, Pedro M. Siqueira, Carolyn Moon, Andrew Phoenix, Joylyn Secunda

All photos within this report are provided (with our thanks) courtesy of recipient organizations. Unless otherwise noted, images are of 2021 programming. Photos follow the COVID-19 public health guidlines in place at the time.

Arts Advisory Council

Arms-length, volunteer group, responsible for adjudicating grants and providing advice to the Arts Commission

Deb Beaton-Smith
Cris Caravaca
Rachel Ditor
Will Greaves
Christina Haska
Carolyn Heiman
Ari Hershberg
Kari Huhtala
Elizabeth Matheson
Joanna Verano

Arts Commission

Elected representatives from participating jurisdictions, responsible for support and development of regional arts

METCHOSIN
Councillor Sharie Epp

SOUTHERN GULF ISLANDS
Wendy Gardner

OAK BAY
Councillor Cairine Green

ESQUIMALT
Councillor Lynda Hundleby

SOOKE
Councillor Dana Lajeunesse

VIEW ROYAL
Councillor Gery Lemon

VICTORIA
Director Jeremy Loveday (Chair)

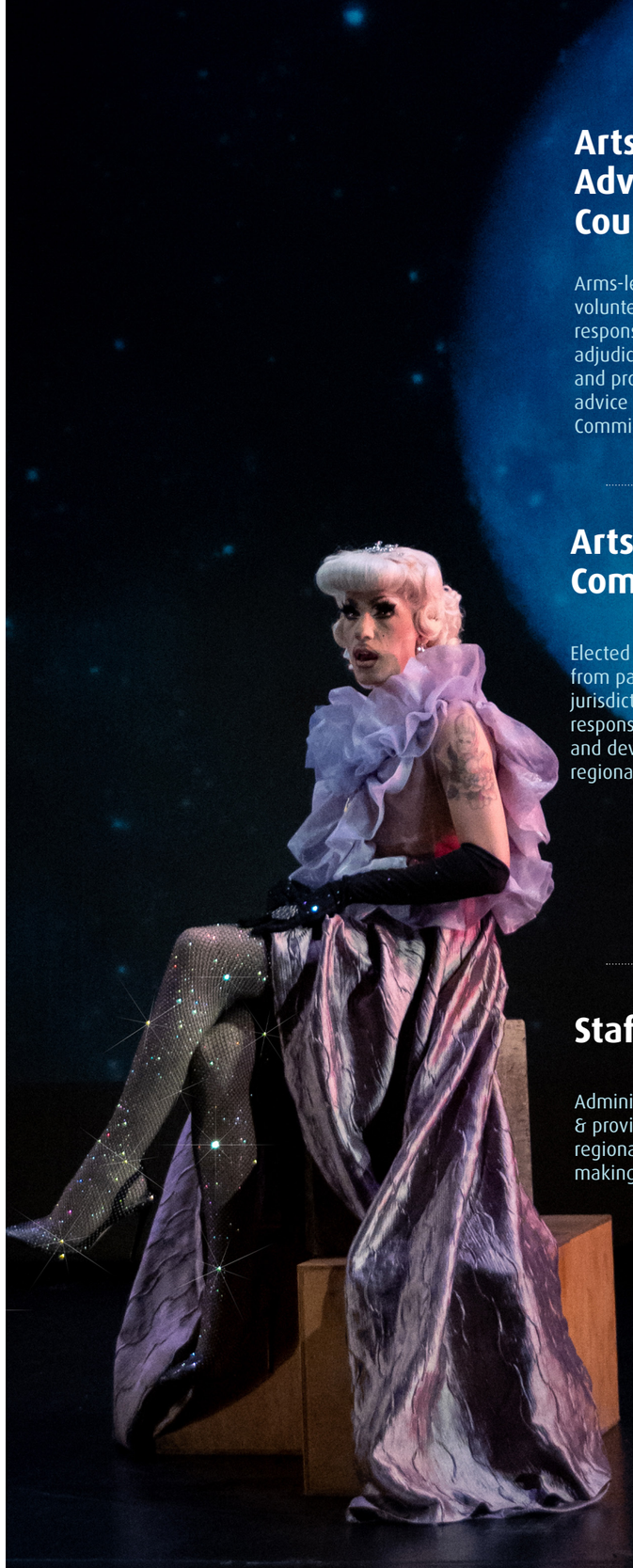
SAANICH
Director Colin Plant

HIGHLANDS
Councillor Karel Roessingh

Staff

Administers programs & provides support for regional arts decision making

Chris Gilpin
Heather Heywood
Vimala Jeevanandam



Vivian Vanderpuss in *The Man That Got Away*. Presented by Intrepid Theatre as part of Metro Studio After Dark, this opera and drag experience explored identity, the power of art to connect and overcome, and the joy in finding queer community. *Photo: Mackenzie Lawrence*

crd.bc.ca/arts

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

@crdartsandculture

CRD Arts & Culture

2021 Progress Report

CRD Board Meeting
July 13, 2022



Impulse Theatre's molecular landscapes
[l-r] performers: Nicole Bartosinski, Sierra Megas, Noah McKimm, Veronique Emmett, Amber Downie-Back, and Allison Brooks. photo: Andrew Barrett



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

Established in 2001, CRD Arts & Culture Support Service funding creates artistic, social and economic benefits for the region. Through outreach, we foster collaboration between arts organizations, funders and audiences.

Our mission

To support, promote and celebrate the arts.

Our vision

The arts are central to life in the region.

Jurisdictions invested

$2,545,500

through 2021 CRD Arts & Culture grants

provided to

83

non-profit organizations & artist-led partnerships

developing

4,010

events

attended by

1,718,803

participants

93% attending online (Project Grants)

employing at least

3,646

arts workers

including

3,502 paid artists + **161** full-time staff





Supporting all participating areas

14

grant recipients from **Sooke, Metchosin and Southern Gulf Islands**

Ra/Sol performing at **Active / Passive** Vol. 2, Galiano Island (page 18)



Ptarmigan Arts Mosaic Arts and Culture Festival
Pender Island, *photo: Rachel Lenkowski*



17
first-time grant recipients

Esquimalt Community Arts Hub Mural Festival,
artist: Kay Galligan, mural & building owner: GMC Projects

The connection between arts, health and wellbeing has never been clearer.

- A 2019 World Health Organization review of over 3000 studies identified a **major role for the arts in the promotion of health, and prevention, management and treatment of illness.**[1]
- Pre-pandemic, Canadians who had attended or participated in an arts, culture, or heritage activity were more likely to report being **in 'very good' or 'excellent' health and mental health.**[2]

1Fancourt, D. and S Finn, *What is the evidence on the role of the arts in improving health and well-being? A scoping review,* World Health Organization, 2019.

2Hill Strategies, *Canadians' Arts Participation, Health, and Well-Being,* based on Statistics Canada's 2016 General Social Survey, 2021.

The connection between arts, health and wellbeing has never been clearer.

- **In 2021,** arts and creativity played **crucial roles in wellbeing through the continuing pandemic**, which was increasingly appreciated by BC residents:[3]

8 hrs/week time the average BC resident **engaged in creative activities**, up from 5 hrs/week in 2019

24% proportion of BC residents who said the **most important reason** to engage in creative activities is to improve mental health, up from 12% in 2019

- BC residents who identified as female, live below BC's median income level, or live with a disability tended to value creative activities the most.

3 BC Alliance for Arts + Culture, *Everyday Creativity & COVID-19 in BC,* 2021.

The connection between arts, health and wellbeing in the region has never been clearer.



"Those that attended said the **performances were medicine.**"

Culture Den Society | MOTHER: embodied earth performance (pg 17)

"By starting the healing process through art-based activities and conversations, **we can create healthier communities.**"

Integrate Art Society | Permission to Grieve (pg 16)



"There was genuine enjoyment felt from the participants, something that can be **invaluable in the stress of their everyday lives.**"



Oasis Society for the Spiritual Health of Victoria | Healing Drums (pg 20)

"**Music is an incredible tool in dementia care** that engages people of all different abilities. The pandemic has been tough for residents, clients, families, volunteers and staff."

Seniors' Residence activity coordinator about **Victoria Arion Male Choir**



"Many people in the community went through very challenging moments during the pandemic. There was a tremendous amount of isolation. The festival allowed us to reconnect with our audience and bring some entertainment to the community in this difficult period."

Afro Latin Cultural Exchange | 2021 Victoria International Kizomba Festival 3rd Edition

"Music Therapy has helped me rediscover who I am as a musician, poet and artist. Bringing joy and passion to a form of art I had forgotten about in my addiction."

Participant in Our Place Society
Music Therapy at New Roads program

"I find the traditional approach to that project brought us all together... and made us better men as a result."

S.L., an incarcerated artist, on the development of **William Head on Stage**'s short film series Common Threads, led by artists Johnny Aitken, Pedro M. Siqueira, Jeni Luther, Carole Klemm and Kate Rubin

Arts Commission

METCHOSIN
Councillor Sharie Epp

SOUTHERN GULF ISLANDS
Wendy Gardner

OAK BAY
Councillor Cairine Green

ESQUIMALT
Councillor Lynda Hundleby

SOOKE
Councillor Dana Lajeunesse

VIEW ROYAL
Councillor Gery Lemon

VICTORIA
Director Jeremy Loveday (Chair)

SAANICH
Director Colin Plant

HIGHLANDS
Councillor Karel Roessingh



Puente Theatre's 2021 production of ***The Party (La Fiesta)***
photo: Víctor Zuñiga, actor: Waldo Facco

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Bylaws 4507 and 4508: Establishment of Local Community Commission for Salt Spring Island**

ISSUE SUMMARY

To create an elected body with a scope of authority over specified island-wide services for Salt Spring Island, known as a local community commission.

BACKGROUND

The Electoral Area Director for Salt Spring Island in consultation with a group of Salt Spring Island residents, has requested the Capital Regional District (CRD) advance the creation of a local community commission ("LCC") for Salt Spring Island. An LCC is a type of regional district commission with delegated authority over specified local services, comprised of elected, rather than appointed, membership. The purpose of this LCC proposal is to broaden CRD elected oversight and administration of certain delegated local services, make decision-making regarding these services more locally transparent and reflective of the broad public interest, and to consolidate the fragmented nature of CRD service delivery through appointed, individual commissions.

Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", has been prepared to allow consideration of the establishment of a new LCC for Salt Spring Island (Appendix A). To create the LCC, Bylaw No. 4507 must be introduced and given three readings by the Board, before being referred to the Ministry for approval and to electors for assent by referendum. The referendum question must be approved by the CRD Board to be placed on the ballot during the upcoming general voting day on October 15, 2022. If the electors are in favour, the bylaw may be adopted by the CRD Board and an election for the four public members of the LCC will be held in 2023 in accordance with the *Local Government Act* ("*LGA*"). After the LCC members are elected, CRD would adopt Bylaw No. 4508 and take steps to dissolve the other commissions who currently have delegated authority over the services intended to be administered by the LCC.

Proposed Bylaw No. 4508 sets out the scope of delegated authority over the services overseen by the proposed LCC. The scope of the LCC includes island-wide services currently overseen by existing commissions, such as parks and recreation, transportation, economic development, and liquid waste disposal. The scope also includes services currently overseen by staff and the EA Directors, including street lighting, determination of compensation of livestock injury by dogs, and the approval of grant-in-aid applications. The LCC would also have an advisory role to review and recommend budgets for SSI contribution services that receive CRD funding, including the arts contribution service, the public library service, and the search and rescue service. The full list of proposed services are included in Bylaw No. 4507 attached as Appendix A. Area-specific services, such as wastewater and water services, would continue to be overseen by commissions comprised of ratepayers from these service areas.

Should the Salt Spring Island community wish to expand the scope of services or dissolve the LCC in future, a referendum or Alternative Approval Process would be necessary to amend or repeal the LCC establishing bylaw, unless the Inspector of Municipalities consented to waiving the elector asset process, which is an alternative in section 244 of the *Local Government Act*.

The creation of an LCC will not alter the Salt Spring Island Electoral Area's relationship with Islands Trust, which is responsible for the local planning function under the *Islands Trust Act*, RSBC 1996, c 239.

ALTERNATIVES

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

1. Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", be introduced and read a first, second, and third time;
2. That CRD staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as follows:

   Are you in favour of the Capital Regional District (CRD) Board adopting Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", authorizing the establishment of a local community commission for the Salt Spring Island Electoral Area, to be comprised of four elected commissioners and the Electoral Area Director, to oversee and advise on economic development, wastewater disposal, community parks and recreation, small craft harbour facilities, transit and transportation, street lighting, grants-in-aid, compensation for livestock injured by dogs, and the contribution services for arts, public library, and search and rescue?

   YES or NO?

5. That general voting be held on Saturday, October 15, 2022, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
6. That the synopsis of Bylaw No. 4507, attached as Appendix B, be approved for advertising purposes.
7. That Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022", be introduced and read a first, second, and third time.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board that this matter not proceed.

IMPLICATIONS

Governance Implications

Creation of an LCC, with an elected membership, is the highest form of delegated government contemplated in an electoral area under the *Local Government Act*. An LCC permits Salt Spring Island to elect individuals who will oversee certain local services giving the electoral area delegated authority over its services rather than having decisions made by the Board.

The LCC would be comprised of 5 members, one of which is the Electoral Area Director for SSI, and four other commissioners that would be elected by residents on Salt Spring Island. Elections for LCC members follow the same requirements as Director elections under the *LGA*. If approved, the first election would take place in late spring of 2023. In subsequent years, LCC members would be elected at the time of the General Local Election. The LCC will elect a Chair and Vice-Chair annually from its commissioners. Each LCC member has one vote. The EA Director has the same status and authority as all other members of the LCC on services delegated to the LCC. By legislation, only the EA Director is entitled to sit and vote at the Regional Board. On referral by the Regional Board, the LCC can make recommendations to the Director; however, the LCC cannot fetter the discretion of the Director on issues not delegated to the LCC."

Should a vacancy occur in a commissioner's term, the *Local Government Act* does permit alternatives to a general election provided they are set out in the LCC bylaw. Bylaw No. 4507 permits voting by mail, a less costly alternative to a general election; as well as appointment by the CRD Board after a public solicitation process and consultation with the current LCC. Both options would save the local community the cost of a by-election in certain circumstances, while also retaining the ability to hold a by-election based on costs, length of the remaining term, and other factors of importance to the community.

Given the wide scope of authority assigned to the LCC under the establishing bylaw, staff recommend that the LCC commissioners be remunerated for their services. On adoption of the LCC establishing bylaw, staff would bring forward amendments to the Board Remuneration and Travel Expense Policy to include remuneration for the LCC members, prior to starting the election process for the commissioners.

If the LCC wishes to make changes to its establishing bylaw in future, it requires elector approval, unless the Inspector of Municipalities waives this requirement. While the LCC is proposed to have a wide scope of authority over many island-wide services, the LCC is still subject to the same restrictions as other commissions with respect to the powers of the Regional Board including the adoption of bylaws or approval of budgets.

The level of delegation proposed for the LCC is set out in the draft delegation bylaw, Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022". Bylaw 4508 is not subject to elector approval, but is recommended for three reading by the Board, with adoption held pending adoption of the LCC bylaw and election of its membership.

If the LCC is established, the existing Salt Spring Island Liquid Waste Commission, Transportation Commission, and Parks and Recreation Commission, and Economic Sustainability Commission will be dissolved, with the current scope of authority falling to the LCC.

A number of other commissions with varying levels of delegated authority are already in place on Salt Spring Island, and throughout the CRD. CRD has authority under the *LGA* to create commissions that are delegated the powers, duties and functions of the Regional Board. One fundamental difference is that a non-LCC commission has appointed, rather than elected, membership, giving additional flexibility relating to appointments, and costly elections can be avoided. A benefit of a non-LCC commission is that its membership can be structured in creative ways defined by bylaw, to ensure its members provide a full range of community representation, such as including representation from interested First Nations, public authorities, community groups, or individual residents of a sub-local area. This is not possible with an LCC where the commissioners are elected and remunerated. That said, unlike an LCC, a traditional delegated commission created by bylaw may be altered or amended without an elector approval process. The process of elector assent to create the LCC and election of LCC commissioners does allow the maximum level of community input into creating a commission.

Financial Implications

There will be added administration and legislative services support if an LCC is established. An LCC will have commissioner remuneration and expenses and costs related to technological requirements. Capital upgrades may be required for SSI meeting facilities to facilitate public participation by webcasting and to allow for electronic meetings. It is anticipated that some of the legislative and administration support costs will be offset by dissolving some of the existing Commissions, however it is expected that there will be a significant increase in the activity of the LCC with respect to the additional number of other services included in their oversight.

The preliminary estimate for additional staffing, elections, remuneration, equipment, software and establishing an election and equipment replacement reserves are outlined below. Some of these costs are one-time costs and others are ongoing costs. LCC ongoing costs will be pro-rated depending on the timing of an election in 2023.

Costs	**One-Time**	**Ongoing**
1.2 FTE		$106,110
Election	$60,000	
Election reserve		$15,000
Commissioner remuneration		$40,000
Tablets	$10,000	
Software		$2,500
Transfer to equipment replacement reserve		$5,000
Sub-total	$70,000	$168,610

Service Delivery Implications

The LCC will have purchasing authority in conjunction with the authority already delegated to staff by the Regional Board. It will also oversee approvals of grants-in-aid currently delegated to the Chief Financial Officer and Chief Administrative Officer, on the recommendation of the Electoral Area Director.

CONCLUSION

The creation of a local community commission for Salt Spring Island will permit greater elected representation for the electoral area and greater involvement in the administration of island-wide services, with the potential for elected members to advise on other on-island services or issues. The creation of such a commission is subject to elector assent or referendum vote.

RECOMMENDATION

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

1. Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", be introduced and read a first, second, and third time;
2. That CRD staff be directed to implement the elector approval process by way of referendum;
3. That Kristen Morley be appointed Chief Election Officer with the power to appoint one or more Deputy Chief Election Officer(s);
4. That the wording of the referendum question for the purposes of the ballot shall be as follows:

   Are you in favour of the Capital Regional District Board adopting Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022", authorizing the establishment of a local community commission for the Salt Spring Island Electoral Area, to be comprised of four elected commissioners and the Electoral Area Director, to oversee and advise on economic development, wastewater disposal, community parks and recreation, small craft harbour facilities, transit and transportation, street lighting, grants-in-aid, compensation for livestock injured by dogs, and the contribution services for arts, public library, and search and rescue?

   YES or NO?

5. That general voting be held on Saturday, October 15, 2022, with Advance Voting opportunities held on dates and voting places to be determined by the Chief Election Officer;
6. That the synopsis of Bylaw No. 4507, attached as Appendix B, be approved for advertising purposes.
7. That Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022", be introduced and read a first, second, and third time.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Steven Carey, B.Sc, J.D., Acting General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022"
Appendix B: Synopsis of Bylaw No. 4507
Appendix C: Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022"

Appendix A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4507

****

A BYLAW TO ESTABLISH A LOCAL COMMUNITY COMMISSION FOR SALT SPRING ISLAND

****

WHEREAS:

A. Salt Spring Island Electoral Area has a number of local, sub-regional, and island-wide services;

B. Under the *Local Government Act*, RSBC 2015 c 1, a regional district may establish, by bylaw, one or more local communities to be administered by local community commission, provided the electors in the area of the local community assent to the creation of the commission;

C. The Capital Regional District Board wishes to establish a local community commission for Salt Spring Island, with the scope of authority as set out in this bylaw and such other bylaws as adopted from time to time;

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

CREATION OF LOCAL COMMUNITY COMMISSION

1. A local community is hereby established, to be known as "Salt Spring Island", and a local community commission is hereby established, to be known as the "Salt Spring Island Local Community Commission" (hereinafter the "Commission").

BOUNDARIES

2. The boundaries of the Salt Spring Island local community are those of the Salt Spring Island Electoral Area.

SCOPE OF AUTHORITY

3. Subject to the policies and procedures of the Regional Board and limitations in its bylaws and the *Local Government Act*, the Commission may oversee and exercise powers and duties as set out by bylaw in relation to the following Salt Spring Island services:

    (a) Economic development as set out in Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", as it relates to Salt Spring Island;

    (b) Wastewater disposal set out in Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993";

    (c) Community parks service continued under Bylaw No. 4149, "Salt Spring Island Community Parks Services Conversion Bylaw No. 1, 2017";

    (d) Community recreation service continued under Bylaw No. 4151, "Salt Spring Island Community Recreation Services Conversion Bylaw No. 1, 2017";

    (e) Indoor swimming pool service in Bylaw No. 3206, "Salt Spring Indoor Swimming Pool Facility Service Establishment Bylaw No. 1, 2004";

(f) Community parks and recreation facilities in Bylaw No. 2422, “Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996”;

(g) The Salt Spring Island Small Craft Harbour Facilities local service set out in Bylaw No. 2730, “Small Craft Harbour Facilities (Salt Spring Island) Local Service Establishment Bylaw No. 1, 1999”;

(h) Transportation service established under Bylaw No. 3438, “Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007”;

(i) Street lighting under Bylaw No. 3746, “Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011”;

(j) The issuance of grants-in-aid for Salt Spring Island initiatives under Supplementary Letters Patent Division XIX, OIC 1013/1977, subject always to the restriction on assistance to business under the *Local Government Act*;

(k) Determination of compensation for livestock injury by dogs under Bylaw No. 4418, “Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021”;

(l) The arts contribution service set out in Bylaw No. 3116, “Salt Spring Island Arts Contribution Service Establishing Bylaw No. 1, 2003”;

(m) The Salt Spring Island Public Library local service set out in Bylaw No. 2725, “Salt Spring Island Public Library Local Service Area Establishment Bylaw No. 1, 1999”;

(n) The Salt Spring Island Search and Rescue contribution as set out in Bylaw No. 3494, "Salt Spring Island Search and Rescue Service Establishment Bylaw, 2007”;

ADVISORY COMMITTEES

4. The Commission may create advisory bodies, subject to prior approval of the Regional Board.

LOCAL COMMUNITY COMMISSION & ELECTORAL AREA DIRECTOR

5. The Electoral Area Director may consult with the Commission on matters of local importance, but is not bound by that advice or direction. The Commission cannot restrict the Electoral Area Director’s decision-making authority at the Regional Board.

ELIGIBILITY

6. To be eligible for election as a commissioner, individuals must be eligible as a director under the *Local Government Act.*

COMPOSITION & TERM

7. The Commission shall have the following number of voting members, each having one vote:
   (a) The Salt Spring Island Electoral Area Director; and
   (b) Four individuals qualified in accordance with this bylaw to act as commissioners.

8. Subject to vacancies before the end of a commissioner’s term, the local community shall elect commissioners at the end of each four year term in accordance with the manner provided in Part 3 [*Electors and Elections*] of the *Local Government Act*.

9. In the event of a vacancy before the end of a commissioner's term, the Regional Board may choose one of the following methods to fill the vacancy, considering the cost of a formal election to the local service area and the length of time before a general voting day:
    (a) A by-election in accordance with the *Local Government Act*;
    (b) Voting by mail, to the exclusion of an in-person general voting opportunity;
    (c) After a 30 day public advertisement period soliciting public interest, and on considering recommendations of the local community commission, appointment by the Regional Board of a qualified individual for the remainder of the vacated term.

10. Commissioners are not permitted to appoint an alternate to act in their absence.

REMUNERATION AND EXPENSES

11. Commissioners shall receive an annual stipend or payment per meeting, and shall be reimbursed for necessary expenses incurred in the course of carrying out Commission business, as per applicable CRD Board policies.

DEATH, RESIGNATION, DISQUALIFICATION AND TERMINATION

12. A commissioner's appointment ends on the end of election term; resignation; death; incapacity; or ceasing to be qualified as a commissioner.

13. Resignation is effective on receipt of written notice of resignation to the Regional District's Corporate Officer.

ABSENCES

14. If a commissioner is absent for more than four consecutive regularly scheduled commission meetings or 60 consecutive days, subject to leave of the Regional Board or illness or injury, the commissioner may be removed by the Regional Board.

CONDUCT OF MEETINGS AND QUORUM

15. A quorum of the Commission is a majority of its members.

16. Regular meetings shall be held once per month at a time and date set by resolution of the Commission, in consultation with Regional District staff.

17. The Commission shall observe at its meetings the procedural rules set out in Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012" (the "CRD Procedures Bylaw").

18. Each Commissioner shall have one vote.

19. The rules, policies, procedures and bylaws which govern the Regional Board shall apply to the Commission where applicable.

20. All meetings of the Commission must be held in a public facility and must be open to the public. Meetings may be closed, where authorized by law.

21. The Commission may meet by electronic means, where the requirements in the CRD Procedures Bylaw are met.

22. If, as a result of members of the Commission declaring a conflict of interest in relation to a matter, and as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

ANNUAL MEETING & OFFICERS

23. On or before the last day of January of each year, the Commission shall hold an annual meeting (the "Annual Meeting") for the purpose of electing a Chair and Vice-Chair from among its number, to hold such office until the next Annual Meeting. Voting shall be by show of hands, or, if a secret ballot is requested by a member present, by secret ballot.

24. In the event of a vacancy of an officer, the Commission may, by the methods set out in section 23, select another commissioner to fill the vacant officer role until the next Annual Meeting.

RECORD KEEPING

25. The Commission shall comply with all public record keeping requirements under the *Community Charter*, *Local Government Act*, and other applicable legislation.

CITATION

26. This bylaw may be cited for all purposes as "Salt Spring Island Local Community Commission Establishment Bylaw 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__
APPROVED BY ELECTOR ASSENT THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

Appendix B

Synopsis of Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022"

Bylaw No. 4507 would establish Salt Spring Island as a local community governed by a "local community commission" or "LCC", a body of elected officials with the authority to administer a scope of Salt Spring Island-specific services in place of the Capital Regional District Board or other CRD commissions. The proposed LCC is made up of four individuals elected by the Salt Spring Island electors, as well as the Electoral Area Director. The individuals are elected on a general voting day, typically the same as that of the Electoral Area Director, and hold office for a similar term.

The proposed services which the LCC would oversee and advise on are as follows:

- Economic development;
- Island-wide wastewater disposal;
- Community parks and recreation;
- Pool facility
- Parks and recreation facilities;
- Small craft harbour facilities (Fernwood Dock);
- Transit and Transportation services;
- Street lighting;
- Grants-in-aid;
- Compensation for livestock injury by dogs;
- Salt Spring Island arts, public library, and search and rescue contribution services.

Please note that this synopsis of Bylaw No. 4507 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at CRD's Salt Spring Island Administration Office, 108-121 McPhillips Avenue, or at CRD's Victoria Office, 625 Fisgard Street. The bylaw and other information may also be viewed at www.crd.bc.ca.

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4508

****

A BYLAW TO DELEGATE POWERS TO THE
SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION

****

WHEREAS:

A. Salt Spring Island Electoral Area has a number of local, sub-regional, and island-wide services;

B. Under the *Local Government Act*, RSBC 2015 c 1, a regional district may establish, by bylaw, one or more local communities to be administered by local community commission, provided the electors in the area of the local community assent to the creation of the commission and has done so under Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022";

C. The Capital Regional District Board wishes to delegate, by bylaw adopted by at least two-thirds of the votes cast pursuant to the *Local Government Act*, certain of its powers, duties and functions to the local community commission, with the scope of authority as set out in this bylaw and such other bylaws as adopted from time to time;

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

DELEGATION TO LOCAL COMMUNITY COMMISSION

1. This bylaw describes the delegation of powers, duties and functions in relation to services within the scope of authority of the Salt Spring Island Local Community Commission, as established by Bylaw No. 4507, "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022" (the "Commission").

2. For clarity, subject to the *Local Government Act*, R.S.B.C. 2015 c. 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.

ADMINISTRATIVE AUTHORITY

3. The Regional Board hereby delegates to the Commission the powers of the Regional Board with respect to the development, maintenance and operation of the services listed as administrative in Schedule "A". Administrative authority includes the following:

    (a) Authorize entering into agreements respecting the undertaking, provision and operation of the District's works and services;

    (b) Identification and creation of strategic plans and priorities, and service-specific operational policies;

    (c) Recommending to the Regional Board user fees and charges to be established by bylaw;

    (d) Direction on maintenance of property or interests in property managed by the service;

(e) Authorize acquisition and disposition of property or an interest in property subject to approved financial plans and in accordance with sections 12 and 13 of this Bylaw;

(f) Review and provide direction on annual budgets each year by no later than September 15, or such other date as set by the District's Chief Financial Officer, for Regional Board consideration and approval; and

(g) Consideration of matters referred to the Commission by the Regional Board.

ADVISORY AUTHORITY

4. The Regional Board hereby delegates to the Commission advisory authority, including recommending annual budget and scope of services, if applicable, for those services listed as advisory in Schedule "A".

5. The Commission may be referred other matters by the Regional Board.

LIMITS ON DELEGATION

6. The delegation of authority under this bylaw is subject to the following requirements:

(a) Agreements must comply with purchasing policies and procedures of the Regional Board;

(b) Revenues and expenditures must be included in the approved annual financial plan for the service;

(c) Delegation to the Commission does not derogate from the delegations of authority to officers and employees contained in Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No. 1, 2006", Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2001", and other delegation instruments.

7. The delegation of authority set out in the bylaw does not include:

(a) The ability to commence, settle, compromise, or initiate litigation, court, arbitration, mediation, or other proceedings;

(b) The ability to amend, disregard, set, or alter the Board or administrative policies and procedures of the Regional Board as they relate to procurement, purchasing, financial planning, or otherwise; or

(c) Those matters unable to be delegated per s. 229(2) of the *Local Government Act*, including the ability to pass bylaws, regulations, or fetter the discretion of the Regional Board as it relates to items it is unable to delegate under the *Local Government Act*.

ACQUISITION & DISPOSITION OF PROPERTY

8. Any facilities or equipment acquired by the Commission for services must be acquired in the name of the Regional District and shall be the property of the Regional District.

9. Where a service may accept revenues from other sources, such as gift and enterprise, such revenues shall be managed, solicited, and accepted by the service in accordance with Regional District practice, policies, and bylaws, as applicable.

CITATION

10. This bylaw may be cited for all purposes as “Salt Spring Island Local Community Commission Delegation Bylaw 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

SCHEDULE "A"

Administrative Authority

(a) Economic development as set out in Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", as it relates to Salt Spring Island;

(b) Wastewater disposal as set out in Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993";

(c) Community parks service continued under Bylaw No. 4149, "Salt Spring Island Community Parks Services Conversion Bylaw No. 1, 2017";

(d) Community recreation service continued under Bylaw No. 4151, "Salt Spring Island Community Recreation Services Conversion Bylaw No. 1, 2017";

(e) Indoor swimming pool service in Bylaw No. 3206, "Salt Spring Indoor Swimming Pool Facility Service Establishment Bylaw No. 1, 2004";

(f) Community parks and recreation facilities in Bylaw No. 2422, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996";

(g) The Salt Spring Island Small Craft Harbour Facilities local service set out in Bylaw No. 2730, "Small Craft Harbour Facilities (Salt Spring Island) Local Service Establishment Bylaw No. 1, 1999";

(h) Transportation service established under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007";

(i) Street lighting under Bylaw No. 3746, "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011";

(j) The issuance of grants-in-aid for Salt Spring Island initiatives under Supplementary Letters Patent Division XIX, OIC 1013/1977, subject always to the restriction on assistance to business under the *Local Government Act*;

(k) Determination of compensation for livestock injury by dogs under Bylaw No. 4418, "Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021";

Advisory Authority

(a) The arts contribution service set out in Bylaw No. 3116, "Salt Spring Island Arts Contribution Service Establishing Bylaw No. 1, 2003";

(b) The Salt Spring Island Public Library local service set out in Bylaw No. 2725, "Salt Spring Island Public Library Local Service Area Establishment Bylaw No. 1, 1999"; and

(c) Salt Spring Island Search and Rescue contribution as set out in Bylaw No. 3494, "Salt Spring Island Search and Rescue Service Establishment Bylaw, 2007".

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EEP 22-23

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT **Bylaw No. 4491, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022"**

ISSUE SUMMARY

Withdrawal of the District of Central Saanich from the Capital Regional District (CRD) Climate Action and Adaptation Service.

BACKGROUND

The Climate Action Program (the Program) was developed through the Climate Action and Adaptation Service Establishment Bylaw, 2008 (Bylaw No. 3510). The CRD Climate Action Service facilitates regional coordination on climate action and provides direct support to municipalities, electoral areas and the CRD in achieving their objectives to reduce energy use and greenhouse gas emissions and prepare for climate change impacts. Staff also provide technical data and scientific expertise, disseminate information and engage community stakeholders on climate-related issues. Since 2008, this has been a fully regional service, funded through annual CRD tax requisition. Program dollars have also been supplemented by external grants to fund a range of regional initiatives.

In late 2021, the CRD initiated a consent municipal process associated with Bylaw No. 4468, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 2, 2021", seeking an allowance to increase the service's requisition limit to accommodate increased service levels associated with implementation of the CRD's renewed Climate Action Strategy. All local governments in the region provided consent, except for the District of Central Saanich, which requested to withdraw from the service entirely (see Appendix A). This would begin in 2023. The withdrawal triggers a bylaw amendment, budget adjustments and associated participant approval process.

The proposed bylaw (Appendix B) amends Bylaw No. 3510 to remove the District of Central Saanich from the CRD Climate Action and Adaptation Service. Pursuant to Section 349 of the *Local Government Act*, this bylaw amendment requires the consent of at least two-thirds of the participating area municipalities and electoral areas.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4491, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time;
2. That staff be directed to proceed with elector approval by way of Municipal Council and Electoral Area Director consent; and
3. That Bylaw No. 4491 be referred to the Inspector of Municipalities for approval.

Alternative 2

That Bylaw No. 4491 be deferred pending further information from staff.

IMPLICATIONS

Intergovernmental & Service Delivery Implications

With removal from the service, starting in 2023, Central Saanich staff and elected officials will no longer participate in the CRD Inter-Municipal Working Group or Task Force, nor participate in programs, policy initiatives or studies that the service often leads on behalf of municipalities and electoral areas. This includes regional greenhouse gas inventories, future iterations of sea level rise or other climate vulnerability mapping exercises, CRD coordinated policy efforts related to new developments and retrofits, the forthcoming regional energy retrofit program, additional programming to advance a public electric vehicle charging network, and having direct access to CRD staff content experts and participating in CRD-led capacity-building endeavors. Further, as Central Saanich will not be able to participate in regional scale grant applications for new or emergent opportunities, staff will need to make qualifications in applications clarifying their participation.

Financial Implications

In 2023, the District of Central Saanich's contribution to the CRD Climate Action and Adaptation Service is estimated to be approximately $74,000. With removal from the service, the rest of the region's municipalities, electoral areas and participating First Nations will see an increase of their planned contribution to the service by 4.5% each.

Legislative Implications

Modifications to an establishing bylaw require two-thirds consent of participants, and the approval of the Inspector of Municipalities. The most cost-effective method is consent on behalf by municipal councils and consent in writing by electoral area directors per sections 346 and 347 of the *Local Government Act*.

CONCLUSION

The District of Central Saanich has requested to withdraw from the regional Climate Action and Adaptation Service starting in 2023, which triggers a bylaw amendment. Pursuant to Section 349 of the *Local Government Act*, a bylaw amendment requires the consent of at least two-thirds of the participating area municipalities and electoral areas, as well as Inspector of Municipalities approval.

RECOMMENDATION

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

1. That Bylaw No. 4491, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time;
2. That staff be directed to proceed with elector approval by way of Municipal Council and Electoral Area Director consent; and
3. That Bylaw No. 4491 be referred to the Inspector of Municipalities for approval.

Submitted by:	Nikki Elliott, Manager, Climate Action Programs
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: District of Central Saanich Letter (December 8, 2021)
Appendix B: Bylaw No. 4491, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022"

Central Saanich

1903 Mt. Newton Cross Road | Saanichton, BC Canada | V8M 2A9 | 250.652.4444

December 8, 2021 File No. 0400-60/21

Kristen Morley
Corporate Officer/General Manager, Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

Via email: kmorley@crd.bc.ca

Dear Ms. Morley:

Re: Municipal Consent for CRD Bylaw No. 4468 – CRD Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No.2, 2021

At the Council meeting of December 6, 2021, the District of Central Saanich passed the following motion:

> *That the District of Central Saanich Council not consent to the CRD Adopting Bylaw No.4468, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No.2, 2021" and that the District of Central Saanich seek leave of the CRD Board to withdraw entirely from the service.*

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned by phone at 250-544-4202 or by email at Emilie.Gorman@csaanich.ca.

Regards,

Emilie Gorman
Director of Corporate Services/Corporate Officer

APPENDIX B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4491

****

A BYLAW TO AMEND THE PARTICIPANTS UNDER "CAPITAL REGIONAL DISTRICT CLIMATE ACTION AND ADAPTATION SERVICE ESTABLISHMENT BYLAW, 2008" (BYLAW NO. 3510)

****

WHEREAS:

A. The Capital Regional District operates a service to provide for climate action and adaptation coordination for all municipalities and electoral areas within the Capital Regional District;

B. The District of Central Saanich no longer desires to be part of the service, with its last full day being December 31, 2022, and has delivered the required notice under section 7, Withdrawal from Service, of Bylaw No. 3510, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008";

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

1. Bylaw No. 3510, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008", is amended as follows, effective January 1, 2023:

   (a) By removing Section 2, Boundaries, in its entirety, and replacing with "The boundaries of the service are coterminous with the boundaries of the Capital Regional District, with the exception of area contained within the boundaries of the District of Central Saanich.";

   (b) By removing Section 3, Participating Area, in its entirety, and replacing with ''All municipalities and electoral areas within the Capital Regional District are the participating areas for this service, with the exception of the District of Central Saanich.";

2. This Bylaw may be cited for all purposes as "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 3, 2022".

READ A FIRST TIME THIS	day of	2022
READ A SECOND TIME THIS	day of	2022
READ A THIRD TIME THIS	day of	2022
CONSENTED TO BY TWO-THIRDS OF PARTICIPANTS	day of	202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
ADOPTED THIS	day of	202_

Chair

Corporate Officer

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REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 6, 2022

SUBJECT **Bylaw No. 4495: Capital Regional District Recreation Services and Facilities Fees and Charges 2022-2023**

ISSUE

To update the Capital Regional District (CRD) recreation services and facilities fees and charges schedules for 2022-2023.

BACKGROUND

The Capital Regional District charges fees for access to recreation services and facilities. Fee schedules are currently in place for the following recreation facilities: Panorama, SEAPARC, Salt Spring Island (SSI) Parks and Recreation, Juan de Fuca Electoral Area Community Parks and Port Renfrew Community Recreation Centre. Bylaw No. 4495 updates the annual fees and charges schedules (Appendix A).

The primary goal in reviewing of the recreation fees and charges is to ensure that the cost for access to recreation services remains in line with service plan objectives and recovers an appropriate portion of operating costs, provides funds for the maintenance and investment in new assets and is reasonably affordable and competitive within the marketplace.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No.4495, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 16, 2022", be introduced and read a first, second and third time;
2. That Bylaw 4495 be adopted.

Alternative 2

That the proposed fees and charges be referred back to staff for further information.

IMPLICATIONS

This bylaw is required to provide the necessary authority before these services can collect updated fees and charges from patrons using these facilities. Please refer to Appendix B for a list of revisions included in the bylaw. The proposed fees and charges have been recommended by the respective Commissions.

CONCLUSION

The proposed fees and charges bylaw includes the fee schedules as approved by the respective Commissions for the 2022-2023 season.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4495, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 16, 2022", be introduced and read a first, second, and third time;
2. That Bylaw No. 4495 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

Attachments:

Appendix A: Bylaw No. 4495
Appendix B: List of Revisions

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4495

****

A BYLAW TO AMEND BYLAW NO. 3623
TO UPDATE THE RECREATION SERVICES AND FACILITIES FEES FOR 2022-2023

****

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

1. Bylaw No. 3623, the “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009” is amended as follows:

   a) As of September 1, 2022, by deleting Schedules “A” through “E” in their entirety and replacing them with the attached Schedules “A” though “E”:

      Schedule “A” – Panorama Recreation Centre;

      Schedule “B” – SEAPARC (Sooke and Juan de Fuca Electoral Area) Recreation Centre;

      Schedule “C” – Salt Spring Island (SSI) Parks and Recreation;

      Schedule “D” – Juan de Fuca (JDF) Electoral Area Parks and Recreation; and

      Schedule “E” – Port Renfrew Community Recreation Centre.

2. This Bylaw may be cited as "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 16, 2022”.

READ A FIRST TIME THIS	th DAY OF	202__
READ A SECOND TIME THIS	th DAY OF	202__
READ A THIRD TIME THIS	th DAY OF	202__
ADOPTED THIS	th DAY OF	202__

_____ _____

CHAIR CORPORATE OFFICER

SCHEDULE "A"

PANORAMA RECREATION CENTRE FEES AND CHARGES
Effective September 1, 2022

DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	$ 6.75
	10x	$ 60.80
	25x	$ 143.75
	50x	$ 270.00
	1 month	$ 57.00
	3 month	$ 136.00
	6 month	$ 234.00
	12 month Deluxe Active Pass (with benefits)	$ 420.00
	12 month Basic Pass (without benefits)	$ 372.00
Senior (60 plus)	Single Admission	$ 5.50
	10x	$ 49.50
	25x	$ 117.00
	50x	$ 220.00
	1 month	$ 57.00
	3 month	$ 136.00
	6 month	$ 234.00
	12 month Deluxe Active Pass (with benefits)	$ 420.00
	12 month Basic Pass (without benefits)	$ 372.00
Senior (90 plus)	Lifetime Membership	Free
Children and Youth (6 – 18)	Single Admission	$ 3.50
	10x	$ 31.50
	25x	$ 74.50
	50x	$ 140.00
	12 month	$ 69.00
	With Valid Parent Adult Annual Pass	Free
Family (Max. 5)	Single Admission	$ 13.50

Other Drop-in Fees inclusive of tax		
Yoga	Single Admission	$ 12.50
Kindergym	First child	$ 5.00
	Additional sibling	$ 2.00

Greenglade fees inclusive of tax		
Pottery	Single Admission	$ 8.50
	10x	$ 76.00
	10x (youth)	$ 69.00
	25x	$ 185.00
	25x (youth)	$ 164.00
	6 Month	$ 252.00
	1 Year	$ 399.00

RACQUET SPORTS (Subject to applicable tax)	
Rates per hour unless otherwise noted*	
Outdoor Tennis	$ 5.71
Tennis – Prime	$26.67
Tennis – Economy	$ 24.76
Tennis – Non-Prime	$ 15.24
Squash – Prime (45 minutes)	$ 15.24
Squash – Non-Prime (45 minutes)	$ 12.14
Racquet – Rental	$ 2.38
Rates per day	
Complex – Off Season	$ 1,568.86
Complex – In Season	$ 2,195.43
Complex – Off Season Commercial	$ 2,195.43
Complex – In Season Commercial	$ 2,622.86

*See Panorama Recreation brochure for the definition of prime, non-prime and economy.
Off Season is defined as being between May 1st and September 30th.
Off Season court rental per hour fees at 50% (excluding outdoor courts)

AQUATICS (Subject to applicable tax)	
Rates per hour	
Pool Rental – Youth	$ 112.00
Pool Rental – Adult	$ 151.00
Pool Rental – Commercial	$ 170.00
Pool Rental – Lifeguard/Instructor (additional staff) **	$ 35.00
Lane Rental – Youth	$ 14.25
Lane Rental – Adult	$ 20.75
Lane Rental – Commercial	$ 24.00
**Lifeguard/Instructor is additional charge at times outside of normal operating hours and where additional staff is needed. Max participants = 35 (additional lifeguard charges apply to larger groups). Pool Rentals do not include slide use. Slide use will require an additional 2 lifeguards.	
ARENA FACILITY (Subject to applicable tax, unless otherwise stated)	
Rates per hour unless otherwise noted	
Ice – Adult Prime*	$ 223.00
Ice – Adult Non-Prime	$ 175.00
Ice – Adult Midnight**	$ 114.00
Ice – Youth Prime	$ 118.00
Ice – Youth Non-Prime	$ 99.00
Junior B Game/Practice ****	$ 128.00
Ice – Commercial (Tournament rate e.g. Pacific Cup, Salsa)****	$ 220.00
Dry Floor – Adult	$ 71.00
Dry Floor – Adult League	$ 69.00
Dry Floor – Youth	$ 46.00
Dry Floor – Youth League	$ 44.00
Dry Floor – Commercial (Trade Show)	$ 73.00
Skate Rental	$ 3.33
Arena Staff	$ 35.00
Rates per day	
Complex – Ice Season Commercial (per day)	$ 2,700.00
Complex – Dry Floor Commercial (per day)	$ 1,095.00
* See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime time. ** Adult Midnight is charged between 12:00am and 5:00am Monday to Friday ***Commercial rate may vary depending on market demand (fee is charged for both Prime and Non-Prime times) ****Additional $25 per hour to be charged if Panther's do not supply security	

PANORAMA ROOM RENTAL (Subject to applicable tax)	
Rates per hour unless otherwise noted	
Boardroom – Youth	$ 21.50
Boardroom – Adult	$ 28.00
Boardroom – Commercial and Birthday Party	$ 33.00
Island Room – Youth	$ 20.50
Island Room – Adult	$ 26.50
Island Room – Commercial and Birthday Party	$ 35.00
Fitness Studio – Youth	$ 29.00
Fitness Studio – Adult	$ 43.00
Fitness Studio – Commercial and Birthday Party	$ 52.00
Spin Room - Youth	$ 28.00
Spin Room - Adult	$ 42.00
Spin Room – Commercial and Birthday Party	$ 48.00
Lobby/Concourse	$ 12.00
Poolside Room - Youth	$ 17.50
Poolside Room – Adult	$ 26.50
Poolside Room – Commercial and Birthday Party	$ 35.00
ARC Room – Youth	$ 17.50
ARC Room – Adult	$ 26.50
ARC Room – Commercial and Birthday Party	$ 35.00
Parking Lot - Commercial	Negotiated
Parking Lot per zone/day	$ 75.00

CENTRAL SAANICH CULTURAL CENTRE (Subject to applicable tax)	
Rates per hour unless otherwise noted	
Cultural Centre Room A – Youth	$ 28.00
Cultural Centre Room A – Adult	$ 35.00
Cultural Centre Room A – Commercial *	$ 43.00
Cultural Centre Room B – Youth	$ 26.00
Cultural Centre Room B – Adult	$ 33.00
Cultural Centre Room B – Commercial *	$ 41.00
*Bookings 3 days or more, 1st 8 hours at commercial rate, remaining days at adult rate	

GREENGLADE COMMUNITY CENTRE (Subject to applicable tax)	
Rates per hour unless otherwise noted	
Classroom – Youth	$ 23.50
Classroom – Adult	$ 29.00
Classroom – Commercial and Birthday Party *	$ 43.00
Fitness/Dance Studio (Rm 4) - Youth	$ 29.00
Fitness/Dance Studio (Rm 4) - Adult	$ 36.00
Fitness/Dance Studio (Rm 4) - Commercial/Birthday Party	$ 52.00
Gymnasium – Youth	$ 36.00
Gymnasium – Adult	$ 43.00
Gymnasium – Commercial and Birthday Party	$ 70.00
Gymnasium – Court Rental Fee (Pickleball, Badminton)	$ 15.00
Teen Lounge	$ 42.00
Staff Supervision	$ 35.00
Playing Field	$ 15.00
*Bookings 3 days or more, 1st 8 hours at commercial rate, remaining days at adult rate	

NORTH SAANICH MIDDLE SCHOOL (Subject to applicable tax)	
Rates per hour unless otherwise noted*	
Science Classroom – Youth*	$ 23.50
Science Classroom – Adult*	$ 29.00
Science Classroom – Commercial*	$ 43.00
Multipurpose – Youth***	$ 69.00
Multipurpose – Adult***	$ 79.00
Multipurpose – Commercial***	$ 121.00
Gymnasium – Youth**	$ 50.00
Gymnasium – Adult**	$ 62.00
Gymnasium – Commercial and Birthday Party**	$ 95.00
Staff Supervision	$ 35.00
* Home Ec. Room used for Panorama Recreation Centre Programs ** Half Gymnasium rental is half the regular fee *** One third of Multipurpose rental is one third the regular fee	

MISCELLANEOUS (Subject to applicable tax)	
Rates per day unless otherwise noted*	
Table Rental Fee	$ 3.00
Chair Rental Fee	$ 0.75
Fitness/aquatic fitness staff	$ 45.00/hr
Maintenance staff	$ 45.00/hr
Event Power (special events/tournament)	Negotiated
Dumpster (special events/tournament)	Negotiated
Damage Deposit – Major Event/Tournament	20% of contract
Facility rental for commercial film rental	Negotiated

MISCELLANEOUS ADMINISTRATION (Inclusive of tax)		
NSF Cheque/Declined Credit Card Fee		$ 25.00
Change to Pass Membership		$ 10.00
Card Replacement		$ 10.00
Loonie Admission		$ 1.00
Toonie Admission		$ 2.00
Locker (small/medium)		$ 0.25
Locker (large)		$ 0.50
Child Minding	per hour	$ 3.75
	X10	$ 37.50

ADVERTISING FEES		
BROCHURE ADVERTISING (Subject to applicable tax)		
Banner Ad (2 x 7.25)		$ 245.00
Banner Ad (2 x 7.25) three brochures (20% discount)		$ 615.00
Banner Ad (4 x 7.25)		$ 405.00
Banner Ad (4 x 7.25) three brochures (20% discount)		$ 1,005.00
Front/Back Inside Cover (full gloss 9.5 x 7.25)		$ 1,075.00
Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures		$ 2,665.00
Back Cover (full gloss 9.5 x 7.25)		$ 1,275.00
Back Cover (full gloss 9.5 x 7.25) three brochures		$ 3,200.00
Inside Full Page		$ 800.00
Design Fee (per hour)		$ 75.00
FACILITY ADVERTISING (Subject to applicable tax)		
Rink Board A (per year)		Negotiated
Wall Board A (per year)		Negotiated
Rink Board B (per year)		Negotiated
Wall Board B (per year)		Negotiated
Electronic Road Sign	Daily	Negotiated
	Weekly	Negotiated
Aquatic Wall Board		Negotiated
Tennis Wall Board		Negotiated
LCD Display		Negotiated
Panther's Arena B Advertising Exclusivity		Negotiated
Arena B Screen		Negotiated
Hanging Banner (per year)		Negotiated
Title Sponsor of Event		Negotiated
PARTNERSHIPS		
Employee Wellness Program Participant Fee (6-12 month of fiscal year term)		$ 225.00
Employee Wellness Program Participant Fee (1-5 months of fiscal year term)		$ 155.00
Military Participant Fee		$ 225.00
Partners of Panorama		Negotiated

SCHEDULE "B"

SEAPARC RECREATION FEES AND CHARGES
Effective September 1, 2022

DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	$ 6.50
	10x	$ 58.50
	1 month	$ 65.00
	12 month	$ 400.00
Senior (60+)	Single Admission	$ 4.75
	10x	$ 42.75
	1 month	$ 47.50
	12 month	$ 400.00
Student (19+)	Single Admission	$ 4.75
	10x	$ 42.75
	1 month	$ 47.50
	12 month	$ 400.00
Youth (13 – 18)	Single Admission	$ 3.50
	10x	$ 31.50
	1 month	$ 35.50
	12 month	$ 258.75
Child (5 – 12)	Single Admission	$ 3.00
	10x	$ 27.30
	1 month	$ 30.30
	12 month	$ 217.50
Family (Maximum 5)	Single Admission	$13.00
	10x	$ 117.00
	1 month	$ 130.00
	12 month	$ 800.00
Commercial Access	Single Admission	$ 19.50
Preschool Age (4 and Under)	Single Admission	$ 0.00

MISCELLANOUS ADMINISTRATION (Includes applicable tax)	
Administration Fee	$ 10.00
Administration Fee Annual Pass	$ 25.00
Card Replacement/Refund	$ 5.00
Towel Rental	$ 2.00
Shower Fee	$ 3.00
Toonie Admission	$ 2.00
POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Pool Rental (includes 2 guards)	$ 150.00
Pool Rental Guard/Instructor (additional staff)	Market Rate
Lane Rental – Adult / Commercial	$ 25.00
Lane Rental – Youth	$ 13.00
ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Ice - Adult Prime*	$ 225.00
Ice - Adult Non-Prime*	$ 187.00
Ice – Youth Prime Rate (8 pm – 10 pm Weekdays; 7 pm – 10 pm Weekends)*	$ 215.00
Ice – Youth Non-Prime	$ 109.00
Ice – Youth Early Morning Resident*	$ 55.00
Ice – Youth Early Morning Non Resident*	$109.00
SD 62 School Use*	$ 82.00
Dry Floor – Adult Non Profit*	$ 75.00
Dry Floor – Youth Resident*	$ 38.00
Dry Floor – Youth Non Resident*	$ 75.00
Dry Floor – Commercial*	$ 110.00
Arena Office Space – fee per month	$ 337.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day)*	$ 1,200.00
Complex – Dry Floor Non Profit (Move In/Out)*	$ 600.00
Complex – Dry Floor Commercial (per day)*	$ 1,765.00
Complex – Dry Floor Commercial (Move In/Out)*	$ 883.00
*Discounted rental rates may be negotiated if the event provides a benefit to the community and/or facility space available in low priority times.	

ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	$ 3.25
Skate Rental – Family Rate (Maximum 5)	$ 6.50
Skate Sharpening	$ 5.00
Skate Sharpening 10x	$ 45.00
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	$ 20.00
Boardroom – Local Non Profit	$ 0.00
Multipurpose Room – Half Room	$ 32.00
Multipurpose Room – Full Room	$ 64.00
New Multipurpose Room – Half Room	$ 40.00
New Multipurpose Room – Full Room	$ 80.00
SEAPARC STAN JONES FIELD (Subject to applicable tax)	
Per Game	$ 25.00
Per Game Youth	Free
SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)	
Youth	$ 7.50
Youth Commercial	$15.00
Adult	$15.00
Commercial	$ 30.00
FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	$ 600.00
Zamboni Ad (per year)	$ 1,000.00
Brochure Advertising	Negotiated
GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)	
Adult	$ 15.50
Adult 10x	$138.00
Adult – season pass	$475.00
Youth (8-16)	$ 10.25
Youth 10x	$ 92.00
Family (Max 4 incl. 2 adults)	$ 41.00
Extra Round	$ 10.00
Pull Cart Rental	$ 5.00
Club Rental	$ 7.00

SCHEDULE "C"

SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES
Effective September 1, 2022

INDOOR POOL - General Admission Fees (Subject to applicable tax) ("Everyone Welcome", Lap Swim)					
Class of Person	**Single**	**10 x Pass (get 10 for 9)**	**20 x Pass (get 20 for 17)**	**1 Month Pass**	**Annual Pass**
Adult (19 yrs and older)	$ 6.10	$ 54.90	$ 103.70	$ 60.80	$ 414.40
Youth (13-18 yrs or valid student card)	$ 4.60	$ 41.40	$ 78.20	$ 45.60	$ 310.80
Child (5-12 yrs)	$ 3.70	$ 33.30	$ 62.90	$ 36.50	$ 263.80
Tot (4 yrs and under)	No Charge	No Charge	No Charge	No Charge	No Charge
Family (max 5 people)	$ 12.20	$ 109.80	$ 212.25	$ 128.52	$ 828.25
Aquatic Fitness	$ 7.60	$ 68.10	$ 129.20	$ 68.50	$ 581.15
Single Admission rates apply to each entry per day. Showers and half price swim times are half price of single admission.					

INDOOR POOL – Rental Rates – (Subject to applicable tax)		
Class of Organization	**Per Lane**	**Entire Facility**
Commercial	$ 23.90	$ 290.90
Adult Non-Profit	$ 17.95	$ 149.75
Youth Non-Profit	$ 14.35	$ 86.10
Lifeguard/Instructor (additional staff)**	$ 31.45 / hr	
** Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

FACILITIES (Subject to applicable tax)			
	Permit Fee (per hour) unless otherwise noted		
	Non- Profit		Commercial
Facility	Youth	Adult	
Tennis Courts (per court)	No Charge	No Charge	$ 6.65
Tennis Courts (Per Tournament)	$26.00	$26.00	See Park Use Fees
Ball Diamonds	No Charge	No Charge	
Ball Diamonds (per Tournament)	$ 26.00	$26.00	
Main Field – Portlock	No Charge	No Charge	
Side Field – Portlock	No Charge	No Charge	
Main or Side Field – Portlock (Per Tournament)	$26.00	$26.00	
Jogging Track	No Charge	No Charge	
Meeting Room / Classroom	$ 12.05	$ 18.06	$26.00
Meeting Room AV Rental	$ 16.95	$ 16.95	$ 16.95
Gym Rental Day fee based on five hours of use	$ 48.00/hr $ 288.00/day	$ 60.00/hr $ 360.00/day	$80.00/hr $480.00/day
Classroom Monthly (Large/Small)	$ 360.00 / $ 330.00	$ 450.00 / $ 412.50	$ 600.00 / $ 550.00
Storage Room Monthly (Large/Small)	$ 90.00 / $ 45.00	$ 112.50 / $ 56.25	$ 150.00 / $75.00
Library	$ 600.00	$ 750.00	$ 1,000.00

PARK USE (Subject to applicable tax)			
	Non-Profit		Permit Fee (per day) Unless otherwise noted
	Youth	Adult	
Commercial Filming – minimal set up,			$ 324.75
Commercial Filming – Elaborate set up, less than 10 days			$ 541.20
Commercial Service or Activity			$ 216.50 per day $ 541.20 per week
Commercial Temporary One-Time Use			$ 108.25 / hr
Research Activity – such as specimen collection, surveys, inventories, monitoring plots			$ 32.50
Weddings –			$ 250.00
Special Event or Activity Day fee based on five hours of use	$ 9.36/hour $ 61.70/day	$ 11.70/hour $ 76.55/day	$ 15.60/hour $ 110.40/day
Gazebo and Picnic Shelters Day fee based on five hours of use	$ 6.80/hour $ 34.00/day	$ 8.50/hour $ 42.50/day	$ 11.35/hour $ 53.15/day

MISCELLANEOUS FEES (Subject to applicable tax)		
Tent Rental		$ 43.70
Road Sign at Portlock (commercial)		$ 27.05/weekly
Clean Up Fee		$ 40.80/hour
Maintenance Staff		$ 40.80/hour
Table Rental (per table)		$ 11.15/day
Chair Rental (per chair)		$ 2.15/day
Refund Fee (No charge to leave credit on account)		$ 5.00 (non-taxable)
NSF Cheque Fee/Declined Credit Card		$ 20.00 (non-taxable)
Membership Card Replacement		$ 5.00 (non-taxable)
Locker (Small/Medium)		$ 0.25 (non-taxable)
Locker (Large)		$ 0.50 (non-taxable)
Damage Deposit (Major Event/Tournament)		20% of Contract

SATURDAY MARKET IN THE PARK		
PERMITS (subject to applicable tax)	**2022** **Jan 1 – Dec 31**	**2023** **Jan 1 – Dec 31**
Seasonal	$ 208.09 per season	$ 218.50 per season
Day	$ 7.31 per day	$ 7.70 per day
Not-for-Profit	$ 1.10 per season	$ 1.15 per season
Youth Vendor	$ 1.10 per season	$ 1.15 per season
Busker	$ 1.10 per season	$ 1.15 per season
Off-Season	$ 31.43 per off-season	$ 63.00 per off-season
LINEAR CHARGES FOR TABLE DISPLAY SPACE (subject to applicable tax) (Maximum 8 feet frontage, unless grandfathered)	**2022** **Jan 1 – Dec 31**	**2023** **Jan 1 – Dec 31**
Seasonal	$ 2.76 frontage foot / day	$ 2.90 frontage foot / day
Day	$ 2.76 frontage foot / day	$ 2.90 frontage foot / day
OTHER (Subject to applicable tax)		
Power	$ 31.43 per off-season where available	$ 33.00 per off-season where available
Wash Station/Water	$ 44.10 per season	$ 46.30 per season

SCHEDULE "D"

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES
Effective September 1, 2022

Special Events or Activities

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	$30.00/permit
Frequent Users:5 or more events/year	$120.00/permit
For children's parties.	$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	$100.00/permit

SCHEDULE "E"

PORT RENFREW COMMUNITY RECREATION CENTRE
FEES AND CHARGES

Effective September 1, 2022

Dance Hall (Subject to applicable tax)	
Events up to 100 people	$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	$ 50.00
Clean-up Fee (minimum 4 hours)	$ 25.00/hr
Damage deposit – events up to 100 people	$100.00
Damage deposit – events greater than 100 people	$ 500.00
Meeting Room (Subject to applicable tax)	
Rate per hour (4 hour minimum)	$ 25.00/hr
Fee for use of kitchen	$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated

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Appendix B

List of Revisions

Below is a summary of the changes to fees and charges for recreation services and facilities, starting September 1, 2022. The changes have been considered and recommended by the respective service's commission, and summarized as follows.

Summary of Fee Changes		
Panorama Recreation Centre	**Program**	**Change**
	Pottery Admission	Average Increase of 5%
	Ice Rental Rates	Average Increase of 2% or lower
	Pool Rental Rates	Average Increase of 2%
SEAPARC	**Program**	**Change**
	Lifestyle Pass	Removal
	Regional Annual Pass	Removal
	Adult Season Golf Pass	Added to bylaw
	Golf Fees	Average Increase of 2%
Salt Spring Island Parks and Recreation	**Program**	**Change**
	Adult and Commercial Rates	Increase of 2%
	Rate Subsidy	Standard formula
	Sunday Swim Rate	Replaced by ½ price swim time
	Wedding Ceremony Bookings	Increase to $250.00
	Saturday Market	Increase of 5%
	Saturday Market Off Season	Increase to $63.00

Panorama Recreation Centre: The primary goal in the review of the Panorama recreation fees and charges is to find the balance between fiscal accountability, access to recreation services and the marketplace. Operating staff note that the COVID-19 pandemic continues to impact Panorama Recreation operations. Staff have considered this, as well as the impact on the community, when reviewing the fees and charges. Staff are recommending no changes to admission and pass fees, and have limited changes to other fees, with the goal of supporting community health and wellness. In addition, keeping fees static may assist in bringing back community members who have not yet returned or have been using other options for recreation, particularly fitness and weights. The Employee Wellness program remains on hold, pending a review from staff once normal operations resume. The main changes are:

1. *Adjustment to Pottery admission, per visit passes and timed passes*

   A review of pottery passes was completed resulting an increase to all pottery admission and pass rates. There is an increased operational cost to the pottery program in supplies, utilities, and staffing. This results in a proposed average rate increase of 5%.

2. *Increase to ice rental rates*

   Proposed rate increase for ice rentals are due to increasing staffing and maintenance costs, as well as bringing rates in line with other recreation facilities in the region. The proposed rate adjustments are approximately 2% or lower and are focused on Adult ice time.

3. *Increase to pool rental rates*

   Proposed rate increase for pool rentals are due to increasing staffing and maintenance costs, as well as bringing rates in line with other recreation facilities in the region. Proposed average rate increase of 2%.

SEAPARC: The primary goal in review of SEAPARC recreation fees and charges is to find the balance between fiscal accountability, access to recreation services and the marketplace. The main changes are:

1. *Annual pass option adjustment*

   The current fees & charges provide an annual pass rate for adults/seniors/students at $465, as well as a Lifestyle Pass option at $400. The intent of the Lifestyle Pass was to provide a lower cost pass option with some additional restrictions that reduced administrative staff time (no refunds/changes, no monthly payments); however, the pass options have now somewhat blended together and sales of the annual pass have been minimal. The proposed change is to remove the Lifestyle Pass but adjust the adult/senior/student annual passes to $400/year.

2. *Remove Regional Annual pass*

   This pass is offered throughout the region at a consistent price. To ensure that pass price changes can occur simultaneously across the region, the removal of this fee from the bylaw will ensure consistency of timing and marketing.

3. *Adult season pass for golf*

   The adult season pass has been provided to the community for the past three years with strong uptake. The adult season pass will be added to the bylaw and will remain at the current price of $475 for the 2023 golf season.

4. *Increase in golf fees*

   Given increased costs of materials, fuel and staff, there is a 2% increase proposed to existing golf course green fees for the 2023 golf season.

Salt Spring Island Parks and Recreation: As part of the annual review of fees and charges, PARC conducts an analysis of, including but not limited to, market averages of like facilities and to establish base rates for admission and rental fees and applies formulas to allow for subsidies for local non-profit organizations and different age groups.

The main changes are:

1. *Adjustment to Adult and Commercial rates*

   A proposed 2% increase for adult and commercial rates has been recommended. This increased rate is also used to establish a base rate, where the pricing formula (shown below) is applied for admissions, facility bookings and rentals.

2. *Standard formula for rate subsidy*

   Where applicable the following formulas in pool admission fees are applied:

   - Adult (19yrs and older) rate set a 100% of the established pool admission fee
   - Youth (13-18yrs) Subsidization: pay 75% of adult rate
   - Child (5-12yrs) Subsidization: pay 60% of adult rate
   - Tot (0-4yrs) Subsidization: pay 0% of the admission cost
   - Family (max 5) Subsidization: pay 200% of adult rate

   Where applicable use the following formulas in establishing rental fees:

   - Commercial rate set at 100% of the established facility rental fee
   - Adult Non-Profit: pay 75% of the facility rental fee
   - Youth Non-Profit Subsidization: pay 60% of the facility rental fee

3. *Sunday swim rate*

   Removal of the $2.00 swim rate that was offered on Sundays is recommended to be replaced by a half price swim time to provide higher cost recovery when we return to operating seven days a week.

The aquatic facility is currently closed on Sundays due to staffing limitations. The Sunday $2.00 swim has not been offered since March of 2020 when the facility was closed due to the pandemic.

4. *Wedding ceremony bookings*

   An increase to wedding ceremony bookings from $54.10 to $250.00 is also recommended by the Commission as the current fee does not adequately offset staff time to administer the booking.

5. *Saturday Market*

   Should the Saturday Market remain under the operation and management of the Capital Regional District (CRD) in 2023 staff are recommending a 5% increase to market fees and an additional off-season permit fee increased to twice that of the daily vendor charge for an 8-foot booth from $31.43 to $63.00. The current offseason permit fee does not adequately offset staff time including Bylaw to administer and verify the permits.

Juan De Fuca Electoral Area Parks and Recreation: has no fee changes.

Port Renfrew Community Recreation Centre: has no fee changes.

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **Bylaws Related to Municipal Finance Authority Security Issuing, Fall 2022**

ISSUE SUMMARY

Approval of the security issuing Bylaw Nos. 4503 and 4504 for borrowings by the Capital Regional District (CRD) and for borrowings by the District of Saanich.

BACKGROUND

Under Sections 410 and 411 of the *Local Government Act*, the CRD must adopt a security issuing bylaw to provide for the issue of debentures or other debt for all or any part of the debt authorized under loan authorization bylaws for its own borrowings and on behalf of municipalities requesting debt.

Debt issuance is undertaken twice annually by the Municipal Finance Authority (MFA). The process requires the CRD Board to adopt separate security issuing bylaws for each borrower. The approved bylaws are then submitted to the Ministry of Municipal Affairs for approval.

The CRD is requesting the issue of securities as follows in Table 1 below:

TABLE 1: Capital Regional District Financial Plan Borrowing – ($ Millions)

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount ($M)	Notes
		Bylaw No.	Authorized ($M)	Borrowed ($M)	Remaining ($M)			
4503	SGI Harbour Services	4408	$1.180	$0.710	$0.470	20	$0.470	Southern Gulf Islands Harbour Improvements
	Core Area Wastewater Treatment	4204	$665.000	$80.000	$585.000	10	$8.900	Core Area Wastewater Treatment Project
	South Galiano Fire	4239	$2.400	$2.100	$0.300	25	$0.135	South Galiano Fire Hall
	TOTAL						**$9.505**	

Pursuant to Section 182 of the *Community Charter*, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality. Pursuant to Section 410 of the *Local Government Act*, the regional district will finance the loan authorization bylaw of a municipality approved under the *Community Charter*.

Municipal requests for the Fall MFA issue have been submitted by the District of Saanich. The requests are outlined in Table 2 below. Each municipal borrowing is issued under a separate security issuing bylaw to ensure the MFA can administer each borrowing individually.

TABLE 2: Municipal Borrowings – District of Saanich – ($ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount ($M)	Notes
		Bylaw No.	Authorized ($M)	Borrowed ($M)	Remaining ($M)			
4504	District of Saanich	9633	$2.2000	$0.0000	$2.2000	15	$0.3500	Drainage Capital Program
		9708	$1.1000	$0.0000	$1.1000	15	$0.7000	Sewer Capital Program
		9709	$2.1000	$0.0000	$2.1000	15	$1.6000	Drainage Capital Program
		9710	$3.9294	$0.0000	$3.9294	15	$2.0800	Transportation Capital Program
		9711	$0.9500	$0.0000	$0.9500	15	$0.6250	Parks Capital Program
	TOTAL		$10.2794	$0.0000	$10.2794		**$5.3550**	

ALTERNATIVES

Alternative 1
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4503, "Security Issuing Bylaw No. 2, 2022", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4503 be adopted.
3. That Bylaw No. 4504, "Security Issuing Bylaw No. 3, 2022", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4504 be adopted.

Alternative 2
That adoption of Bylaw Nos. 4503 and 4504 be deferred back to staff for amendments.

IMPLICATIONS

Financial Implications

The CRD funds capital projects through various sources including long term borrowing. Debt is one financing tool utilized to spread costs of capital over time. Financial implications for borrowings are included within the approved financial plan bylaw for the respective years.

The SGI Harbour Service borrowing is the final draw of funding to facilitate capital expenditures related to major harbour improvements, whereas the South Galiano Fire service request is to fund the fire hall construction.

The Core Area Wastewater Treatment Service request is expected to be the final borrowing required to complete the project. Consistent with the CAWTP Financing Strategy approved by the Board in January 2019, total estimated long-term debt after this approval will be approximately $110 million, where all outstanding debt is expected to be retired by 2032.

For the municipal borrowings, there is no direct financial impact to the CRD; all payments are made by the municipality.

Borrowing and Rate Details

Each borrowing request will be funded by the MFA as part of the fall issue, with proceeds anticipated in October. The amortization period of the loan is stipulated in the loan authorization bylaws which are based on the period established during the public approval process. The rate and initial term will be determined by the MFA at time of issue in October. As of 2021, the period with which rates will be locked in will no longer follow the general 10-year initial term, with 5-year renewal terms thereafter. Depending on market conditions at the time of issuance, the MFA may use longer initial and renewal periods under certain market conditions.

Current indicative market interest rates are provided by the Municipal Finance Authority of BC and these form the starting point for internal CRD budget purposes:

Loan Amortization	MFABC – Indicative Rates
5 years	3.65%
10 years	4.03%
15 years	4.24%
20 years	4.30%
25 years	4.30%
30 years	4.30%

CONCLUSION

The CRD through security issuing bylaw is enabled to borrow from the MFA for both regional district and municipal borrowings. For municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing

bylaws are in place. The services and municipalities requesting the borrowing will bear the resulting debt service costs. Approval of these bylaws is recommended to permit participation in the MFA Fall 2022 debt issuance.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4503, "Security Issuing Bylaw No. 2, 2022", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4503 be adopted.
3. That Bylaw No. 4504, "Security Issuing Bylaw No. 3, 2022", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4504 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4503, Security Issuing Bylaw No. 2, 2022
Appendix B: Bylaw No. 4504, Security Issuing Bylaw No. 3, 2022

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4503

****

A BYLAW TO AUTHORIZE ENTERING INTO AN AGREEMENT RESPECTING FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

****

WHEREAS:

A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

B. Under the provisions of section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

C. The table contained in this bylaw is to provide clarity and information for the purposes of this bylaw;

D. The Board of the Capital Regional District (the "Regional District") hereby requests that such financing shall be undertaken through the Authority.

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

1. The Authority is hereby requested and authorized to finance from time to time the undertakings, as further described in the Loan Authorization Table below, at the sole cost and on behalf of the Regional District up to, but not exceeding Nine Million and Six Hundred and Five Thousand Dollars ($9,605,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed $9,605,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount ($M)	Notes
		Bylaw No.	Authorized ($M)	Borrowed ($M)	Remaining ($M)			
4503	SGI Harbour Services	4408	$1.180	$0.710	$0.470	20	$0.470	Southern Gulf Islands Harbour Improvements
	Core Area Wastewater Treatment	4204	$665.000	$80.000	$585.000	10	$8.900	Core Area Wastewater Treatment Project
	South Galiano Fire	4239	$2.400	$2.100	$0.300	25	$0.135	South Galiano Fire Hall
	TOTAL						**$9.505**	

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.

3. The Agreement in the form of Schedule “A” shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.

4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.

6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.

7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District Loan Authorization Bylaws No. 4408, 4204 and 4239 if the anticipated revenues accruing to the Regional District from the operation of the "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998", "Core Area Wastewater Treatment Program Loan Authorization Bylaw no.1, 2017" and the "South Galiano Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993" services are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Board of the Regional District shall make due provision to discharge such liability.

9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

10. This bylaw may be cited as "Security Issuing Bylaw No. 2, 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

Schedule “A” to Bylaw # ____

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of _____

The Regional District of _____ (the “Regional District”) he promises to pay to the Municipal Finance Authority of British Columbia (the “Authority”) at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS ($_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20___, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as “_____ _____”, this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

_____
Chair

_____
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

_____
Deputy Inspector of Municipalities of British Columbia

SCHEDULE “A” to Bylaw 4503

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	$	$	$
	$	$	$
	$	$	$

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4504

****

A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

****

WHEREAS

A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

B. The District of Saanich is a member municipality of the Capital Regional District (the "Regional District");

C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

F. The Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

1. The Regional Board hereby consents to financing the debt of District of Saanich and further described in the Municipal Loan Authorization Bylaws table, in the amount of Five Million Three Hundred and Fifty-Five Thousand Dollars ($5,355,000) in accordance with the following terms.

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount ($M)	Notes
		Bylaw No.	Authorized ($M)	Borrowed ($M)	Remaining ($M)			
4504	District of Saanich	9633	$2.2000	$0.0000	$2.2000	15	$0.3500	Drainage Capital Program
		9708	$1.1000	$0.0000	$1.1000	15	$0.7000	Sewer Capital Program
		9709	$2.1000	$0.0000	$2.1000	15	$1.6000	Drainage Capital Program
		9710	$3.9294	$0.0000	$3.9294	15	$2.0800	Transportation Capital Program
		9711	$0.9500	$0.0000	$0.9500	15	$0.6250	Parks Capital Program
	TOTAL		$10.2794	$0.0000	$10.2794		**$5.3550**	

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the District of Saanich up to, but not exceeding Five Million Three Hundred and Fifty-Five Thousand Dollars ($5,355,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed Five Million Three Hundred and Fifty-Five Thousand Dollars ($5,355,000) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings

undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.

4. The Agreement in the form of Schedule “A” shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.

5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.

7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.

8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Saanich Loan Authorization Bylaw # 9633, 9708, 9709, 9710, and 9711 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.

9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

11. This bylaw may be cited as "Security Issuing Bylaw No. 3, 2022".

READ A FIRST TIME THIS th day of 202_

READ A SECOND TIME THIS th day of 202_

READ A THIRD TIME THIS th day of 202_

ADOPTED THIS th day of 202_

CHAIR

CORPORATE OFFICER

Schedule “A” to Bylaw # ____

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of _____

The Regional District of _____ (the “Regional District”) hereby promises to pay to the Municipal Finance Authority of British Columbia (the “Authority”) at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS ($_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20___, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as “_____ _____”, this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

_____
Chair

_____
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

_____
Deputy Inspector of Municipalities of British Columbia

SCHEDULE “A” to Bylaw 4504

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	$	$	$
	$	$	$
	$	$	$

Making a difference...together

REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT Bylaw No. 4498: 2022 to 2026 Financial Plan Bylaw, 2022, Amendment No. 2, 2022

ISSUE SUMMARY

The 2022 to 2026 Financial Plan was adopted on March 16, 2022, and amended on May 11, 2022. Amendments to the Plan are required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2022 to 2026 Financial Plan (Bylaw No. 4481) on March 16, 2022, and amendment Bylaw No. 4490 on May 11, 2022. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan. Additionally, if required, pursuant to Bylaw No. 3343, any increase in the staff establishment chart requires Board approval and may be presented along with the financial plan or in this case the financial plan amendment.

The following table highlights the 2022 impact of the proposed amendments to the five-year 2022-2026 Financial Plan. Additional explanations are included under the implications section of this report.

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Electoral Area (EA) Fire Protection	EA Volunteer Fire Service Regulatory Review	Operating	Reserve Fund	$100,000	CRD Board (via EAC) 10-Feb-2021
Animal Care Services	Animal Control Services Agreement with the District of Saanich	Operating	Contract Revenue	$271,250	Staff Recommended
Salt Spring Island Pool, Parks, Land, Art & Recreation Program	Land Acquisition	Capital	Donation, Reserve Fund	$850,000	CRD Board (via commission) 11-May-2022
Saanich Peninsula Wastewater	To include unspent funds from 2021-Concrete Tank Repairs Project	Capital	Reserve Fund	$500,000	Saanich Peninsula Wastewater Commission 21-Oct-2021

SERVICE	DESCRIPTION	BUDGET	FUNDING	NET IMPACT	COMMITTEE / COMMISSION APPROVAL
Panorama Recreation	Greenglade Playground Replacement	Capital	Grants	$70,000	Peninsula Recreation Commission 16-June-2022
Beddis Water	Detailed design for Beddis Water Intake Screen project	Capital	Reserve Fund	$32,725	CRD Board (via EAC) 08-June-2022
Highland/Fern wood Water	Backup Power System	Capital	Reserve Fund	$25,000	Highland Fernwood Water Service Commission 03-Jun-2022
	Detailed design for Onshore portion of Highland Fernwood Intake project	Capital	Reserve Fund	$27,000	
Galiano Island Parks	Vault Toilet for Activity Centre	Capital	Reserve Fund	$6,000	Galiano Island Parks and Recreation Commission 05-May-2022
Regional Parks	Lochside Trail Paving Sidney	Capital	Donation	$150,000	Staff Recommended
South Galiano Fire Protection	Replace Fire Truck	Capital	Reserve	$65,000	Staff Recommended
Environmental Resource Management	Accelerated work plan for Aggregate Production contract at Hartland Landfill	Capital	Reserve	$2,000,000	Staff Recommended
Environmental Resource Management	Detailed design of Landfill Cells 4, 5 & 6	Capital	Reserve	$2,000,000	Staff Recommended

The proposed Financial Plan amendment Bylaw No. 4498 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule A & B.

ALTERNATIVES

Alternative 1
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4498, "2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 2, 2022" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4498 be adopted; and
3. That the amended Staff Establishment Chart as attached in Appendix B be approved.

Alternative 2
That Bylaw No. 4498 be deferred pending further analysis by CRD staff.

IMPLICATIONS

Financial Implications

EA Fire Protection Coordination Service

In February 2021, the CRD Board (recommendation through EAC) directed staff to report back with operational, administrative, and governance strategies to meet and sustain regulatory compliance for EA volunteer Fire Services. Early in 2022, a Request for Qualification (RFQ) was conducted which determined a review would cost in the range of $80,000-84,000. To advance this work, given current inflationary conditions and to allow for scope refinement, costs are estimated to be up to $100,000. This initiative will be funded by operating reserve.

Animal Care Services

In March 2022, the CRD received a request from the District of Saanich (Saanich) for the CRD to assume animal care services within Saanich municipal boundaries. Saanich would no longer provide any animal care related services effective June 1, 2022. The CRD, under Bylaw No. 4416 authorizing Animal Care Services, can deliver the service to a municipality or public authority by way of agreement, as required. On May 9, Saanich council approved directly contracting their animal control services to the CRD based on the responsibilities as outlined in the 3-year service agreement.

The agreement began June 1, 2022, and ends on December 31, 2025, with the option for automatic renewal for two additional years ending December 31, 2027. The base contract amount is $465,000, when prorated for 7 months in 2022, the current year impact is $ 271,250. Each of the subsequent years will escalate by 3% annually.

This agreement also requires an amendment to the Staff Establishment Chart for the Animal Care Service to add 3.3 full time equivalent staff. In transition, auxiliary staff have been allocated to support the service.

Salt Spring Island Pool, Parks, Land, Art & Recreation Program

The CRD Board (recommendation through the local commission) has approved a capital plan for a potential land acquisition. The acquisition will be funded from reserve and donations.

Panorama Recreation

On May 10, 2022, the Federal Minister of Employment and Social Development awarded the Panorama Recreation Service a grant to install an accessible play structure, a sandbox, barrier-free flooring and other enhancement to the Greenglade Playground Replacement Project.

On June 16, 2022, the Panorama Recreation Commission recommended an amendment to the Greenglade Playground Replacement Project to incorporate the grant to increase accessible functionality of the existing $250,000 playground replacement project.

Saanich Peninsula Wastewater

The Saanich Peninsula Wastewater Commission endorsed and approved the total project budget for the Concrete Tank Repairs as presented in the 2022-2026 five-year capital plan. An amendment to this project is required to reflect approved work to be carried forward from 2021 into the 2022 capital plan. Project timelines have been adjusted as the result of design requirements, seasonal work restrictions, and contractor availability. Completion of the overall project is still planned for 2022. This project is funded from the capital reserve.

Beddis Water

On June 8, 2022, the CRC Board (recommendation through EAC) approved an increase to the Beddis Intake Screen project, to expand the scope of the project to include onshore design work. The offshore portion was not originally contemplated in the initial design. This project is funded from the capital reserve.

Highland Fernwood Water

On June 3, 2022, the Highland Fernwood Water Commission recommended an increase to the Backup Power System project to include additional funds for detailed design costs expected for 2022. The addition will be funded from capital reserve.

Also on June 3, 2022, the commission recommended an increased scope and budget for the Highland Fernwood Intake Screen project, to accommodate onshore design work, not originally contemplated in the initial design, which is necessary for the successful completion of the project. This will be funded from capital reserve.

Galiano Island Parks

On May 5, 2022, the Galiano Island Parks and Recreation Commission recommended amendment to the 2022 capital plan to increase the total budget for the Activity Centre Vault Toilet project, to be funded by Capital Reserve Fund. This increase is necessary due to higher cost estimates.

Regional Parks

Regional Parks has received a donation from The Emerald Foundation through the Victoria Foundation to continue the work on an existing project (Redevelopment of the Lochside Trail) of

$150,000. These funds will be combined with existing funds from the department's paving budget, as planned, to now include the section of the trail from Ardwell Ave. to Mills Road in Sidney.

South Galiano Fire Protection Service

The South Galiano Fire Department planned the fire truck replacement for 2024 in their current capital plan, with an estimated budget of $600,000. Supply chain delays and inflationary impacts have increased the expected lead time and total cost for the procurement process. Fire truck build and delivery times are anticipated to be up to two years in duration. As a result, staff and the society recommend the service increase the project budget by $50,000 to $650,000, and advance $65,000 into 2022 from 2024, to allow the procurement process to begin this year.

Environmental Resource Management

Staff have identified that the Hartland Landfill's Aggregate Production project requires an additional $2,000,000 in 2022, to accelerate aggregate production work originally planned for 2023. This contractor work has advanced into 2022, to ensure aggregate is excavated ahead of construction of landfill cells 4, 5 & 6, beginning in 2023.

Staff have identified that detailed design is required earlier than planned for landfill cells 4, 5 & 6 and associated critical infrastructure, to enable construction of these landfill cells. As a result, staff recommend the service advance $2,000,000 into 2022, from the Cell 4 Liner Installation project funding identified for 2024. This is to ensure the design of the infrastructure can happen ahead of construction of landfill cells 4, 5 & 6 beginning in 2023 and before cell 3 is full.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4498 authorizes the changes required to the 2022 to 2026 Financial Plan Bylaw No. 4481, which the CRD Board approved on March 16, 2022, and amended on May 11, 2022.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4498, "2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 2, 2022" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4498 be adopted; and
3. That the amended Staff Establishment Chart as attached in Appendix B be approved.

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:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4498, with Schedule A & B
Appendix B: Amended 2022 Staff Establishment Chart

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4498

****

A BYLAW TO AMEND THE FIVE YEAR FINANCIAL PLAN FOR THE YEARS 2022 – 2026

****

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

1. Bylaw No. 4481, "2022 to 2026 Financial Plan Bylaw, 2022", is hereby amended by replacing Schedules A and B with the attached schedules hereto.

2. This Bylaw may be cited as “2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 2, 2022”.

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

_____ _____

CHAIR CORPORATE OFFICER

Attachments: Schedule A
Schedule B

CAPITAL REGIONAL DISTRICT 2022 FINANCIAL PLAN — Schedule A

		Expenditures						*Revenue*								
		Total 2022	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2022	Surplus 2021	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2022
1.010	Legislative & General Government	29,930,014	29,271,034			363,840	295,140	29,930,014	1,210,559	14,331,680	2,552,912	1,367,976	84,880		10,382,007	10,382,007
1.10X	Facilities and Risk	4,049,422	3,782,364			55,000	212,058	4,049,422		3,800,549		88,966			159,907	159,907
1.101	G.I.S.	617,943	544,453			23,490	50,000	617,943		494,422		3,368			120,153	120,153
1.103	Elections	262,932	237,432				25,500	262,932			122,457	74,984			65,491	65,491
1.104	U.B.C.M.	12,945	12,945					12,945	1,147			76			11,722	11,722
1.109	Electoral Area Admin Exp - JDF	63,837	63,837					63,837	3,570			138			60,129	60,129
1.110	Electoral Area Admin Exp - SGI	466,325	465,305				1,020	466,325			60,250	17,696			388,379	388,379
1.111	Electoral Area Admin Exp - SSI	988,945	988,445				500	988,945	20,050	450,716		689			517,490	517,490
1.112	Regional Grant in Aid	1,477,358	1,477,358					1,477,358	1,457,358			20,000				-
1.114	Grant-in-Aid - Juan de Fuca	54,425	54,425					54,425	54,135			290				-
1.116	Grant-in-Aid - Salt Spring Island	106,961	106,961					106,961	56,669			236			50,056	50,056
1.117	Grant-in-Aid - Southern Gulf Islands	108,488	108,488					108,488	2,714			1,189			104,585	104,585
1.119	Vancouver Island Regional Library	322,818	322,818					322,818	141			575			322,102	322,102
1.121	Sooke Regional Museum	215,882	215,882					215,882	200			341			215,341	215,341
1.123	Prov. Court of B.C. (Family Court)	149,360	2,750				146,610	149,360				149,360				-
1.124	SSI Economic Development Commission	100,822	100,822					100,822			2,000	585			98,237	98,237
1.125	SGI Economic Development Commission	123,156	123,156					123,156	2,772			1,337			119,047	119,047
1.126	Victoria Family Court Committee	16,035	16,035					16,035	157			878			15,000	15,000
1.128	Greater Victoria Police Victim Services	300,551	299,949		602			300,551				15,358			285,193	285,193
1.129	Vancouver Island Regional Library - Debt	180,600	60,000	120,600				180,600				180,600				-
1.133	Langford E.A. - Greater Victoria Public Library	32,102	32,102					32,102	524			87			31,491	31,491
1.137	Galiano Island Community Use Building	63,202	32,785	27,417			3,000	63,202				273			62,929	62,929
1.138	Southern Gulf Islands Regional Library	232,808	232,808					232,808	1,335			2,400			229,073	229,073
1.141	Salt Spring Island Public Library	665,268	492,881	145,607			26,780	665,268				1,648			663,620	663,620
1.15X	Municipalities' Own Debt - M.F.A.	15,430,601	61,100	15,369,501				15,430,601				61,100			15,369,501	15,369,501
1.170	Gossip Island Electric Power Supply	56,998	555	56,443				56,998	143			270		56,585		56,585
1.224	Community Health - Homeless Sec.	816,201	816,201					816,201	15,620			192,087			608,494	608,494
1.226	Community Health (CHR) Facilities	1,658,419	1,104,749				553,670	1,658,419				1,658,419				-
1.227	Saturna Island Medical Clinic	33,541	33,541					33,541				2,152			31,389	31,389
1.228	Galiano Health Service	135,812	135,812					135,812	126			90			135,596	135,596
1.229	Pender Islands Health Care Centre	225,987	225,987					225,987							225,987	225,987
1.230	Traffic Safety Commission	118,428	118,428					118,428	42,358			3,558			72,512	72,512
1.232	Port Renfrew Street Lighting	8,984	8,984					8,984	1,520			325	3,654	3,485		3,485
1.234	S.S.I. Street Lighting	26,704	26,200		504			26,704				36			26,668	26,668
1.235	S. G. I. Small Craft Harbour Facilities	449,320	260,120	15,600			173,600	449,320				6,792	141,240	301,288		301,288
1.236	Salt Spring Island Fernwood Dock	25,847	15,847				10,000	25,847				168		25,679		25,679
1.238A	Community Transit (S.S.I.)	507,996	492,996				15,000	507,996			130,000	183,285			194,711	194,711
1.238B	Community Transportation (S.S.I.)	172,206	82,206				90,000	172,206				1,161			171,045	171,045
1.280	Regional Parks	16,779,411	11,942,126	516,778		222,190	4,098,317	16,779,411		32,053		864,888	429,663		15,452,807	15,452,807
1.280A	Regional Parks - Land Acquisition	80,000	50,000	30,000				80,000							80,000	80,000
1.290	Royal Theatre	580,000	100,000			102,000	378,000	580,000							580,000	580,000
1.295	McPherson Theatre	786,233	350,000			88,000	348,233	786,233				36,233			750,000	750,000
1.297	Arts Grants	3,006,402	3,006,402					3,006,402		13,614	25,000	185,956			2,781,832	2,781,832
1.299	Salt Spring Island Arts	121,762	120,210		1,552			121,762				85			121,677	121,677
1.309	Climate Action and Adaptation	1,480,455	1,479,769				686	1,480,455				76,028			1,404,427	1,404,427
1.310	Land Banking & Housing	3,026,344	1,960,987	1,051,357		10,000	4,000	3,026,344	111,491	765,859	74,992	594,411	35,130		1,444,461	1,444,461
1.311	Regional Housing Trust Fund	5,302,666	5,302,666					5,302,666	4,253,753			94,407			954,506	954,506
1.313	Animal Care Services	1,479,358	1,429,358			20,000	30,000	1,479,358			22,493	991,353	18,500		447,012	447,012
1.314	SGI House Numbering	9,485	9,485					9,485	43			107			9,335	9,335
1.316	SSI Building Numbering	9,606	9,587		19			9,606				20			9,586	9,586
1.317	JDF Building Numbering	13,099	13,099					13,099	157			40			12,902	12,902
1.318	Building Inspection	1,792,001	1,742,381			6,320	43,300	1,792,001		30,076	66,235	4,412	1,237,510		453,768	453,768
1.319	Soil Deposit Removal	5,722	5,722					5,722				40			5,682	5,682
1.320	Noise Control	40,021	40,021					40,021				310			39,711	39,711
1.322	Nuisances & Unsightly Premises	53,375	53,375					53,375				313			53,062	53,062
1.323	By-Law Enforcement	539,235	502,275				36,960	539,235		510,425		28,810				-
1.324	Regional Planning Services	2,193,512	2,191,012				2,500	2,193,512		77,852	857,304	64,714			1,193,642	1,193,642
1.325	Electoral Area Services - Planning	807,042	731,272				75,770	807,042		26,420	35,269	2,647	45,000		697,706	697,706
1.330	Regional Growth Strategy	328,309	318,309				10,000	328,309			15,354	17,344			295,611	295,611
1.335	Geo-Spatial Referencing System	174,545	114,495				60,050	174,545				8,708	8,130		157,707	157,707
1.340	JDF Livestock Injury Compensation	3,150	3,150					3,150							3,150	3,150
1.341	SGI Livestock Injury Compensation	3,150	3,150					3,150							3,150	3,150
1.342	SSI Livestock Injury Compensation	3,150	3,150					3,150							3,150	3,150
1.350	Willis Point Fire Protect & Recreation	177,868	117,013			6,300	54,555	177,868	9,919			33,850			134,099	134,099
1.352	South Galiano Fire Protection	472,448	338,970	44,068		5,810	83,600	472,448				700		66,688	405,060	471,748
1.353	Otter Point Fire Protection	516,158	354,858			5,500	155,800	516,158				320			515,838	515,838
1.354	Malahat Fire Protection	65,601	65,601					65,601	4						65,597	65,597
1.355	Durrance Road Fire Protection	3,020	2,719				301	3,020						3,020		3,020
1.356	Pender Fire Protection	1,165,220	897,118	111,596			156,506	1,165,220			111,596	11,018			1,042,606	1,042,606
1.357	East Sooke Fire Protection	553,329	303,220	155,109			95,000	553,329	27,238			26,160	45,000		454,931	454,931
1.358	Port Renfrew Fire Protection	154,657	126,759	2,898			25,000	154,657				1,176	61,610		91,871	91,871
1.359	N. Galiano Fire Protection	220,715	160,443	48,872		6,400	5,000	220,715	22,486			907		24,440	172,882	197,322
1.360	Shirley Fire Protection	158,639	87,639			10,000	61,000	158,639				200			158,439	158,439
1.363	Saturna Island Fire	188,365	188,105		260			188,365				10,569			177,796	177,796
1.369	Electoral Area Fire Services - JDF	141,568	139,810			1,758		141,568			72,594	100			68,874	68,874
1.369	Electoral Area Fire Services - SGI	161,115	159,113			2,002		161,115			82,676				78,439	78,439
1.370	Juan de Fuca Emergency Program	88,813	72,933				15,880	88,813				235			88,578	88,578
1.371	S.S.I. Emergency Program	130,103	130,103					130,103			2,000	190			127,913	127,913

CAPITAL REGIONAL DISTRICT 2022 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2022	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2022	Surplus 2021	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2022
1.372	Electoral Area Emergency Program	630,264	622,764				7,500	630,264		468,860	12,674	917			147,813	147,813
1.373	S.G.I. Emergency Program	250,048	236,248				13,800	250,048				2,670			247,378	247,378
1.374	Regional Emergency Program Support	195,609	195,609					195,609			56,199	7,524			131,886	131,886
1.375	Hazardous Material Incident Response	352,038	342,478				9,560	352,038			10,633	18,312			323,093	323,093
1.377	J.D.F. Search and Rescue	91,042	87,074				3,968	91,042				21,090			69,952	69,952
1.378	S.S.I. Search and Rescue	32,780	32,780					32,780	7,728			97			24,955	24,955
1.40X	SEAPARC	4,328,565	3,804,599	103,966			420,000	4,328,565				393,284	809,965		3,125,316	3,125,316
1.405	JDF EA - Community Parks	196,546	176,546				20,000	196,546	2,455			817			193,274	193,274
1.408	JDF EA - Community Recreation	90,128	90,128					90,128				20,620			69,508	69,508
1.44X	Panorama Rec. Center.	9,869,066	8,385,369	771,334			712,363	9,869,066				1,579,513	3,099,067		5,190,486	5,190,486
1.455	Salt Spring Island - Community Parks	1,009,096	994,096				15,000	1,009,096		397,958		153,066			458,072	458,072
1.458	Salt Spring Is.- Community Rec	264,803	264,803					264,803				38	210,183		54,582	54,582
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,988,640	1,751,881				236,759	1,988,640		100,780	28,083	50,642	261,040		1,548,095	1,548,095
1.465	Saturna Island Comm. Parks	24,899	18,899				6,000	24,899				1,576			23,323	23,323
1.468	Saturna Island - Community Rec.	21,167	21,167					21,167	10,390			886			9,891	9,891
1.475	Mayne Is. Com. Parks & Rec	93,173	75,043				18,130	93,173				2,770			90,403	90,403
1.476	Mayne Is. Comm. Parks (reserve)	22,701	22,701					22,701	16,041			6,270	390			-
1.478	Mayne Is. Community Rec.	48,684	48,684					48,684	13,734			60			34,890	34,890
1.485	North & South Pender Com. Parks	165,474	122,474				43,000	165,474				1,820			163,654	163,654
1.488	North & South Pender Com. Rec	69,107	69,107					69,107	2,972			852			65,283	65,283
1.495	Galiano Parks	94,823	84,823				10,000	94,823				99			94,724	94,724
1.498	Galiano Community Recreation	38,133	38,133					38,133	678			28			37,427	37,427
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	25,126,320	23,089,609				2,036,711	25,126,320			89,065	6,632,823	18,404,432			-
1.523	Port Renfrew Refuse Disposal	89,497	83,497				6,000	89,497		17,000		38,645			33,852	33,852
1.525	Solid Waste Disposal - Debt	151,279	840	150,439				151,279				840	150,439			-
1.531	Stormwater Quality Management - Sooke	38,281	23,145				15,136	38,281				81			38,200	38,200
1.533	Stormwater Quality Management - S.G.I.	39,100	39,100					39,100				401			38,699	38,699
1.535	Stormwater Quality Management - S.S.I.	47,970	47,970					47,970			20,000	30			27,940	27,940
1.536	LWMP-Stormwater Quality Management-Core	732,400	732,400					732,400			5,959	89,288			637,153	637,153
1.537	Stormwater Quality Management - Peninsula	118,107	118,107					118,107				4,051			114,056	114,056
1.538	Source - Stormwater Quality - Peninsula	55,856	55,856					55,856				1,646			54,210	54,210
1.57X	Environmental Services	23,644,160	23,221,528			55,000	367,632	23,644,160	170,000	23,361,347	20,413	92,400				-
1.911	911 Systems	2,532,090	1,470,141	1,011,949			50,000	2,532,090			71,541	2,156,988	127,338		176,223	176,223
1.912B	911 Call Answer - Municipalities	63,910.00			63,910			63,910.00		703,444		(49,731)			(589,803)	(589,803)
1.913	913 Fire Dispatch	298,412	263,412				35,000	298,412				14,311			284,101	284,101
1.921	Regional CREST Contribution	1,764,110	1,764,110					1,764,110	1,559			102,733			1,659,818	1,659,818
1.923	Emergency Comm - CREST - S.G.I.	180,704	180,704					180,704	1,107			1,985			177,612	177,612
1.924	Emergency Comm - CREST - J.D.F.	125,402	123,548		1,854			125,402				259			125,143	125,143
1.925	Emergency Comm - CREST - S.S.I.	143,386	143,386					143,386	408			151			142,827	142,827
2.610	Saanich Peninsula Water Supply	7,517,025	6,667,025				850,000	7,517,025				500	7,516,525			-
2.620	SSI Highland Water System	30,971	213	30,758				30,971	29			110		30,832		30,832
2.621	Highland / Fernwood Water - SSI	542,341	338,984	34,191	44,133		125,033	542,341			27,000	750	439,591	75,000		75,000
2.622	Cedars of Tuam	50,063	41,963				8,100	50,063			12,500	50	37,513			-
2.624	Beddis Water	270,499	180,037	42,962			47,500	270,499			8,000	280	187,259	74,960		74,960
2.626	Fulford Water	228,329	168,584	14,145			45,600	228,329			20,000	830	159,999	47,500		47,500
2.628	Cedar Lane Water (S.S.I.)	81,457	58,173	7,824	10,090		5,370	81,457			5,000	180	61,277	15,000		15,000
2.630	Magic Lakes Estate Water System	962,930	667,354	193,186			102,390	962,930				10,494	373,288	579,148		579,148
2.640	Saturna Island Water System (Lyall Harbour)	254,331	173,517	30,077	4,737		46,000	254,331			10,000	967	112,304	131,060		131,060
2.642	Skana Water (Mayne)	75,615	50,994	2,621			22,000	75,615				110	51,505	24,000		24,000
2.650	Port Renfrew Water	143,106	123,106				20,000	143,106			13,000	1,090	64,508	64,508		64,508
2.660	Fernwood Water	14,477	132	14,345				14,477	14			50		14,413		14,413
2.665	Sticks Allison Water (Galiano)	73,504	52,520		9,984		11,000	73,504			5,000	100	63,404	5,000		5,000
2.667	Surfside Park Estates (Mayne)	118,007	101,007				17,000	118,007				100	94,807	23,100		23,100
2.670	Regional Water Supply	36,539,270	17,779,777	8,292,927		10,152,385	314,181	36,539,270				612,470	35,926,800			-
2.680	Juan de Fuca Water Distribution	22,566,391	14,034,472	1,893,503		6,374,922	263,494	22,566,391		6,000	30,596	187,475	22,342,320			-
2.681	Florence Lake Water System Debt	8,738	3,000	5,738				8,738						8,738		8,738.00
2.691	Wilderness Mountain Water Service	163,247	133,660	23,587			6,000	163,247			10,000	120	91,227	61,900		61,900
3.700	Septage Disposal - Municipal	221,804	129,650			92,154		221,804				169,609	2,540		49,655	49,655
3.700	Septage Disposal - JDF Service Area	464	464					464							464	464
3.701	Millstream Remediation Service	236,372	852	135,520		100,000		236,372			112,332	11,707			112,333	112,333
3.705	S.S.I. Liquid Waste Disposal	991,525	792,452	160,573			38,500	991,525				1,507	614,250	375,768		375,768
3.707	On Site System Management Program - LWMP	189,038	189,038					189,038				10,556			178,482	178,482
3.71X	Trk Swrs & Swge Disp - oper	35,134,718	32,693,122			30,000	2,411,596	35,134,718	261,787	1,581,292	551,241	26,955,377			5,785,021	5,785,021
3.7XX	Trk Swrs - debt	23,353,991	211,948	9,667,625	2,117	5,529,745	7,942,556	23,353,991	71,800			17,290,800			5,991,391	5,991,391
3.720	LWMP (Peninsula) - Implementation	119,907	99,766				20,141	119,907				980			118,927	118,927
3.750	LWMP	366,136	317,016				49,120	366,136				152,776			213,360	213,360
3.752	Harbours Program	348,604	348,604					348,604				23,461			325,143	325,143
3.755	Regional Source Control	1,647,875	1,647,875					1,647,875		54,610	92,993	95,791	54,980		1,349,501	1,349,501
3.756	Harbours Environmental Action	68,622	68,622					68,622				2,026			66,596	66,596
3.810	Ganges Sewer	1,085,199	719,386	245,813			120,000	1,085,199			10,000	2,043	1,015,009	58,147		58,147
3.820	Maliview Estates Sewer System	219,580	155,385	1,680			62,515	219,580			7,000	25,150	182,670	4,760		4,760.00
3.830	Magic Lake Estates Sewer System	884,810	622,447	174,103			88,260	884,810		10,870	25,000	3,610	259,320	586,010		586,010
3.830D	Magic Lake Estates Sewer Debt	212,530	10,500	194,258	7,772			212,530				914		211,616		211,616
3.850	Port Renfrew Sewer	126,360	104,360				22,000	126,360				1,471	62,595	62,294		62,294
21.ALL	Feasibility Study Reserve Fund - All	140,241	140,241					140,241	140,241							-
21.E.A.	Feasibility Study Reserve Fund - E.A.	10,000	10,000					10,000	10,000							-

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
1.010	Legislative & General Government	32,518,264	30,616,664			1,598,120	303,480	32,518,264	450,000	14,616,871	1,694,026	1,492,877	85,780		14,178,710	14,178,710
1.10X	Facilities and Risk	4,042,296	3,824,483			5,000	212,813	4,042,296		3,789,163		89,779			163,354	163,354
1.101	G.I.S.	629,892	555,932			23,960	50,000	629,892		504,310		3,440			122,142	122,142
1.103	Elections	45,032	32				45,000	45,032				70			44,962	44,962
1.104	U.B.C.M.	13,198	13,198					13,198				100			13,098	13,098
1.109	Electoral Area Admin Exp - JDF	66,939	66,939					66,939				130			66,809	66,809
1.110	Electoral Area Admin Exp - SGI	434,981	433,941				1,040	434,981			20,000	17,493			397,488	397,488
1.111	Electoral Area Admin Exp - SSI	1,011,490	1,005,990				5,500	1,011,490		470,187		700			540,603	540,603
1.112	Regional Grant in Aid	-						-								-
1.114	Grant-in-Aid - Juan de Fuca	23,318	23,318					23,318				290			23,028	23,028.00
1.116	Grant-in-Aid - Salt Spring Island	51,290	51,290					51,290				240			51,050	51,050
1.117	Grant-in-Aid - Southern Gulf Islands	106,077	106,077					106,077				751			105,326	105,326
1.119	Vancouver Island Regional Library	329,252	329,252					329,252				550			328,702	328,702
1.121	Sooke Regional Museum	220,200	220,200					220,200				350			219,850	219,850
1.123	Prov. Court of B.C. (Family Court)	149,360	2,806				146,554	149,360				149,360				-
1.124	SSI Economic Development Commission	160,362	160,362					160,362				600			159,762	159,762
1.125	SGI Economic Development Commission	125,236	125,236					125,236				1,080			124,156	124,156
1.126	Victoria Family Court Committee	15,873	15,873					15,873				873			15,000	15,000
1.128	Greater Victoria Police Victim Services	305,067	305,067					305,067				14,622			290,445	290,445
1.129	Vancouver Island Regional Library - Debt	302,996		302,996				302,996				302,996				-
1.133	Langford E.A. - Greater Victoria Public Library	32,224	32,224					32,224				90			32,134	32,134
1.137	Galiano Island Community Use Building	64,460	33,498	27,417			3,545	64,460				250			64,210	64,210
1.138	Southern Gulf Islands Regional Library	237,469	237,469					237,469				2,150			235,319	235,319
1.141	Salt Spring Island Public Library	678,553	502,839	145,607			30,107	678,553				1,703			676,850	676,850
1.15X	Municipalities' Own Debt - M.F.A.	14,566,765	61,100	14,505,665				14,566,765				61,100			14,505,665	14,505,665
1.170	Gossip Island Electric Power Supply	57,002	559	56,443				57,002				270		56,732		56,732
1.224	Community Health - Homeless Sec.	813,097	813,097					813,097				192,087			621,010	621,010
1.226	Community Health (CHR) Facilities	1,681,572	1,127,902				553,670	1,681,572				1,681,572				-
1.227	Saturna Island Medical Clinic	34,214	34,214					34,214				373			33,841	33,841
1.228	Galiano Health Service	142,520	142,520					142,520				46			142,474	142,474
1.229	Pender Islands Health Care Centre	233,053	233,053					233,053							233,053	233,053
1.230	Traffic Safety Commission	77,590	77,590					77,590				3,610			73,980	73,980
1.232	Port Renfrew Street Lighting	9,133	9,133					9,133				336	4,400	4,397		4,397
1.234	S.S.I. Street Lighting	26,726	26,726					26,726				40			26,686	26,686
1.235	S. G. I. Small Craft Harbour Facilities	457,832	232,144	75,688			150,000	457,832				6,480	136,780	314,572		314,572
1.236	Salt Spring Island Fernwood Dock	26,360	16,410				9,950	26,360				170		26,190		26,190
1.238A	Community Transit (S.S.I.)	551,231	521,231				30,000	551,231			111,203	192,015			248,013	248,013
1.238B	Community Transportation (S.S.I.)	180,335	85,335				95,000	180,335				1,190			179,145	179,145
1.280	Regional Parks	16,859,058	13,269,743	569,778		119,770	2,899,767	16,859,058		32,641	20,000	848,406	435,223		15,522,788	15,522,788
1.280A	Regional Parks - Land Acquisition	452,500	50,000	402,500				452,500							452,500	452,500
1.290	Royal Theatre	580,000	100,000			101,000	379,000	580,000							580,000	580,000
1.295	McPherson Theatre	784,851	350,000			88,000	346,851	784,851				34,851			750,000	750,000
1.297	Arts Grants	3,058,913	3,058,913					3,058,913		13,908		180,710			2,864,295	2,864,295
1.299	Salt Spring Island Arts	143,783	143,783					143,783				90			143,693	143,693
1.309	Climate Action and Adaptation	2,797,415	2,796,704				711	2,797,415				1,081,028			1,716,387	1,716,387
1.310	Land Banking & Housing	4,488,157	2,017,289	2,466,868			4,000	4,488,157		638,673		661,562	10,500		3,177,422	3,177,422
1.311	Regional Housing Trust Fund	-						-								-
1.313	Animal Care Services	1,650,754	1,600,754			20,000	30,000	1,650,754			16,381	1,154,430	18,870		461,073	461,073
1.314	SGI House Numbering	9,673	9,673					9,673				110			9,563	9,563
1.316	SSI Building Numbering	9,778	9,778					9,778				20			9,758	9,758
1.317	JDF Building Numbering	13,362	13,362					13,362				40			13,322	13,322
1.318	Building Inspection	1,827,338	1,777,598			6,440	43,300	1,827,338		30,678	58,903	4,380	1,262,250		471,127	471,127
1.319	Soil Deposit Removal	5,830	5,830					5,830				40			5,790	5,790
1.320	Noise Control	40,804	40,804					40,804				305			40,499	40,499
1.322	Nuisances & Unsightly Premises	54,406	54,406					54,406				310			54,096	54,096
1.323	By-Law Enforcement	549,763	512,803				36,960	549,763		520,383		29,380				-
1.324	Regional Planning Services	1,542,102	1,539,602				2,500	1,542,102		79,531	143,295	68,100			1,251,176	1,251,176
1.325	Electoral Area Services - Planning	835,573	759,803				75,770	835,573		31,850	42,532	2,555	45,000		713,636	713,636
1.330	Regional Growth Strategy	619,676	609,676				10,000	619,676			306,721	16,830			296,125	296,125
1.335	Geo-Spatial Referencing System	178,057	116,807				61,250	178,057				8,880	8,290		160,887	160,887
1.340	JDF Livestock Injury Compensation	3,153	3,153					3,153							3,153	3,153
1.341	SGI Livestock Injury Compensation	3,153	3,153					3,153							3,153	3,153
1.342	SSI Livestock Injury Compensation	3,153	3,153					3,153							3,153	3,153
1.350	Willis Point Fire Protect & Recreation	173,333	113,984	1,994		6,430	50,925	173,333				33,870			139,463	139,463
1.352	South Galiano Fire Protection	536,305	322,693	122,682		5,930	85,000	536,305				710		122,682	412,913	535,595
1.353	Otter Point Fire Protection	526,660	362,130			5,610	158,920	526,660				330			526,330	526,330
1.354	Malahat Fire Protection	66,915	66,915					66,915							66,915	66,915
1.355	Durrance Road Fire Protection	3,020	2,721				299	3,020						3,020		3,020
1.356	Pender Fire Protection	1,233,046	954,770	111,596			166,680	1,233,046			111,596	10,309			1,111,141	1,111,141
1.357	East Sooke Fire Protection	533,818	281,809	155,109			96,900	533,818				26,870	45,900		461,048	461,048
1.358	Port Renfrew Fire Protection	157,278	129,380	2,898			25,000	157,278				1,144	62,454		93,680	93,680
1.359	N. Galiano Fire Protection	217,485	157,083	48,872		6,530	5,000	217,485				724		24,440	192,321	216,761
1.360	Shirley Fire Protection	160,412	89,412			10,000	61,000	160,412				200			160,212	160,212
1.363	Saturna Island Fire	203,433	203,433					203,433				10,830			192,603	192,603
1.369	Electoral Area Fire Services - JDF	96,710	94,915			1,795		96,710			25,255	100			71,355	71,355
1.369	Electoral Area Fire Services - SGI	110,028	107,983			2,045		110,028			28,763				81,265	81,265
1.370	Juan de Fuca Emergency Program	90,293	74,413				15,880	90,293				220			90,073	90,073
1.371	S.S.I. Emergency Program	132,744	132,744					132,744			1,500	190			131,054	131,054

CAPITAL REGIONAL DISTRICT 2023 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2023	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2023	Surplus 2022	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2023
1.372	Electoral Area Emergency Program	643,539	636,039				7,500	643,539		478,240	10,639	930			153,730	153,730
1.373	S.G.I. Emergency Program	255,089	241,089				14,000	255,089				2,720			252,369	252,369
1.374	Regional Emergency Program Support	173,705	173,705					173,705			30,710	7,210			135,785	135,785
1.375	Hazardous Material Incident Response	358,891	349,331				9,560	358,891				18,610			340,281	340,281
1.377	J.D.F. Search and Rescue	92,839	88,839				4,000	92,839				21,510			71,329	71,329
1.378	S.S.I. Search and Rescue	25,052	25,052					25,052				97			24,955	24,955
1.40X	SEAPARC	4,435,791	3,876,825	103,966			455,000	4,435,791				401,240	839,184		3,195,367	3,195,367
1.405	JDF EA - Community Parks	197,684	177,684				20,000	197,684				810			196,874	196,874
1.408	JDF EA - Community Recreation	92,019	92,019					92,019				21,030			70,989	70,989
1.44X	Panorama Rec. Center.	10,214,073	8,544,211	854,537			815,324	10,214,073				1,584,180	3,168,824		5,461,069	5,461,069
1.455	Salt Spring Island - Community Parks	1,044,035	1,007,285	21,750			15,000	1,044,035		387,274		145,560			511,201	511,201
1.458	Salt Spring Is.- Community Rec	270,626	270,626					270,626				40	210,156		60,430	60,430
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,337,111	1,963,611	66,000			307,500	2,337,111		102,790		103,853	269,360		1,861,108	1,861,108
1.465	Saturna Island Comm. Parks	25,278	19,278				6,000	25,278				1,194			24,084	24,084
1.468	Saturna Island - Community Rec.	14,526	14,526					14,526				777			13,749	13,749
1.475	Mayne Is. Com. Parks & Rec	95,100	76,610				18,490	95,100				2,820			92,280	92,280
1.476	Mayne Is. Comm. Parks (reserve)	6,790	6,790					6,790				6,390	400			-
1.478	Mayne Is. Community Rec.	35,650	35,650					35,650				60			35,590	35,590
1.485	North & South Pender Com. Parks	167,848	124,848				43,000	167,848				1,733			166,115	166,115
1.488	North & South Pender Com. Rec	67,450	67,450					67,450				810			66,640	66,640
1.495	Galiano Parks	96,551	86,551				10,000	96,551				70			96,481	96,481
1.498	Galiano Community Recreation	38,205	38,205					38,205				15			38,190	38,190
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	24,446,910	23,285,122				1,161,788	24,446,910				6,357,823	18,089,087			-
1.523	Port Renfrew Refuse Disposal	91,158	85,158				6,000	91,158		17,340		39,141			34,677	34,677
1.525	Solid Waste Disposal - Debt	151,279	840	150,439				151,279				840	150,439			-
1.531	Stormwater Quality Management - Sooke	39,042	23,611				15,431	39,042				82			38,960	38,960
1.533	Stormwater Quality Management - S.G.I.	39,880	39,880					39,880				480			39,400	39,400
1.535	Stormwater Quality Management - S.S.I.	28,520	28,520					28,520				30			28,490	28,490
1.536	LWMP-Stormwater Quality Management-Core	746,527	746,527					746,527			5,959	90,668			649,900	649,900
1.537	Stormwater Quality Management - Peninsula	120,389	120,389					120,389				4,051			116,338	116,338
1.538	Source - Stormwater Quality - Peninsula	56,936	56,936					56,936				1,646			55,290	55,290
1.57X	Environmental Services	23,944,802	23,511,453				433,349	23,944,802		23,852,402		92,400				-
1.911	911 Systems	2,555,311	1,483,362	1,011,949			60,000	2,555,311			59,392	2,156,881	127,338		211,700	211,700
1.912B	911 Call Answer - Municipalities	-						-		703,444		(60,243)			(643,201)	(643,201)
1.913	913 Fire Dispatch	305,570	270,570				35,000	305,570				16,271			289,299	289,299
1.921	Regional CREST Contribution	1,799,270	1,799,270					1,799,270				100,934			1,698,336	1,698,336
1.923	Emergency Comm - CREST - S.G.I.	184,303	184,303					184,303				1,754			182,549	182,549
1.924	Emergency Comm - CREST - J.D.F.	126,004	126,004					126,004				220			125,784	125,784
1.925	Emergency Comm - CREST - S.S.I.	146,249	146,249					146,249				120			146,129	146,129
2.610	Saanich Peninsula Water Supply	7,818,204	6,868,904	49,300			900,000	7,818,204				500	7,817,704			-
2.620	SSI Highland Water System	30,973	215	30,758				30,973				110		30,863		30,863
2.621	Highland / Fernwood Water - SSI	462,286	346,422	45,864			70,000	462,286			20,000	760	365,026	76,500		76,500
2.622	Cedars of Tuam	44,268	33,332	1,436			9,500	44,268			1,500	50	42,718			-
2.624	Beddis Water	307,864	189,627	38,237			80,000	307,864			14,000	280	217,084	76,500		76,500
2.626	Fulford Water	232,267	157,122	22,395			52,750	232,267				840	181,427	50,000		50,000
2.628	Cedar Lane Water (S.S.I.)	90,339	55,210	9,129			26,000	90,339				180	65,159	25,000		25,000
2.630	Magic Lakes Estate Water System	976,411	680,835	193,186			102,390	976,411				9,560	382,170	584,681		584,681
2.640	Saturna Island Water System (Lyall Harbour)	263,618	182,357	30,461			50,800	263,618			15,000	1,020	114,698	132,900		132,900
2.642	Skana Water (Mayne)	93,048	59,079	11,969			22,000	93,048				110	53,118	39,820		39,820
2.650	Port Renfrew Water	142,171	112,809	362			29,000	142,171				1,100	70,536	70,535		70,535
2.660	Fernwood Water	14,478	133	14,345				14,478				50		14,428		14,428
2.665	Sticks Allison Water (Galiano)	67,445	53,445				14,000	67,445			5,000	100	56,345	6,000		6,000
2.667	Surfside Park Estates (Mayne)	126,554	104,554				22,000	126,554			1,500	100	99,954	25,000		25,000
2.670	Regional Water Supply	37,627,964	18,064,789	7,592,710		11,650,000	320,465	37,627,964				612,470	37,015,494			-
2.680	Juan de Fuca Water Distribution	24,095,129	14,437,761	2,408,604		6,980,000	268,764	24,095,129		6,000		179,270	23,909,859			-
2.681	Florence Lake Water System Debt	25,137		25,137				25,137						25,137		25,137.00
2.691	Wilderness Mountain Water Service	189,871	131,659	27,212			31,000	189,871			500	120	118,251	71,000		71,000
3.700	Septage Disposal - Municipal	167,239	132,536			34,703		167,239				164,649	2,590			-
3.700	Septage Disposal - JDF Service Area	-						-								-
3.701	Millstream Remediation Service	122,992	860	122,132				122,992			55,642	11,707			55,643	55,643
3.705	S.S.I. Liquid Waste Disposal	1,061,518	817,445	160,573			83,500	1,061,518			9,000	1,550	626,540	424,428		424,428
3.707	On Site System Management Program - LWMP	192,808	192,808					192,808				10,556			182,252	182,252
3.71X	Trk Swrs & Swge Disp - oper	35,069,460	32,598,474				2,470,986	35,069,460		1,546,599	105,000	27,306,145			6,111,716	6,111,716
3.7XX	Trk Swrs - debt	23,426,589	104,648	10,177,840		5,529,745	7,614,356	23,426,589				17,138,201			6,288,388	6,288,388
3.720	LWMP (Peninsula) - Implementation	55,986	35,460				20,526	55,986				980			55,006	55,006
3.750	LWMP	371,935	323,230				48,705	371,935				155,002			216,933	216,933
3.752	Harbours Program	355,107	355,107					355,107				23,461			331,646	331,646
3.755	Regional Source Control	1,680,810	1,680,810					1,680,810		55,700	96,708	95,831	56,080		1,376,491	1,376,491
3.756	Harbours Environmental Action	69,954	69,954					69,954				2,026			67,928	67,928
3.810	Ganges Sewer	1,204,556	817,035	256,121			131,400	1,204,556			80,000	2,070	1,061,230	61,256		61,256
3.820	Maliview Estates Sewer System	254,432	167,450	48,982			38,000	254,432				25,150	223,282	6,000		6,000.00
3.830	Magic Lake Estates Sewer System	876,639	609,276	174,103			93,260	876,639		11,090		1,190	269,977	594,382		594,382
3.830D	Magic Lake Estates Sewer Debt	225,107	500	224,607				225,107				500		224,607		224,607
3.850	Port Renfrew Sewer	136,090	107,852	1,238			27,000	136,090				1,260	67,415	67,415		67,415
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN

Schedule A

		Expenditures						*Revenue*								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.010	Legislative & General Government	33,226,086	30,661,646			2,257,580	306,860	33,226,086	450,000	14,793,389	1,253,902	1,503,070	86,700		15,139,025	15,139,025
1.10X	Facilities and Risk	4,120,060	3,901,477			5,000	213,583	4,120,060		3,862,164		91,021			166,875	166,875
1.101	G.I.S.	642,099	567,659			24,440	50,000	642,099		514,396		3,510			124,193	124,193
1.103	Elections	45,032	32				45,000	45,032				70			44,962	44,962
1.104	U.B.C.M.	13,461	13,461					13,461				100			13,361	13,361
1.109	Electoral Area Admin Exp - JDF	68,261	68,261					68,261				130			68,131	68,131
1.110	Electoral Area Admin Exp - SGI	443,909	442,849				1,060	443,909			10,000	17,784			416,125	416,125
1.111	Electoral Area Admin Exp - SSI	1,020,425	1,014,925				5,500	1,020,425		471,874		720			547,831	547,831
1.112	Regional Grant in Aid	-						-								-
1.114	Grant-in-Aid - Juan de Fuca	23,384	23,384					23,384				290			23,094	23,094.00
1.116	Grant-in-Aid - Salt Spring Island	52,310	52,310					52,310				240			52,070	52,070
1.117	Grant-in-Aid - Southern Gulf Islands	106,183	106,183					106,183				751			105,432	105,432
1.119	Vancouver Island Regional Library	335,809	335,809					335,809				550			335,259	335,259
1.121	Sooke Regional Museum	224,601	224,601					224,601				360			224,241	224,241
1.123	Prov. Court of B.C. (Family Court)	149,360	2,862				146,498	149,360				149,360				-
1.124	SSI Economic Development Commission	154,636	153,636				1,000	154,636				610			154,026	154,026
1.125	SGI Economic Development Commission	127,318	127,318					127,318				1,100			126,218	126,218
1.126	Victoria Family Court Committee	15,873	15,873					15,873				873			15,000	15,000
1.128	Greater Victoria Police Victim Services	311,153	311,153					311,153				14,622			296,531	296,531
1.129	Vancouver Island Regional Library - Debt	302,996		302,996				302,996				302,996				-
1.133	Langford E.A. - Greater Victoria Public Library	32,867	32,867					32,867				90			32,777	32,777
1.137	Galiano Island Community Use Building	65,740	34,217	27,417			4,106	65,740				250			65,490	65,490
1.138	Southern Gulf Islands Regional Library	242,192	242,192					242,192				2,150			240,042	240,042
1.141	Salt Spring Island Public Library	692,103	513,014	145,607			33,482	692,103				1,713			690,390	690,390
1.15X	Municipalities' Own Debt - M.F.A.	13,856,143	61,100	13,795,043				13,856,143				61,100			13,795,043	13,795,043
1.170	Gossip Island Electric Power Supply	57,005	562	56,443				57,005				270		56,735		56,735
1.224	Community Health - Homeless Sec.	588,859	588,859					588,859				192,087			396,772	396,772
1.226	Community Health (CHR) Facilities	1,705,230	1,151,560				553,670	1,705,230				1,705,230				-
1.227	Saturna Island Medical Clinic	34,897	34,897					34,897				373			34,524	34,524
1.228	Galiano Health Service	149,560	149,560					149,560				46			149,514	149,514
1.229	Pender Islands Health Care Centre	230,658	230,658					230,658							230,658	230,658
1.230	Traffic Safety Commission	79,140	79,140					79,140				3,680			75,460	75,460
1.232	Port Renfrew Street Lighting	9,292	9,292					9,292				336	4,480	4,476		4,476
1.234	S.S.I. Street Lighting	27,262	27,262					27,262				40			27,222	27,222
1.235	S. G. I. Small Craft Harbour Facilities	466,771	238,083	75,688			153,000	466,771				6,610	139,370	320,791		320,791
1.236	Salt Spring Island Fernwood Dock	26,880	16,980				9,900	26,880				170		26,710		26,710
1.238A	Community Transit (S.S.I.)	573,119	538,119				35,000	573,119			44,816	226,138			302,165	302,165
1.238B	Community Transportation (S.S.I.)	180,682	85,682				95,000	180,682				1,210			179,472	179,472
1.280	Regional Parks	16,978,648	13,451,108	569,778		122,400	2,835,362	16,978,648		33,235		872,423	440,994		15,631,996	15,631,996
1.280A	Regional Parks - Land Acquisition	832,500	50,000	782,500				832,500							832,500	832,500
1.290	Royal Theatre	580,000	100,000			105,000	375,000	580,000							580,000	580,000
1.295	McPherson Theatre	784,851	350,000			90,000	344,851	784,851				34,851			750,000	750,000
1.297	Arts Grants	3,120,559	3,120,559					3,120,559		14,208		180,710			2,925,641	2,925,641
1.299	Salt Spring Island Arts	143,831	143,831					143,831				90			143,741	143,741
1.309	Climate Action and Adaptation	2,637,393	2,636,682				711	2,637,393				1,046,028			1,591,365	1,591,365
1.310	Land Banking & Housing	4,954,165	1,754,095	3,196,070			4,000	4,954,165		446,981		316,602	10,500		4,180,082	4,180,082
1.311	Regional Housing Trust Fund	-						-								-
1.313	Animal Care Services	1,688,975	1,638,975			20,000	30,000	1,688,975			10,235	1,182,289	19,240		477,211	477,211
1.314	SGI House Numbering	9,866	9,866					9,866				110			9,756	9,756
1.316	SSI Building Numbering	9,974	9,974					9,974				20			9,954	9,954
1.317	JDF Building Numbering	13,630	13,630					13,630				40			13,590	13,590
1.318	Building Inspection	1,864,654	1,814,794			6,560	43,300	1,864,654		31,290	52,374	4,460	1,287,500		489,030	489,030
1.319	Soil Deposit Removal	5,942	5,942					5,942				40			5,902	5,902
1.320	Noise Control	41,599	41,599					41,599				305			41,294	41,294
1.322	Nuisances & Unsightly Premises	55,457	55,457					55,457				310			55,147	55,147
1.323	By-Law Enforcement	560,487	523,527				36,960	560,487		530,517		29,970				-
1.324	Regional Planning Services	1,574,349	1,571,849				2,500	1,574,349		81,246	116,164	69,460			1,307,479	1,307,479
1.325	Electoral Area Services - Planning	837,418	761,648				75,770	837,418		32,490	25,760	2,565	45,000		731,603	731,603
1.330	Regional Growth Strategy	326,176	316,176				10,000	326,176			13,221	16,830			296,125	296,125
1.335	Geo-Spatial Referencing System	181,630	119,150				62,480	181,630				9,060	8,460		164,110	164,110
1.340	JDF Livestock Injury Compensation	3,156	3,156					3,156							3,156	3,156
1.341	SGI Livestock Injury Compensation	3,156	3,156					3,156							3,156	3,156
1.342	SSI Livestock Injury Compensation	3,156	3,156					3,156							3,156	3,156
1.350	Willis Point Fire Protect & Recreation	178,932	111,654	23,877		6,560	36,841	178,932				33,890			145,042	145,042
1.352	South Galiano Fire Protection	542,884	329,152	122,682		6,050	85,000	542,884				720		122,682	419,482	542,164
1.353	Otter Point Fire Protection	537,404	369,529			5,725	162,150	537,404				340			537,064	537,064
1.354	Malahat Fire Protection	68,250	68,250					68,250							68,250	68,250
1.355	Durrance Road Fire Protection	3,024	2,724				300	3,024						3,024		3,024
1.356	Pender Fire Protection	1,281,450	995,944	111,596			173,910	1,281,450			111,596	10,339			1,159,515	1,159,515
1.357	East Sooke Fire Protection	541,503	287,556	155,109			98,838	541,503				27,390	46,820		467,293	467,293
1.358	Port Renfrew Fire Protection	159,921	132,023	2,898			25,000	159,921				1,144	63,511		95,266	95,266
1.359	N. Galiano Fire Protection	220,828	160,296	48,872		6,660	5,000	220,828				734		24,440	195,654	220,094
1.360	Shirley Fire Protection	162,217	91,217			10,000	61,000	162,217				200			162,017	162,017
1.363	Saturna Island Fire	213,501	213,501					213,501				10,830			202,671	202,671
1.369	Electoral Area Fire Services - JDF	61,523	59,690			1,833		61,523				100			61,423	61,423
1.369	Electoral Area Fire Services - SGI	69,954	67,867			2,087		69,954							69,954	69,954
1.370	Juan de Fuca Emergency Program	91,801	75,921				15,880	91,801				220			91,581	91,581
1.371	S.S.I. Emergency Program	135,426	135,426					135,426			1,000	190			134,236	134,236

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus 2023	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.372	Electoral Area Emergency Program	657,091	649,591				7,500	657,091		487,801	8,460	950			159,880	159,880
1.373	S.G.I. Emergency Program	259,942	245,942				14,000	259,942				2,770			257,172	257,172
1.374	Regional Emergency Program Support	151,862	151,862					151,862			2,115	7,350			142,397	142,397
1.375	Hazardous Material Incident Response	365,898	356,338				9,560	365,898				18,980			346,918	346,918
1.377	J.D.F. Search and Rescue	94,635	90,635				4,000	94,635				21,940			72,695	72,695
1.378	S.S.I. Search and Rescue	25,052	25,052					25,052				97			24,955	24,955
1.40X	SEAPARC	4,515,653	3,941,687	103,966			470,000	4,515,653				409,154	856,368		3,250,130	3,250,130
1.405	JDF EA - Community Parks	201,343	181,343				20,000	201,343				810			200,533	200,533
1.408	JDF EA - Community Recreation	93,947	93,947					93,947				21,450			72,497	72,497
1.44X	Panorama Rec. Center.	10,392,284	8,722,260	374,910			1,295,114	10,392,284				1,605,069	3,235,991		5,551,224	5,551,224
1.455	Salt Spring Island - Community Parks	1,124,394	1,018,105	85,789			20,500	1,124,394		395,166		148,070			581,158	581,158
1.458	Salt Spring Is.- Community Rec	276,163	276,163					276,163				40	214,493		61,630	61,630
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,769,030	1,936,142	505,888			327,000	2,769,030		104,860		122,757	278,986		2,262,427	2,262,427
1.465	Saturna Island Comm. Parks	25,657	19,657				6,000	25,657				1,194			24,463	24,463
1.468	Saturna Island - Community Rec.	14,816	14,816					14,816				777			14,039	14,039
1.475	Mayne Is. Com. Parks & Rec	97,048	78,188				18,860	97,048				2,870			94,178	94,178
1.476	Mayne Is. Comm. Parks (reserve)	6,920	6,920					6,920				6,510	410			-
1.478	Mayne Is. Community Rec.	36,360	36,360					36,360				60			36,300	36,300
1.485	North & South Pender Com. Parks	170,265	127,265				43,000	170,265				1,733			168,532	168,532
1.488	North & South Pender Com. Rec	68,805	68,805					68,805				830			67,975	67,975
1.495	Galiano Parks	98,320	88,320				10,000	98,320				70			98,250	98,250
1.498	Galiano Community Recreation	38,965	38,965					38,965				15			38,950	38,950
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	27,158,504	23,280,037				3,878,467	27,158,504				9,582,823	17,575,681			-
1.523	Port Renfrew Refuse Disposal	92,860	86,860				6,000	92,860		17,687		39,860			35,313	35,313
1.525	Solid Waste Disposal - Debt	151,279	840	150,439				151,279				840	150,439			-
1.531	Stormwater Quality Management - Sooke	70,391	70,391					70,391			30,567	84			39,740	39,740
1.533	Stormwater Quality Management - S.G.I.	40,680	40,680					40,680				490			40,190	40,190
1.535	Stormwater Quality Management - S.S.I.	29,094	29,094					29,094				30			29,064	29,064
1.536	LWMP-Stormwater Quality Management-Core	760,235	760,235					760,235			5,959	91,376			662,900	662,900
1.537	Stormwater Quality Management - Peninsula	122,715	122,715					122,715				4,051			118,664	118,664
1.538	Source - Stormwater Quality - Peninsula	58,046	58,046					58,046				1,646			56,400	56,400
1.57X	Environmental Services	24,341,244	23,810,244				531,000	24,341,244		24,248,844		92,400				-
1.911	911 Systems	2,588,842	1,496,893	1,011,949			80,000	2,588,842			30,227	2,177,077	127,338		254,200	254,200
1.912B	911 Call Answer - Municipalities	-						-		703,444		(60,243)			(643,201)	(643,201)
1.913	913 Fire Dispatch	312,940	277,940				35,000	312,940				16,301			296,639	296,639
1.921	Regional CREST Contribution	1,835,140	1,835,140					1,835,140				100,934			1,734,206	1,734,206
1.923	Emergency Comm - CREST - S.G.I.	187,977	187,977					187,977				1,754			186,223	186,223
1.924	Emergency Comm - CREST - J.D.F.	128,503	128,503					128,503				220			128,283	128,283
1.925	Emergency Comm - CREST - S.S.I.	149,167	149,167					149,167				120			149,047	149,047
2.610	Saanich Peninsula Water Supply	8,215,699	7,139,638	326,061			750,000	8,215,699				500	8,215,199			-
2.620	SSI Highland Water System	30,975	217	30,758				30,975				110		30,865		30,865
2.621	Highland / Fernwood Water - SSI	518,527	357,151	121,376			40,000	518,527			20,000	770	419,727	78,030		78,030
2.622	Cedars of Tuam	58,233	35,676	14,057			8,500	58,233				50	58,183			-
2.624	Beddis Water	308,194	181,989	4,205			122,000	308,194				280	229,884	78,030		78,030
2.626	Fulford Water	237,354	162,141	57,313			17,900	237,354				850	183,504	53,000		53,000
2.628	Cedar Lane Water (S.S.I.)	97,888	55,343	15,545			27,000	97,888				180	67,708	30,000		30,000
2.630	Magic Lakes Estate Water System	990,233	694,657	193,186			102,390	990,233				9,570	391,274	589,389		589,389
2.640	Saturna Island Water System (Lyall Harbour)	273,838	192,583	36,255			45,000	273,838			20,000	1,040	117,238	135,560		135,560
2.642	Skana Water (Mayne)	147,807	52,255	73,552			22,000	147,807				110	54,135	93,562		93,562
2.650	Port Renfrew Water	155,608	119,056	7,552			29,000	155,608				1,110	77,249	77,249		77,249
2.660	Fernwood Water	14,480	135	14,345				14,480				50		14,430		14,430
2.665	Sticks Allison Water (Galiano)	69,383	54,383				15,000	69,383			5,000	100	57,283	7,000		7,000
2.667	Surfside Park Estates (Mayne)	131,267	110,142	4,125			17,000	131,267				100	101,167	30,000		30,000
2.670	Regional Water Supply	39,099,448	18,414,564	3,408,010		16,950,000	326,874	39,099,448				612,470	38,486,978			-
2.680	Juan de Fuca Water Distribution	25,643,576	14,881,912	2,747,525		7,740,000	274,139	25,643,576		6,000		179,270	25,458,306			-
2.681	Florence Lake Water System Debt	25,137		25,137				25,137						25,137		25,137.00
2.691	Wilderness Mountain Water Service	230,195	132,713	66,482			31,000	230,195			4,000	120	134,523	91,552		91,552
3.700	Septage Disposal - Municipal	170,539	135,332			35,207		170,539				167,899	2,640			-
3.700	Septage Disposal - JDF Service Area	-						-								-
3.701	Millstream Remediation Service	123,000	868	122,132				123,000			55,646	11,707			55,647	55,647
3.705	S.S.I. Liquid Waste Disposal	1,111,086	844,530	171,923			94,633	1,111,086				1,570	639,070	470,446		470,446
3.707	On Site System Management Program - LWMP	196,465	196,465					196,465				10,556			185,909	185,909
3.71X	Trk Swrs & Swge Disp - oper	35,990,593	33,441,388	14,609			2,534,596	35,990,593		1,577,524	434,241	27,727,976			6,250,852	6,250,852
3.7XX	Trk Swrs - debt	23,093,779	141,678	13,696,307		5,529,745	3,726,049	23,093,779				16,821,916			6,271,863	6,271,863
3.720	LWMP (Peninsula) - Implementation	57,086	36,168				20,918	57,086				980			56,106	56,106
3.750	LWMP	377,985	329,708				48,277	377,985				157,324			220,661	220,661
3.752	Harbours Program	361,740	361,740					361,740				23,461			338,279	338,279
3.755	Regional Source Control	1,712,615	1,712,615					1,712,615		56,810	98,713	95,871	57,200		1,404,021	1,404,021
3.756	Harbours Environmental Action	71,313	71,313					71,313				2,027			69,286	69,286
3.810	Ganges Sewer	1,241,399	768,137	340,432			132,830	1,241,399			30,000	2,090	1,140,994	68,315		68,315
3.820	Maliview Estates Sewer System	364,523	191,264	155,259			18,000	364,523			40,000	25,150	289,373	10,000		10,000.00
3.830	Magic Lake Estates Sewer System	888,827	621,464	174,103			93,260	888,827		11,310		1,210	275,938	600,369		600,369
3.830D	Magic Lake Estates Sewer Debt	225,107	500	224,607				225,107				500		224,607		224,607
3.850	Port Renfrew Sewer	164,710	121,942	20,768			22,000	164,710				1,280	81,715	81,715		81,715
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

CAPITAL REGIONAL DISTRICT 2025 FINANCIAL PLAN

Schedule A

		Expenditures						*Revenue*								
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus 2024	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2025
1.010	Legislative & General Government	32,180,108	30,277,548			1,592,240	310,320	32,180,108	450,000	15,090,381	2,000	1,356,003	87,630		15,194,094	15,194,094
1.10X	Facilities and Risk	4,199,481	3,680,853			5,000	513,628	4,199,481		3,936,720		92,288			170,473	170,473
1.101	G.I.S.	654,559	579,629			24,930	50,000	654,559		524,684		3,580			126,295	126,295
1.103	Elections	45,032	32				45,000	45,032				70			44,962	44,962
1.104	U.B.C.M.	13,724	13,724					13,724				100			13,624	13,624
1.109	Electoral Area Admin Exp - JDF	69,614	69,614					69,614				130			69,484	69,484
1.110	Electoral Area Admin Exp - SGI	453,000	451,920				1,080	453,000			7,000	18,080			427,920	427,920
1.111	Electoral Area Admin Exp - SSI	1,056,802	1,051,302				5,500	1,056,802		491,847		740			564,215	564,215
1.112	Regional Grant in Aid	-						-								-
1.114	Grant-in-Aid - Juan de Fuca	23,452	23,452					23,452				290			23,162	23,162.00
1.116	Grant-in-Aid - Salt Spring Island	53,350	53,350					53,350				240			53,110	53,110
1.117	Grant-in-Aid - Southern Gulf Islands	106,291	106,291					106,291				751			105,540	105,540
1.119	Vancouver Island Regional Library	342,499	342,499					342,499				550			341,949	341,949
1.121	Sooke Regional Museum	229,093	229,093					229,093				370			228,723	228,723
1.123	Prov. Court of B.C. (Family Court)	149,360	2,918				146,442	149,360				149,360				-
1.124	SSI Economic Development Commission	156,883	155,883				1,000	156,883				620			156,263	156,263
1.125	SGI Economic Development Commission	129,443	129,443					129,443				1,120			128,323	128,323
1.126	Victoria Family Court Committee	15,873	15,873					15,873				873			15,000	15,000
1.128	Greater Victoria Police Victim Services	317,361	317,361					317,361				14,622			302,739	302,739
1.129	Vancouver Island Regional Library - Debt	302,996		302,996				302,996				302,996				-
1.133	Langford E.A. - Greater Victoria Public Library	33,520	33,520					33,520				90			33,430	33,430
1.137	Galiano Island Community Use Building	67,050	34,944	27,417			4,689	67,050				250			66,800	66,800
1.138	Southern Gulf Islands Regional Library	245,031	245,031					245,031				2,150			242,881	242,881
1.141	Salt Spring Island Public Library	705,923	523,391	145,607			36,925	705,923				1,723			704,200	704,200
1.15X	Municipalities' Own Debt - M.F.A.	12,649,389	61,100	12,588,289				12,649,389				61,100			12,588,289	12,588,289
1.170	Gossip Island Electric Power Supply	57,008	565	56,443				57,008				270		56,738		56,738
1.224	Community Health - Homeless Sec.	561,943	561,943					561,943				132,087			429,856	429,856
1.226	Community Health (CHR) Facilities	1,729,429	1,175,759				553,670	1,729,429				1,729,429				-
1.227	Saturna Island Medical Clinic	35,591	35,591					35,591				373			35,218	35,218
1.228	Galiano Health Service	156,754	156,754					156,754				46			156,708	156,708
1.229	Pender Islands Health Care Centre	229,051	229,051					229,051							229,051	229,051
1.230	Traffic Safety Commission	80,720	80,720					80,720				3,750			76,970	76,970
1.232	Port Renfrew Street Lighting	9,451	9,451					9,451				336	4,560	4,555		4,555
1.234	S.S.I. Street Lighting	27,809	27,809					27,809				40			27,769	27,769
1.235	S. G. I. Small Craft Harbour Facilities	475,814	244,126	75,688			156,000	475,814				6,740	142,000	327,074		327,074
1.236	Salt Spring Island Fernwood Dock	27,410	17,560				9,850	27,410				170		27,240		27,240
1.238A	Community Transit (S.S.I.)	583,910	548,910				35,000	583,910			13,237	230,657			340,016	340,016
1.238B	Community Transportation (S.S.I.)	184,189	89,189				95,000	184,189				1,230			182,959	182,959
1.280	Regional Parks	17,166,571	13,732,303	569,778		125,100	2,739,389	17,166,571		33,834	8,000	897,151	446,880		15,780,706	15,780,706
1.280A	Regional Parks - Land Acquisition	1,212,500	50,000	1,162,500				1,212,500							1,212,500	1,212,500
1.290	Royal Theatre	580,000	100,000			105,000	375,000	580,000							580,000	580,000
1.295	McPherson Theatre	784,851	350,000			90,000	344,851	784,851				34,851			750,000	750,000
1.297	Arts Grants	3,183,448	3,183,448					3,183,448		14,514		180,710			2,988,224	2,988,224
1.299	Salt Spring Island Arts	143,881	143,881					143,881				90			143,791	143,791
1.309	Climate Action and Adaptation	2,562,640	2,561,929				711	2,562,640				1,046,028			1,516,612	1,516,612
1.310	Land Banking & Housing	4,846,734	1,646,664	3,196,070			4,000	4,846,734		456,252		298,479	10,500		4,081,503	4,081,503
1.311	Regional Housing Trust Fund	-						-								-
1.313	Animal Care Services	1,728,107	1,678,107			20,000	30,000	1,728,107			3,726	1,210,848	19,620		493,913	493,913
1.314	SGI House Numbering	10,062	10,062					10,062				110			9,952	9,952
1.316	SSI Building Numbering	10,172	10,172					10,172				20			10,152	10,152
1.317	JDF Building Numbering	13,903	13,903					13,903				40			13,863	13,863
1.318	Building Inspection	1,902,763	1,852,783			6,680	43,300	1,902,763		31,916	45,434	4,550	1,313,250		507,613	507,613
1.319	Soil Deposit Removal	6,054	6,054					6,054				40			6,014	6,014
1.320	Noise Control	42,407	42,407					42,407				305			42,102	42,102
1.322	Nuisances & Unsightly Premises	56,527	56,527					56,527				310			56,217	56,217
1.323	By-Law Enforcement	571,428	534,468				36,960	571,428		540,858		30,570				-
1.324	Regional Planning Services	1,607,270	1,604,770				2,500	1,607,270		82,997	93,645	70,850			1,359,778	1,359,778
1.325	Electoral Area Services - Planning	866,860	791,090				75,770	866,860		33,140	36,127	2,575	45,000		750,018	750,018
1.330	Regional Growth Strategy	332,793	322,793				10,000	332,793			19,838	16,830			296,125	296,125
1.335	Geo-Spatial Referencing System	185,272	121,542				63,730	185,272				9,240	8,630		167,402	167,402
1.340	JDF Livestock Injury Compensation	3,159	3,159					3,159							3,159	3,159
1.341	SGI Livestock Injury Compensation	3,159	3,159					3,159							3,159	3,159
1.342	SSI Livestock Injury Compensation	3,159	3,159					3,159							3,159	3,159
1.350	Willis Point Fire Protect & Recreation	184,754	113,982	23,877		6,690	40,205	184,754				33,910			150,844	150,844
1.352	South Galiano Fire Protection	549,579	335,727	122,682		6,170	85,000	549,579				730		122,682	426,167	548,849
1.353	Otter Point Fire Protection	548,345	377,095			5,850	165,400	548,345				350			547,995	547,995
1.354	Malahat Fire Protection	69,616	69,616					69,616							69,616	69,616
1.355	Durrance Road Fire Protection	3,028	2,727				301	3,028						3,028		3,028
1.356	Pender Fire Protection	1,304,847	1,015,863	111,596			177,388	1,304,847			111,596	10,379			1,182,872	1,182,872
1.357	East Sooke Fire Protection	549,357	293,433	155,109			100,815	549,357				27,920	47,760		473,677	473,677
1.358	Port Renfrew Fire Protection	162,758	134,758				28,000	162,758				1,144	64,646		96,968	96,968
1.359	N. Galiano Fire Protection	224,245	163,583	48,872		6,790	5,000	224,245				744		24,440	199,061	223,501
1.360	Shirley Fire Protection	164,064	93,064			10,000	61,000	164,064				200			163,864	163,864
1.363	Saturna Island Fire	218,571	218,571					218,571				10,830			207,741	207,741
1.369	Electoral Area Fire Services - JDF	62,756	60,885			1,870		62,756				100			62,656	62,656
1.369	Electoral Area Fire Services - SGI	71,357	69,228			2,130		71,357							71,357	71,357
1.370	Juan de Fuca Emergency Program	93,353	77,473				15,880	93,353				220			93,133	93,133
1.371	S.S.I. Emergency Program	138,171	138,171					138,171			500	190			137,481	137,481

CAPITAL REGIONAL DISTRICT 2025 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus 2024	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2025
1.372	Electoral Area Emergency Program	670,910	663,410				7,500	670,910		497,561	6,099	970			166,280	166,280
1.373	S.G.I. Emergency Program	264,953	250,953				14,000	264,953				2,820			262,133	262,133
1.374	Regional Emergency Program Support	155,093	155,093					155,093				7,490			147,603	147,603
1.375	Hazardous Material Incident Response	373,039	363,479				9,560	373,039				19,370			353,669	353,669
1.377	J.D.F. Search and Rescue	96,464	92,464				4,000	96,464				22,370			74,094	74,094
1.378	S.S.I. Search and Rescue	25,052	25,052					25,052				97			24,955	24,955
1.40X	SEAPARC	4,582,024	4,013,058	53,966			515,000	4,582,024				417,235	873,895		3,290,894	3,290,894
1.405	JDF EA - Community Parks	205,070	185,070				20,000	205,070				830			204,240	204,240
1.408	JDF EA - Community Recreation	95,933	95,933					95,933				21,870			74,063	74,063
1.44X	Panorama Rec. Center.	10,560,998	8,890,808	240,411			1,429,778	10,560,998				1,640,614	3,298,032		5,622,352	5,622,352
1.455	Salt Spring Island - Community Parks	1,145,638	1,039,349	85,789			20,500	1,145,638		403,222		150,630			591,786	591,786
1.458	Salt Spring Is.- Community Rec	282,526	282,526					282,526				40	219,626		62,860	62,860
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,842,157	1,998,769	505,888			337,500	2,842,157		106,960		129,477	284,566		2,321,154	2,321,154
1.465	Saturna Island Comm. Parks	26,036	20,036				6,000	26,036				1,194			24,842	24,842
1.468	Saturna Island - Community Rec.	15,117	15,117					15,117				777			14,340	14,340
1.475	Mayne Is. Com. Parks & Rec	99,057	79,817				19,240	99,057				2,920			96,137	96,137
1.476	Mayne Is. Comm. Parks (reserve)	7,050	7,050					7,050				6,630	420			-
1.478	Mayne Is. Community Rec.	37,090	37,090					37,090				60			37,030	37,030
1.485	North & South Pender Com. Parks	172,723	129,723				43,000	172,723				1,733			170,990	170,990
1.488	North & South Pender Com. Rec	70,182	70,182					70,182				850			69,332	69,332
1.495	Galiano Parks	100,121	90,121				10,000	100,121				70			100,051	100,051
1.498	Galiano Community Recreation	39,745	39,745					39,745				15			39,730	39,730
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	26,717,590	23,278,540				3,439,050	26,717,590				9,947,967	16,769,623			-
1.523	Port Renfrew Refuse Disposal	94,584	88,584				6,000	94,584		18,041		40,586			35,957	35,957
1.525	Solid Waste Disposal - Debt	151,279	840	150,439				151,279				840	150,439			-
1.531	Stormwater Quality Management - Sooke	40,616	24,567				16,049	40,616				86			40,530	40,530
1.533	Stormwater Quality Management - S.G.I.	41,490	41,490					41,490				500			40,990	40,990
1.535	Stormwater Quality Management - S.S.I.	29,672	29,672					29,672				30			29,642	29,642
1.536	LWMP-Stormwater Quality Management-Core	774,215	774,215					774,215			5,959	92,096			676,160	676,160
1.537	Stormwater Quality Management - Peninsula	125,089	125,089					125,089				4,051			121,038	121,038
1.538	Source - Stormwater Quality - Peninsula	59,176	59,176					59,176				1,646			57,530	57,530
1.57X	Environmental Services	24,842,857	24,311,298				531,559	24,842,857		24,750,457		92,400				-
1.911	911 Systems	2,620,168	1,510,719	1,011,949			97,500	2,620,168			10,553	2,177,077	127,338		305,200	305,200
1.912B	911 Call Answer - Municipalities	-						-		703,444		(60,243)			(643,201)	(643,201)
1.913	913 Fire Dispatch	320,520	285,520				35,000	320,520				16,331			304,189	304,189
1.921	Regional CREST Contribution	1,871,720	1,871,720					1,871,720				100,934			1,770,786	1,770,786
1.923	Emergency Comm - CREST - S.G.I.	191,722	191,722					191,722				1,754			189,968	189,968
1.924	Emergency Comm - CREST - J.D.F.	131,063	131,063					131,063				220			130,843	130,843
1.925	Emergency Comm - CREST - S.S.I.	152,146	152,146					152,146				120			152,026	152,026
2.610	Saanich Peninsula Water Supply	8,677,715	7,445,828	781,887			450,000	8,677,715				500	8,677,215			-
2.620	SSI Highland Water System	12,867	219	12,648				12,867				110		12,757		12,757
2.621	Highland / Fernwood Water - SSI	548,496	331,200	177,296			40,000	548,496				780	468,125	79,591		79,591
2.622	Cedars of Tuam	76,420	31,251	38,669			6,500	76,420				50	76,370			-
2.624	Beddis Water	327,708	192,829	24,879			110,000	327,708			10,000	280	237,828	79,600		79,600
2.626	Fulford Water	284,985	165,407	101,578			18,000	284,985				860	214,125	70,000		70,000
2.628	Cedar Lane Water (S.S.I.)	121,267	76,546	7,721			37,000	121,267			20,000	180	70,087	31,000		31,000
2.630	Magic Lakes Estate Water System	999,691	708,742	188,559			102,390	999,691				9,580	400,606	589,505		589,505
2.640	Saturna Island Water System (Lyall Harbour)	259,114	173,650	34,664			50,800	259,114				1,060	119,784	138,270		138,270
2.642	Skana Water (Mayne)	153,847	58,295	73,552			22,000	153,847			5,000	110	55,175	93,562		93,562
2.650	Port Renfrew Water	170,739	116,845	42,894			11,000	170,739				1,120	84,810	84,809		84,809
2.660	Fernwood Water	6,918	137	6,781				6,918				50		6,868		6,868
2.665	Sticks Allison Water (Galiano)	66,352	50,352				16,000	66,352				100	58,252	8,000		8,000
2.667	Surfside Park Estates (Mayne)	183,266	122,273	43,993			17,000	183,266				100	148,166	35,000		35,000
2.670	Regional Water Supply	41,101,745	18,789,081	3,379,253		18,600,000	333,411	41,101,745				612,470	40,489,275			-
2.680	Juan de Fuca Water Distribution	26,827,568	15,490,421	2,747,525		8,310,000	279,622	26,827,568		6,000		179,270	26,642,298			-
2.681	Florence Lake Water System Debt	25,137		25,137				25,137						25,137		25,137.00
2.691	Wilderness Mountain Water Service	228,802	131,320	66,482			31,000	228,802				120	137,130	91,552		91,552
3.700	Septage Disposal - Municipal	173,899	138,042			35,857		173,899				171,209	2,690			-
3.700	Septage Disposal - JDF Service Area	-						-								-
3.701	Millstream Remediation Service	123,008	876	122,132				123,008			55,650	11,707			55,651	55,651
3.705	S.S.I. Liquid Waste Disposal	1,123,886	841,155	278,731			4,000	1,123,886				1,590	651,850	470,446		470,446
3.707	On Site System Management Program - LWMP	200,191	200,191					200,191				10,556			189,635	189,635
3.71X	Trk Swrs & Swge Disp - oper	37,804,101	35,025,883	175,402			2,602,816	37,804,101		1,609,073	1,445,000	28,380,376			6,369,652	6,369,652
3.7XX	Trk Swrs - debt	23,965,083	203,728	10,092,331		5,529,745	8,139,279	23,965,083				17,691,969			6,273,114	6,273,114
3.720	LWMP (Peninsula) - Implementation	58,208	36,890				21,318	58,208				980			57,228	57,228
3.750	LWMP	384,168	336,321				47,847	384,168				159,697			224,471	224,471
3.752	Harbours Program	368,506	368,506					368,506				23,461			345,045	345,045
3.755	Regional Source Control	1,745,036	1,745,036					1,745,036		57,950	100,734	95,911	58,340		1,432,101	1,432,101
3.756	Harbours Environmental Action	72,698	72,698					72,698				2,026			70,672	70,672
3.810	Ganges Sewer	1,227,926	753,204	340,432			134,290	1,227,926				2,110	1,156,291	69,525		69,525
3.820	Maliview Estates Sewer System	331,079	154,420	155,259			21,400	331,079				25,150	294,929	11,000		11,000.00
3.830	Magic Lake Estates Sewer System	901,316	633,953	174,103			93,260	901,316		11,540		1,230	282,176	606,370		606,370
3.830D	Magic Lake Estates Sewer Debt	225,107	500	224,607				225,107				500		224,607		224,607
3.850	Port Renfrew Sewer	233,210	114,580	99,630			19,000	233,210				1,300	115,955	115,955		115,955
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

CAPITAL REGIONAL DISTRICT 2026 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026	Surplus 2025	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2026
1.010	Legislative & General Government	31,585,396	30,668,896			602,660	313,840	31,585,396	450,000	15,393,360	1,000	1,363,203	88,580		14,289,253	14,289,253
1.10X	Facilities and Risk	4,281,271	3,755,856			5,000	520,415	4,281,271		4,013,558		93,566			174,147	174,147
1.101	G.I.S.	667,274	591,844			25,430	50,000	667,274		535,178		3,650			128,446	128,446
1.103	Elections	302,001	257,001				45,000	302,001			175,895	81,144			44,962	44,962
1.104	U.B.C.M.	13,998	13,998					13,998				100			13,898	13,898
1.109	Electoral Area Admin Exp - JDF	70,999	70,999					70,999				130			70,869	70,869
1.110	Electoral Area Admin Exp - SGI	462,287	461,187				1,100	462,287			5,000	18,390			438,897	438,897
1.111	Electoral Area Admin Exp - SSI	1,063,659	1,058,159				5,500	1,063,659		491,961		760			570,938	570,938
1.112	Regional Grant in Aid	-						-								-
1.114	Grant-in-Aid - Juan de Fuca	23,521	23,521					23,521				290			23,231	23,231.00
1.116	Grant-in-Aid - Salt Spring Island	54,410	54,410					54,410				240			54,170	54,170
1.117	Grant-in-Aid - Southern Gulf Islands	106,400	106,400					106,400				751			105,649	105,649
1.119	Vancouver Island Regional Library	349,320	349,320					349,320				550			348,770	348,770
1.121	Sooke Regional Museum	233,676	233,676					233,676				380			233,296	233,296
1.123	Prov. Court of B.C. (Family Court)	149,360	2,978				146,382	149,360				149,360				-
1.124	SSI Economic Development Commission	158,577	157,577				1,000	158,577				630			157,947	157,947
1.125	SGI Economic Development Commission	131,570	131,570					131,570				1,140			130,430	130,430
1.126	Victoria Family Court Committee	15,873	15,873					15,873				873			15,000	15,000
1.128	Greater Victoria Police Victim Services	323,693	323,693					323,693				14,622			309,071	309,071
1.129	Vancouver Island Regional Library - Debt	302,996		302,996				302,996				302,996				-
1.133	Langford E.A. - Greater Victoria Public Library	34,193	34,193					34,193				90			34,103	34,103
1.137	Galiano Island Community Use Building	68,390	35,687	27,417			5,286	68,390				250			68,140	68,140
1.138	Southern Gulf Islands Regional Library	245,031	245,031					245,031				2,150			242,881	242,881
1.141	Salt Spring Island Public Library	720,013	533,980	145,607			40,426	720,013				1,733			718,280	718,280
1.15X	Municipalities' Own Debt - M.F.A.	11,792,572	61,100	11,731,472				11,792,572				61,100			11,731,472	11,731,472
1.170	Gossip Island Electric Power Supply	57,011	568	56,443				57,011				270		56,741		56,741
1.224	Community Health - Homeless Sec.	563,130	563,130					563,130				132,087			431,043	431,043
1.226	Community Health (CHR) Facilities	1,754,159	1,200,489				553,670	1,754,159				1,754,159				-
1.227	Saturna Island Medical Clinic	36,305	36,305					36,305				373			35,932	35,932
1.228	Galiano Health Service	156,754	156,754					156,754				46			156,708	156,708
1.229	Pender Islands Health Care Centre	230,373	230,373					230,373							230,373	230,373
1.230	Traffic Safety Commission	82,330	82,330					82,330				3,820			78,510	78,510
1.232	Port Renfrew Street Lighting	9,610	9,610					9,610				336	4,640	4,634		4,634
1.234	S.S.I. Street Lighting	28,367	28,367					28,367				40			28,327	28,327
1.235	S. G. I. Small Craft Harbour Facilities	485,072	250,384	75,688			159,000	485,072				6,870	144,700	333,502		333,502
1.236	Salt Spring Island Fernwood Dock	27,950	18,160				9,790	27,950				170		27,780		27,780
1.238A	Community Transit (S.S.I.)	594,916	559,916				35,000	594,916				235,266			359,650	359,650
1.238B	Community Transportation (S.S.I.)	184,266	89,266				95,000	184,266				1,250			183,016	183,016
1.280	Regional Parks	17,382,152	14,019,412	569,778		127,602	2,665,360	17,382,152		34,450		922,613	452,885		15,972,204	15,972,204
1.280A	Regional Parks - Land Acquisition	1,592,500	50,000	1,542,500				1,592,500							1,592,500	1,592,500
1.290	Royal Theatre	580,000	100,000			105,000	375,000	580,000							580,000	580,000
1.295	McPherson Theatre	784,851	350,000			90,000	344,851	784,851				34,851			750,000	750,000
1.297	Arts Grants	3,247,603	3,247,603					3,247,603		14,828		180,710			3,052,065	3,052,065
1.299	Salt Spring Island Arts	143,931	143,931					143,931				90			143,841	143,841
1.309	Climate Action and Adaptation	1,343,170	1,342,459				711	1,343,170				26,028			1,317,142	1,317,142
1.310	Land Banking & Housing	4,531,266	1,434,739	3,092,527			4,000	4,531,266		309,711		198,479	10,500		4,012,576	4,012,576
1.311	Regional Housing Trust Fund	-						-								-
1.313	Animal Care Services	1,768,577	1,718,577			20,000	30,000	1,768,577				1,240,152	20,010		508,415	508,415
1.314	SGI House Numbering	10,261	10,261					10,261				110			10,151	10,151
1.316	SSI Building Numbering	10,375	10,375					10,375				20			10,355	10,355
1.317	JDF Building Numbering	14,183	14,183					14,183				40			14,143	14,143
1.318	Building Inspection	1,941,658	1,891,558			6,800	43,300	1,941,658		32,555	38,041	4,650	1,339,510		526,902	526,902
1.319	Soil Deposit Removal	6,169	6,169					6,169				40			6,129	6,129
1.320	Noise Control	43,239	43,239					43,239				305			42,934	42,934
1.322	Nuisances & Unsightly Premises	57,629	57,629					57,629				310			57,319	57,319
1.323	By-Law Enforcement	582,600	545,640				36,960	582,600		551,420		31,180				-
1.324	Regional Planning Services	1,615,908	1,613,408				2,500	1,615,908		84,786	58,281	72,270			1,400,571	1,400,571
1.325	Electoral Area Services - Planning	869,101	793,331				75,770	869,101		33,810	19,456	2,585	45,000		768,250	768,250
1.330	Regional Growth Strategy	339,550	329,550				10,000	339,550			26,595	16,830			296,125	296,125
1.335	Geo-Spatial Referencing System	188,995	123,995				65,000	188,995				9,420	8,800		170,775	170,775
1.340	JDF Livestock Injury Compensation	3,162	3,162					3,162							3,162	3,162
1.341	SGI Livestock Injury Compensation	3,162	3,162					3,162							3,162	3,162
1.342	SSI Livestock Injury Compensation	3,162	3,162					3,162							3,162	3,162
1.350	Willis Point Fire Protect & Recreation	190,808	116,363	23,877		6,820	43,748	190,808				33,930			156,878	156,878
1.352	South Galiano Fire Protection	556,420	342,448	122,682		6,290	85,000	556,420				740		122,682	432,998	555,680
1.353	Otter Point Fire Protection	559,328	384,838			5,770	168,720	559,328				360			558,968	558,968
1.354	Malahat Fire Protection	71,004	71,004					71,004							71,004	71,004
1.355	Durrance Road Fire Protection	3,030	2,730				300	3,030						3,030		3,030
1.356	Pender Fire Protection	1,272,936	1,036,180	55,820			180,936	1,272,936			55,820	10,419			1,206,697	1,206,697
1.357	East Sooke Fire Protection	557,357	299,414	155,109			102,834	557,357				28,460	48,720		480,177	480,177
1.358	Port Renfrew Fire Protection	165,526	137,526				28,000	165,526				1,144	65,753		98,629	98,629
1.359	N. Galiano Fire Protection	227,744	166,942	48,872		6,930	5,000	227,744				754		24,440	202,550	226,990
1.360	Shirley Fire Protection	165,962	94,962			10,000	61,000	165,962				200			165,762	165,762
1.363	Saturna Island Fire	223,643	223,643					223,643				10,830			212,813	212,813
1.369	Electoral Area Fire Services - JDF	64,004	62,096			1,908		64,004				100			63,904	63,904
1.369	Electoral Area Fire Services - SGI	72,779	70,607			2,172		72,779							72,779	72,779
1.370	Juan de Fuca Emergency Program	94,932	79,052				15,880	94,932				220			94,712	94,712
1.371	S.S.I. Emergency Program	140,978	140,978					140,978				190			140,788	140,788

CAPITAL REGIONAL DISTRICT 2026 FINANCIAL PLAN — **Schedule A**

		Expenditures						*Revenue*								
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026	Surplus 2025	Recovery from other services	Transfers from Reserves	Other revenue	Fee & Charges	Parcel Tax	Property Value Tax	Requisition 2026
1.372	Electoral Area Emergency Program	685,031	677,531				7,500	685,031		507,510	3,601	990			172,930	172,930
1.373	S.G.I. Emergency Program	270,044	256,044				14,000	270,044				2,870			267,174	267,174
1.374	Regional Emergency Program Support	158,388	158,388					158,388				7,630			150,758	150,758
1.375	Hazardous Material Incident Response	380,312	370,752				9,560	380,312				19,760			360,552	360,552
1.377	J.D.F. Search and Rescue	98,344	94,344				4,000	98,344				22,810			75,534	75,534
1.378	S.S.I. Search and Rescue	25,052	25,052					25,052				97			24,955	24,955
1.40X	SEAPARC	4,676,862	4,067,896	53,966			555,000	4,676,861				425,472	893,508		3,357,882	3,357,882
1.405	JDF EA - Community Parks	208,877	188,877				20,000	208,877				850			208,027	208,027
1.408	JDF EA - Community Recreation	97,957	97,957					97,957				22,300			75,657	75,657
1.44X	Panorama Rec. Center.	10,746,542	9,076,184	240,411			1,429,947	10,746,542			51,000	1,662,348	3,374,504		5,658,690	5,658,690
1.455	Salt Spring Island - Community Parks	1,167,335	1,061,046	85,789			20,500	1,167,335		411,445		153,250			602,640	602,640
1.458	Salt Spring Is.- Community Rec	288,303	288,303					288,303				40	224,143		64,120	64,120
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,885,362	2,034,974	505,888			344,500	2,885,362		109,100		132,009	290,259		2,353,994	2,353,994
1.465	Saturna Island Comm. Parks	26,426	20,426				6,000	26,426				1,194			25,232	25,232
1.468	Saturna Island - Community Rec.	15,418	15,418					15,418				777			14,641	14,641
1.475	Mayne Is. Com. Parks & Rec	101,108	81,488				19,620	101,108				2,970			98,138	98,138
1.476	Mayne Is. Comm. Parks (reserve)	7,190	7,190					7,190				6,760	430			-
1.478	Mayne Is. Community Rec.	37,830	37,830					37,830				60			37,770	37,770
1.485	North & South Pender Com. Parks	175,254	132,254				43,000	175,254				1,733			173,521	173,521
1.488	North & South Pender Com. Rec	71,590	71,590					71,590				870			70,720	70,720
1.495	Galiano Parks	101,963	91,963				10,000	101,963				70			101,893	101,893
1.498	Galiano Community Recreation	40,535	40,535					40,535				15			40,520	40,520
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	26,841,757	23,455,691				3,386,066	26,841,757				10,036,646	16,805,111			-
1.523	Port Renfrew Refuse Disposal	96,360	90,360				6,000	96,360		18,402		41,336			36,622	36,622
1.525	Solid Waste Disposal - Debt	135,109	840	134,269				135,109				840	134,269			-
1.531	Stormwater Quality Management - Sooke	41,427	25,060				16,367	41,427				87			41,340	41,340
1.533	Stormwater Quality Management - S.G.I.	42,320	42,320					42,320				510			41,810	41,810
1.535	Stormwater Quality Management - S.S.I.	30,254	30,254					30,254				30			30,224	30,224
1.536	LWMP-Stormwater Quality Management-Core	788,475	788,475					788,475			5,959	92,836			689,680	689,680
1.537	Stormwater Quality Management - Peninsula	127,509	127,509					127,509				4,051			123,458	123,458
1.538	Source - Stormwater Quality - Peninsula	60,326	60,326					60,326				1,646			58,680	58,680
1.57X	Environmental Services	25,354,887	24,822,864				532,023	25,354,887		25,262,487		92,400				-
1.911	911 Systems	2,670,715	1,524,848	1,011,949			133,918	2,670,715				2,177,077	127,338		366,300	366,300
1.912B	911 Call Answer - Municipalities	-						-		703,444		(60,243)			(643,201)	(643,201)
1.913	913 Fire Dispatch	328,308	293,308				35,000	328,308				16,361			311,947	311,947
1.921	Regional CREST Contribution	1,909,030	1,909,030					1,909,030				100,934			1,808,096	1,808,096
1.923	Emergency Comm - CREST - S.G.I.	195,538	195,538					195,538				1,754			193,784	193,784
1.924	Emergency Comm - CREST - J.D.F.	133,673	133,673					133,673				220			133,453	133,453
1.925	Emergency Comm - CREST - S.S.I.	155,176	155,176					155,176				120			155,056	155,056
2.610	Saanich Peninsula Water Supply	9,188,322	7,651,587	1,086,735			450,000	9,188,322				500	9,187,822			-
2.620	SSI Highland Water System	12,869	221	12,648				12,869				110		12,759		12,759
2.621	Highland / Fernwood Water - SSI	555,012	337,716	177,296			40,000	555,012				790	473,040	81,182		81,182
2.622	Cedars of Tuam	86,921	41,752	38,669			6,500	86,921			10,000	50	76,871			-
2.624	Beddis Water	326,329	186,450	24,879			115,000	326,329				280	244,849	81,200		81,200
2.626	Fulford Water	332,486	168,543	145,843			18,100	332,486				870	251,616	80,000		80,000
2.628	Cedar Lane Water (S.S.I.)	102,327	57,606	7,721			37,000	102,327				180	70,777	31,370		31,370
2.630	Magic Lakes Estate Water System	1,050,299	764,574	144,335			141,390	1,050,299			40,000	9,600	411,164	589,535		589,535
2.640	Saturna Island Water System (Lyall Harbour)	264,531	177,182	23,849			63,500	264,531				1,080	122,411	141,040		141,040
2.642	Skana Water (Mayne)	154,907	59,355	73,552			22,000	154,907			5,000	110	56,235	93,562		93,562
2.650	Port Renfrew Water	188,011	121,667	44,344			22,000	188,011			500	1,130	93,191	93,190		93,190
2.660	Fernwood Water	3,915	138	3,777				3,915				50		3,865		3,865
2.665	Sticks Allison Water (Galiano)	68,332	51,332				17,000	68,332				100	59,232	9,000		9,000
2.667	Surfside Park Estates (Mayne)	252,928	109,456	126,472			17,000	252,928				100	212,828	40,000		40,000
2.670	Regional Water Supply	42,612,199	19,114,695	3,357,424		19,800,000	340,080	42,612,199				612,470	41,999,729			-
2.680	Juan de Fuca Water Distribution	27,954,700	16,011,960	2,747,525		8,910,000	285,215	27,954,700		6,000		179,270	27,769,430			-
2.681	Florence Lake Water System Debt	25,137		25,137				25,137						25,137		25,137.00
2.691	Wilderness Mountain Water Service	231,482	134,000	66,482			31,000	231,482				120	139,810	91,552		91,552
3.700	Septage Disposal - Municipal	177,329	140,831			36,498		177,329				174,589	2,740			-
3.700	Septage Disposal - JDF Service Area	-						-								-
3.701	Millstream Remediation Service	103,854	884	102,970				103,854			46,073	11,707			46,074	46,074
3.705	S.S.I. Liquid Waste Disposal	1,137,354	857,876	239,678			39,800	1,137,354				1,610	664,890	470,854		470,854
3.707	On Site System Management Program - LWMP	203,999	203,999					203,999				10,556			193,443	193,443
3.71X	Trk Swrs & Swge Disp - oper	37,463,950	34,583,191	204,703			2,676,056	37,463,950		1,641,256	401,241	28,803,609			6,617,844	6,617,844
3.7XX	Trk Swrs - debt	24,332,941	34,930	10,557,187		5,529,745	8,211,079	24,332,941				17,629,809			6,703,132	6,703,132
3.720	LWMP (Peninsula) - Implementation	59,353	37,624				21,729	59,353				980			58,373	58,373
3.750	LWMP	390,454	343,047				47,407	390,454				162,109			228,345	228,345
3.752	Harbours Program	375,406	375,406					375,406				23,460			351,946	351,946
3.755	Regional Source Control	1,778,135	1,778,135					1,778,135		59,110	102,821	95,951	59,510		1,460,743	1,460,743
3.756	Harbours Environmental Action	74,111	74,111					74,111				2,026			72,085	72,085
3.810	Ganges Sewer	1,244,402	768,190	340,432			135,780	1,244,402				2,130	1,171,513	70,759		70,759
3.820	Maliview Estates Sewer System	337,698	157,439	155,259			25,000	337,698				25,150	300,548	12,000		12,000.00
3.830	Magic Lake Estates Sewer System	914,077	646,714	174,103			93,260	914,077		11,770		1,250	288,625	612,432		612,432
3.830D	Magic Lake Estates Sewer Debt	225,107	500	224,607				225,107				500		224,607		224,607
3.850	Port Renfrew Sewer	253,730	112,712	122,018			19,000	253,730				1,320	126,205	126,205		126,205
21.ALL	Feasibility Study Reserve Fund - All	-						-								-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-						-								-

SCHEDULE B

CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

	EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2022	2023	2024	2025	2026	TOTAL
	EXPENDITURE						
B	Buildings	22,157,264	167,078,666	49,424,500	5,898,000	2,141,500	246,699,930
E	Equipment	19,923,342	11,052,593	7,247,999	6,045,860	5,453,775	49,723,569
L	Land	8,505,002	5,945,000	6,090,000	5,530,000	5,235,000	31,305,002
S	Engineered Structures	133,046,618	76,579,018	66,094,026	61,024,900	16,254,000	352,998,562
V	Vehicles	5,206,485	2,445,000	2,196,000	1,340,000	692,000	11,879,485
		188,838,711	**263,100,277**	**131,052,525**	**79,838,760**	**29,776,275**	**692,606,548**
	SOURCE OF FUNDS						
C	Capital Funds on Hand	49,537,773	21,457,100	23,597,063	24,514,000	12,129,000	131,234,936
D	Debenture Debt (New Debt Only)	35,549,100	63,285,920	47,277,180	36,140,000	8,095,000	190,347,200
E	ERF	10,894,058	6,128,473	3,981,999	3,583,860	2,827,775	27,416,165
G	Grants (Federal, Provincial)	23,500,901	15,070,984	7,533,770	2,935,000	140,000	49,180,655
R	Reserve Fund	58,606,248	26,125,000	13,862,513	10,305,900	6,384,500	115,284,161
O	Other	10,750,631	131,032,800	34,800,000	2,360,000	200,000	179,143,431
		188,838,711	**263,100,277**	**131,052,525**	**79,838,760**	**29,776,275**	**692,606,548**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2022

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	170,000					170,000			170,000				170,000
1.014	CAO / Corporate Services	4,132					4,132			4,132				4,132
1.015	Real Estate	-					-			-				-
1.016	Human Resources	3,130					3,130			3,130				3,130
1.017	Finance	315,557					315,557	300,000		15,557				315,557
1.018	Health & Capital Planning Strategies	-					-			-				-
1.022	Information Technology	599,446	80,000				679,446	574,000		105,446				679,446
1.024	GM - Planning & Protective Services	1,565					1,565			1,565				1,565
1.025	Corporate Emergency	6,000					6,000			6,000				6,000
1.027	First Nations Relations	1,033					1,033			1,033				1,033
1.105	Facilities Management	10,000	185,000				195,000	50,000		145,000				195,000
1.106	Facilities and Risk		70,000	3,000,000			3,070,000	1,140,000		70,000	-	1,860,000		3,070,000
1.107	Corporate Satellite Facilities			50,000			50,000	5,000				45,000		50,000
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SGI Admin. Expenditures	1,500					1,500			1,500				1,500
1.111	SSI Admin. Expenditures	11,080					11,080			11,080				11,080
1.118	Corporate Communications	6,229					6,229			6,229		-		6,229
1.123	Family Court Building			160,000			160,000	15,000			-	145,000	-	160,000
1.137	Galiano Island Community Use Building			20,000			20,000					20,000		20,000
1.141	SSI Public Library			127,500			127,500				110,000	17,500		127,500
1.226	Health Facilities - VIHA	40,000		1,896,500	-		1,936,500	511,500				1,425,000	-	1,936,500
1.235	SGI Small Craft Harbour Facilities				1,625,000		1,625,000	30,000	1,180,000			195,800	219,200	1,625,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				47,500		47,500				-	47,500		47,500
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000		40,000
1.238B	Community Transportation (SSI)				425,000		425,000				260,000	165,000		425,000
1.280	Regional Parks	1,477,000	345,000	1,090,000	5,986,925	5,120,000	14,018,925	3,878,925	5,500,000	345,000	343,000	3,952,000		14,018,925
1.290	Royal Theatre	26,000		1,755,000			1,781,000	125,000			-	796,000	860,000	1,781,000
1.295	McPherson Theatre	26,000		2,267,000			2,293,000	10,000				2,283,000		2,293,000
1.297	Arts Grants and Development	1,550					1,550			1,550				1,550
1.310	Land Banking and Housing	2,000		-			2,000		-	2,000	-		-	2,000
1.313	Animal Care Services	64,040	157,235	318,000			539,275			22,040			517,235	539,275
1.318	Building Inspection	88,900	45,000				133,900			133,900				133,900
1.323	ByLaw Services	990	15,000				15,990			15,990				15,990
1.324	Regional Planning Services	100,400					100,400			100,400				100,400
1.325	Community Planning	45,000			100,000		145,000			45,000	100,000			145,000
1.335	Geo-Spatial Referencing	70,000					70,000			70,000				70,000
1.350	Willis Point Fire	27,030	-	-			27,030		-	12,000		15,030		27,030
1.352	South Galiano Fire	13,500	65,000	162,000			240,500		162,000	78,500				240,500
1.353	Otter Point Fire	141,000		60,000			201,000			141,000		60,000		201,000
1.356	Pender Island Fire	10,000	400,000	115,000			525,000			410,000		115,000		525,000
1.357	East Sooke Fire	37,544	150,000	55,000			242,544	11,000		166,044		65,500		242,544
1.358	Port Renfrew Fire	33,000					33,000			33,000				33,000
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.369	Electoral Area Fire Services	156,300					156,300					156,300		156,300
1.370	JDF Emergency Program	11,710					11,710			11,710				11,710
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SGI Emergency Program	47,000					47,000					47,000		47,000
1.375	Hazardous Material Incident Response	90,000					90,000			90,000				90,000
1.405	JDF EA Community Parks & Recreation				215,000	50,000	265,000				265,000			265,000
1.40x	SEAPARC	350,700	20,000	585,000	-	-	955,700		-	85,700	50,000	820,000		955,700
1.44X	Panorama Recreation	1,873,704	484,000	3,678,129	238,600	10,000	6,284,433	999,056	1,753,000	1,093,000	1,389,777	1,049,600		6,284,433
1.455	SSI Community Parks	85,000	130,000		735,000		950,000		-	55,000	750,000	75,000	70,000	950,000
1.458	SSI Community Recreation	5,000			30,000		35,000			5,000	-	30,000		35,000
1.459	SSI Park Land & Rec Programs	30,000		1,361,135	450,000	1,080,002	2,921,137	3,400	-	30,000	1,542,862	744,875	600,000	2,921,137
1.465	Saturna Island Community Parks				40,000		40,000					40,000		40,000
1.475	Mayne Island Community Parks	7,000		14,000	3,000		24,000					24,000		24,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2022

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks				225,990		225,990					225,990		225,990
1.495	Galiano Community Parks			28,000	41,000		69,000	8,000			6,500	54,500		69,000
1.521	Environmental Resource Management	773,000		-	23,875,000		24,648,000	875,000		683,000		23,090,000		24,648,000
1.523	Port Renfrew Refuse Disposal				25,000		25,000					25,000		25,000
1.575	Environmental Administration Services	10,430					10,430			10,430				10,430
1.576	Environmental Engineering Services	40,000	155,000				195,000	55,000		140,000				195,000
1.577	IW - Environmental Operations	1,845,000					1,845,000			1,845,000				1,845,000
1.578	Environmental Protection	715,372	285,000				1,000,372			1,000,372				1,000,372
1.911	911 Call Answer	-					-			-				-
1.913	913 Fire Dispatch	145,000					145,000			145,000				145,000
2.610	Saanich Peninsula Water Supply	304,000			4,068,028		4,372,028		-	60,000		4,312,028		4,372,028
2.620	Highland Water (SSI)				98,792		98,792	98,792						98,792
2.621	Highland & Fernwood Water (SSI)	40,000			192,000		232,000		-		140,000	92,000		232,000
2.622	Cedars of Tuam Water (SSI)	5,000			5,000		10,000		-		-	10,000		10,000
2.624	Beddis Water (SSI)	30,000			32,725		62,725		-		-	62,725		62,725
2.626	Fulford Water (SSI)	13,000			160,000		173,000		-		70,000	103,000		173,000
2.628	Cedar Lane Water (SSI)				77,400		77,400	33,500	-		-	43,900		77,400
2.630	Magic Lake Estates Water (Pender)	205,000			290,000		495,000		-		2,500	292,500	200,000	495,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	8,000			390,000		398,000		-		390,000	8,000		398,000
2.642	Skana Water (Mayne)	75,000			45,000		120,000		75,000			45,000		120,000
2.650	Port Renfrew Water	30,000			-		30,000	20,000	-		-	10,000		30,000
2.665	Sticks Allison Water (Galiano)	-			5,000		5,000					5,000		5,000
2.667	Surfside Park Estates (Mayne)	25,000			-		25,000		-			25,000		25,000
2.670	Regional Water Supply	8,195,000	1,427,250	5,150,000	11,550,000	1,495,000	27,817,250	24,072,000	-	1,205,250	40,000		2,500,000	27,817,250
2.680	JDF Water Distribution	1,080,000	1,060,000	265,000	35,786,000		38,191,000	14,605,000	6,100,000	1,060,000		10,675,000	5,751,000	38,191,000
2.681	Florence Lake Water				300,000		300,000		300,000					300,000
2.691	Wilderness Mountain Water Service				65,000		65,000		-		45,000	20,000		65,000
3.701	Millstream Site Remediation					750,000	750,000	457,500			292,500			750,000
3.705	SSI Septage / Composting				414,158		414,158		-		303,462	77,500	33,196	414,158
3.718	Saanich Peninsula Wastewater	67,500			3,570,000		3,637,500	50,000	-	417,500		3,170,000		3,637,500
3.798C	Debt - Core Area Wastewater Treatment Program	120,000	133,000		36,932,000		37,185,000	1,610,100	18,279,000	828,000	14,992,900	1,475,000		37,185,000
3.810	Ganges Sewer Utility (SSI)	190,000			487,500		677,500		-		140,000	537,500		677,500
3.820	Maliview Sewer Utility (SSI)				300,000		300,000		300,000		-	-		300,000
3.830	Magic Lake Sewer Utility (Pender)	5,000			4,100,000		4,105,000		1,900,100		2,202,400	2,500		4,105,000
3.850	Port Renfrew Sewer				75,000		75,000		-		60,000	15,000		75,000
TOTAL		**19,923,342**	**5,206,485**	**22,157,264**	**133,046,618**	**8,505,002**	**188,838,711**	**49,537,773**	**35,549,100**	**10,894,058**	**23,500,901**	**58,606,248**	**10,750,631**	**188,838,711**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2023

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	21,500					21,500			21,500				21,500
1.014	CAO / Corporate Services	9,328					9,328			9,328				9,328
1.015	Real Estate	-					-			-				-
1.016	Human Resources	4,695					4,695			4,695				4,695
1.017	Finance	237,421					237,421	200,000		37,421				237,421
1.018	Health & Capital Planning Strategies	2,066					2,066			2,066				2,066
1.022	Information Technology	1,295,136	-				1,295,136	1,281,000		14,136				1,295,136
1.024	GM - Planning & Protective Services	2,066					2,066			2,066				2,066
1.025	Corporate Emergency	6,000					6,000			6,000				6,000
1.027	First Nations Relations	3,631					3,631			3,631				3,631
1.105	Facilities Management	25,000	115,000				140,000	-		140,000				140,000
1.106	Facilities and Risk		-	1,515,000			1,515,000	-		-	-	1,515,000		1,515,000
1.107	Corporate Satellite Facilities			5,000			5,000	5,000				-		5,000
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	1,530					1,530			1,530				1,530
1.111	SSI Admin. Expenditures	1,650					1,650			1,650				1,650
1.118	Corporate Communications	227,066					227,066			2,066		225,000		227,066
1.123	Family Court Building			1,120,000			1,120,000	-			500,000	620,000	-	1,120,000
1.137	Galiano Island Community Use Building			-			-					-		-
1.141	SSI Public Library			-			-				-	-		-
1.226	Health Facilities - VIHA	400,000		1,115,000	-		1,515,000	-				1,315,000	200,000	1,515,000
1.235	SGI Small Craft Harbour Facilities				125,000		125,000	-	-			125,000	-	125,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				150,000		150,000				50,000	100,000		150,000
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000		40,000
1.238B	Community Transportation (SSI)				431,500		431,500				365,000	66,500		431,500
1.280	Regional Parks	107,000	507,000	-	5,322,000	5,000,000	10,936,000	-	5,000,000	507,000	1,868,000	3,561,000		10,936,000
1.290	Royal Theatre	-		730,000			730,000	-			-	380,000	350,000	730,000
1.295	McPherson Theatre	-		325,000			325,000	-				325,000		325,000
1.297	Arts Grants and Development	-					-			-				-
1.310	Land Banking and Housing	4,000		150,425,666			150,429,666		17,000,000	4,000	5,742,866		127,682,800	150,429,666
1.313	Animal Care Services	4,120	18,000	-			22,120			22,120			-	22,120
1.318	Building Inspection	6,000	50,000				56,000			56,000				56,000
1.323	ByLaw Services	1,010	15,000				16,010			16,010				16,010
1.324	Regional Planning Services	43,000					43,000			43,000				43,000
1.325	Community Planning	2,410			-		2,410			2,410	-			2,410
1.335	Geo-Spatial Referencing	45,000					45,000			45,000				45,000
1.350	Willis Point Fire	66,000	650,000	18,000			734,000		275,000	441,000		18,000		734,000
1.352	South Galiano Fire	5,800	-	-			5,800		-	5,800				5,800
1.353	Otter Point Fire	28,300		40,000			68,300			28,300		40,000		68,300
1.356	Pender Island Fire	10,000	-	-			10,000			10,000		-		10,000
1.357	East Sooke Fire	16,295	-	-			16,295	-		16,295		-		16,295
1.358	Port Renfrew Fire	-					-			-				-
1.360	Shirley Fire Department	-					-			-				-
1.369	Electoral Area Fire Services	-					-					-		-
1.370	JDF Emergency Program	7,470					7,470			7,470				7,470
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SGI Emergency Program	-					-					-		-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000
1.405	JDF EA Community Parks & Recreation				-	50,000	50,000				50,000			50,000
1.40x	SEAPARC	262,000	-	50,000	1,025,000	-	1,337,000		-	102,000	750,000	485,000		1,337,000
1.44X	Panorama Recreation	253,832	26,000	180,000	-	-	459,832	-	-	279,832	55,000	125,000		459,832
1.455	SSI Community Parks	15,000	40,000		1,095,000		1,150,000		1,000,000	15,000	55,000	80,000	-	1,150,000
1.458	SSI Community Recreation	5,000			300,000		305,000			5,000	200,000	100,000		305,000
1.459	SSI Park Land & Rec Programs	62,500		8,225,000	90,000	-	8,377,500	-	8,000,000	62,500	75,000	240,000	-	8,377,500
1.465	Saturna Island Community Parks				13,000		13,000					13,000		13,000
1.475	Mayne Island Community Parks	-		5,000	10,000		15,000					15,000		15,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2023

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	**Service Name**	**Equipment**	**Vehicles**	**Buildings**	**Engineered Structures**	**Land**	**TOTAL**	**Capital Funds on Hand**	**Debenture Debt**	**Equipment Repl Fund**	**Grants**	**Capital Reserves**	**Other**	**TOTAL**
1.485	Pender Island Community Parks				91,000		91,000					91,000		91,000
1.495	Galiano Community Parks			-	10,000		10,000	-			-	10,000		10,000
1.521	Environmental Resource Management	283,000		-	16,568,000		16,851,000	-		1,233,000		15,618,000		16,851,000
1.523	Port Renfrew Refuse Disposal				-		-					-		-
1.575	Environmental Administration Services	15,660					15,660			15,660				15,660
1.576	Environmental Engineering Services	40,000	40,000				80,000	-		80,000				80,000
1.577	IW - Environmental Operations	663,500					663,500			663,500				663,500
1.578	Environmental Protection	118,487	45,000				163,487			163,487				163,487
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000				1,000,000
1.913	913 Fire Dispatch	-					-			-				-
2.610	Saanich Peninsula Water Supply	-			2,820,000		2,820,000		2,550,000	60,000		210,000		2,820,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)	240,000			765,000		1,005,000		805,000		200,000	-		1,005,000
2.622	Cedars of Tuam Water (SSI)	15,000			270,000		285,000		97,000		188,000	-		285,000
2.624	Beddis Water (SSI)	-			63,000		63,000		-		-	63,000		63,000
2.626	Fulford Water (SSI)	831,000			-		831,000		500,000		300,000	31,000		831,000
2.628	Cedar Lane Water (SSI)				236,500		236,500	-	90,000		140,000	6,500		236,500
2.630	Magic Lake Estates Water (Pender)	-			325,000		325,000		-		-	25,000	300,000	325,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	58,000			30,000		88,000		53,000		20,000	15,000		88,000
2.642	Skana Water (Mayne)	674,120			35,000		709,120		709,120			-		709,120
2.650	Port Renfrew Water	10,000			1,638,918		1,648,918	-	50,000		1,573,918	25,000		1,648,918
2.665	Sticks Allison Water (Galiano)	5,000			-		5,000					5,000		5,000
2.667	Surfside Park Estates (Mayne)	-			15,000		15,000		-			15,000		15,000
2.670	Regional Water Supply	3,135,000	406,000	3,060,000	17,735,000	895,000	25,231,000	12,625,000	9,700,000	406,000	-		2,500,000	25,231,000
2.680	JDF Water Distribution	165,000	270,000	265,000	10,655,000		11,355,000	5,965,000	5,100,000	270,000		20,000	-	11,355,000
2.681	Florence Lake Water				-		-		-					-
2.691	Wilderness Mountain Water Service				500,000		500,000		500,000		-	-		500,000
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				180,000		180,000		-		-	180,000	-	180,000
3.718	Saanich Peninsula Wastewater	-			550,000		550,000	50,000	-	150,000		350,000		550,000
3.798C	Debt - Core Area Wastewater Treatment Program	-	263,000		8,030,100		8,293,100	1,331,100	6,800,000	162,000	-	-		8,293,100
3.810	Ganges Sewer Utility (SSI)	607,000			800,000		1,407,000		1,330,000		-	77,000		1,407,000
3.820	Maliview Sewer Utility (SSI)				1,910,000		1,910,000		1,910,000		-	-		1,910,000
3.830	Magic Lake Sewer Utility (Pender)	-			4,600,000		4,600,000		1,666,800		2,933,200	-		4,600,000
3.850	Port Renfrew Sewer				150,000		150,000		150,000		-	-		150,000
TOTAL		**11,052,593**	**2,445,000**	**167,078,666**	**76,579,018**	**5,945,000**	**263,100,277**	**21,457,100**	**63,285,920**	**6,128,473**	**15,070,984**	**26,125,000**	**131,032,800**	**263,100,277**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	37,000					37,000			37,000				37,000
1.014	CAO / Corporate Services	5,728					5,728			5,728				5,728
1.015	Real Estate	2,066					2,066			2,066				2,066
1.016	Human Resources	6,260					6,260			6,260				6,260
1.017	Finance	155,949					155,949	100,000		55,949				155,949
1.018	Health & Capital Planning Strategies	1,565					1,565			1,565				1,565
1.022	Information Technology	1,708,084	-				1,708,084	1,661,000		47,084				1,708,084
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	8,000					8,000			8,000				8,000
1.027	First Nations Relations	1,565					1,565			1,565				1,565
1.105	Facilities Management	10,000	50,000				60,000	-		60,000				60,000
1.106	Facilities and Risk		-	1,100,000			1,100,000	-		-	500,000	600,000		1,100,000
1.107	Corporate Satellite Facilities			5,000			5,000	5,000				-		5,000
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	5,400					5,400			5,400				5,400
1.118	Corporate Communications	178,130					178,130			3,130		175,000		178,130
1.123	Family Court Building			135,000			135,000	-			-	85,000	50,000	135,000
1.137	Galiano Island Community Use Building			-			-					-		-
1.141	SSI Public Library			-			-				-	-		-
1.226	Health Facilities - VIHA	-		925,000	-		925,000	-				550,000	375,000	925,000
1.235	SGI Small Craft Harbour Facilities				175,000		175,000	-	-			175,000	-	175,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		-				-	-		-
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000		40,000
1.238B	Community Transportation (SSI)				96,000		96,000				60,000	36,000		96,000
1.280	Regional Parks	61,000	555,000	-	2,774,126	5,000,000	8,390,126	56,063	5,000,000	555,000	2,000,000	779,063		8,390,126
1.290	Royal Theatre	-		750,000			750,000	-			-	375,000	375,000	750,000
1.295	McPherson Theatre	-		300,000			300,000	-				300,000		300,000
1.297	Arts Grants and Development	-					-			-				-
1.310	Land Banking and Housing	10,000		42,500,000			42,510,000		8,500,000	10,000	-		34,000,000	42,510,000
1.313	Animal Care Services	4,205	18,000	-			22,205			22,205			-	22,205
1.318	Building Inspection	5,500	-				5,500			5,500				5,500
1.323	ByLaw Services	1,030	15,000				16,030			16,030				16,030
1.324	Regional Planning Services	7,000					7,000			7,000				7,000
1.325	Community Planning	3,910			-		3,910			3,910	-			3,910
1.335	Geo-Spatial Referencing	40,000					40,000			40,000				40,000
1.350	Willis Point Fire	6,000	-	3,500			9,500		-	6,000		3,500		9,500
1.352	South Galiano Fire	5,000	585,000	-			590,000		-	590,000				590,000
1.353	Otter Point Fire	15,000		40,000			55,000			15,000		40,000		55,000
1.356	Pender Island Fire	28,000	-	-			28,000			28,000		-		28,000
1.357	East Sooke Fire	16,551	160,000	-			176,551	-		176,551		-		176,551
1.358	Port Renfrew Fire	-					-			-				-
1.360	Shirley Fire Department	-					-			-				-
1.369	Electoral Area Fire Services	-					-					-		-
1.370	JDF Emergency Program	-					-			-				-
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500
1.373	SGI Emergency Program	-					-					-		-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000
1.405	JDF EA Community Parks & Recreation				-	-	-				-			-
1.40x	SEAPARC	67,000	-	250,000	10,000	500,000	827,000		500,000	62,000	-	265,000		827,000
1.44X	Panorama Recreation	346,172	-	136,000	-	-	482,172	-	-	346,172	-	136,000		482,172
1.455	SSI Community Parks	5,000	-		100,000		105,000		-	5,000	55,000	45,000	-	105,000
1.458	SSI Community Recreation	5,000			5,000		10,000			5,000	-	5,000		10,000
1.459	SSI Park Land & Rec Programs	35,000		2,605,000	50,000	-	2,690,000	-	-	35,000	2,525,000	130,000	-	2,690,000
1.465	Saturna Island Community Parks				6,000		6,000					6,000		6,000
1.475	Mayne Island Community Parks	-		-	10,000		10,000					10,000		10,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2024

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks				31,450		31,450					31,450		31,450
1.495	Galiano Community Parks			-	15,500		15,500	-			-	15,500		15,500
1.521	Environmental Resource Management	283,000		350,000	8,950,000		9,583,000	250,000		283,000		9,050,000		9,583,000
1.523	Port Renfrew Refuse Disposal				-		-					-		-
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	80,000				120,000	-		120,000				120,000
1.577	IW - Environmental Operations	184,000					184,000			184,000				184,000
1.578	Environmental Protection	141,384	43,000				184,384			184,384				184,384
1.911	911 Call Answer	-					-			-				-
1.913	913 Fire Dispatch	-					-			-				-
2.610	Saanich Peninsula Water Supply	150,000			5,770,000		5,920,000		5,550,000	60,000		310,000		5,920,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)	45,000			1,500,000		1,545,000		1,250,000		250,000	45,000		1,545,000
2.622	Cedars of Tuam Water (SSI)	-			1,474,000		1,474,000		508,000		966,000	-		1,474,000
2.624	Beddis Water (SSI)	160,000			446,000		606,000		290,000		200,000	116,000		606,000
2.626	Fulford Water (SSI)	710,000			-		710,000		700,000		-	10,000		710,000
2.628	Cedar Lane Water (SSI)				30,000		30,000	-	-		-	30,000		30,000
2.630	Magic Lake Estates Water (Pender)	-			140,000		140,000		-		-	140,000	-	140,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			645,600		645,600		225,000		420,600	-		645,600
2.642	Skana Water (Mayne)	-			-		-		-			-		-
2.650	Port Renfrew Water	260,000			200,000		460,000	-	450,000		-	10,000		460,000
2.665	Sticks Allison Water (Galiano)	-			-		-					-		-
2.667	Surfside Park Estates (Mayne)	-			500,000		500,000		500,000			-		500,000
2.670	Regional Water Supply	1,105,000	290,000	60,000	19,925,000	590,000	21,970,000	14,580,000	7,100,000	290,000	-		-	21,970,000
2.680	JDF Water Distribution	165,000	400,000	265,000	6,535,000		7,365,000	6,945,000	-	400,000		20,000	-	7,365,000
2.681	Florence Lake Water				-		-		-					-
2.691	Wilderness Mountain Water Service				-		-		-		-	-		-
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				2,000,000		2,000,000		2,000,000		-	-	-	2,000,000
3.718	Saanich Peninsula Wastewater	1,180,000			1,285,000		2,465,000	-	2,015,000	150,000		300,000		2,465,000
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		11,280,000		11,280,000	-	11,150,000	130,000	-	-		11,280,000
3.810	Ganges Sewer Utility (SSI)	25,000			-		25,000		-		-	25,000		25,000
3.820	Maliview Sewer Utility (SSI)				41,000		41,000		-		32,000	9,000		41,000
3.830	Magic Lake Sewer Utility (Pender)	-			709,350		709,350		189,180		520,170	-		709,350
3.850	Port Renfrew Sewer				1,350,000		1,350,000		1,350,000		-	-		1,350,000
TOTAL		**7,247,999**	**2,196,000**	**49,424,500**	**66,094,026**	**6,090,000**	**131,052,525**	**23,597,063**	**47,277,180**	**3,981,999**	**7,533,770**	**13,862,513**	**34,800,000**	**131,052,525**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2025

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	96,500					96,500			96,500				96,500
1.014	CAO / Corporate Services	4,132					4,132			4,132				4,132
1.015	Real Estate	1,033					1,033			1,033				1,033
1.016	Human Resources	-					-			-				-
1.017	Finance	22,386					22,386	-		22,386				22,386
1.018	Health & Capital Planning Strategies	3,130					3,130			3,130				3,130
1.022	Information Technology	2,019,272	-				2,019,272	1,989,000		30,272				2,019,272
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	-					-			-				-
1.027	First Nations Relations	-					-			-				-
1.105	Facilities Management	10,000	50,000				60,000	-		60,000				60,000
1.106	Facilities and Risk		-	1,700,000			1,700,000	-		-	750,000	950,000		1,700,000
1.107	Corporate Satellite Facilities			5,000			5,000	5,000				-		5,000
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	2,750					2,750			2,750				2,750
1.118	Corporate Communications	1,033					1,033			1,033		-		1,033
1.123	Family Court Building			10,000			10,000	-			-	10,000	-	10,000
1.137	Galiano Island Community Use Building			-			-					-		-
1.141	SSI Public Library			-			-				-	-		-
1.226	Health Facilities - VIHA	-		955,000	75,000		1,030,000	-				370,000	660,000	1,030,000
1.235	SGI Small Craft Harbour Facilities				50,000		50,000	-	-			50,000	-	50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		-				-	-		-
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000		40,000
1.238B	Community Transportation (SSI)				106,000		106,000				60,000	46,000		106,000
1.280	Regional Parks	63,000	370,000	385,000	5,417,000	5,000,000	11,235,000	-	5,000,000	370,000	2,000,000	3,865,000		11,235,000
1.290	Royal Theatre	-		1,793,000			1,793,000	-			-	93,000	1,700,000	1,793,000
1.295	McPherson Theatre	-		300,000			300,000	-				300,000		300,000
1.297	Arts Grants and Development	-					-			-				-
1.310	Land Banking and Housing	2,000		-			2,000		-	2,000	-		-	2,000
1.313	Animal Care Services	-	-	-			-			-			-	-
1.318	Building Inspection	4,500	-				4,500			4,500				4,500
1.323	ByLaw Services	-	-				-			-				-
1.324	Regional Planning Services	5,000					5,000			5,000				5,000
1.325	Community Planning	-			-		-			-	-			-
1.335	Geo-Spatial Referencing	-					-			-				-
1.350	Willis Point Fire	56,000	-	-			56,000		-	56,000		-		56,000
1.352	South Galiano Fire	5,000	-	-			5,000		-	5,000				5,000
1.353	Otter Point Fire	15,000		40,000			55,000			15,000		40,000		55,000
1.356	Pender Island Fire	105,000	-	-			105,000			105,000		-		105,000
1.357	East Sooke Fire	19,512	-	-			19,512	-		19,512		-		19,512
1.358	Port Renfrew Fire	-					-			-				-
1.360	Shirley Fire Department	-					-			-				-
1.369	Electoral Area Fire Services	-					-					-		-
1.370	JDF Emergency Program	-					-			-				-
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SGI Emergency Program	-					-					-		-
1.375	Hazardous Material Incident Response	10,000					10,000			10,000				10,000
1.405	JDF EA Community Parks & Recreation				-	-	-				-			-
1.40x	SEAPARC	87,000	40,000	100,000	200,000	-	427,000		-	122,000	-	305,000		427,000
1.44X	Panorama Recreation	533,262	-	250,000	-	-	783,262	-	-	398,262	-	385,000		783,262
1.455	SSI Community Parks	5,000	55,000		85,000		145,000		-	60,000	55,000	30,000	-	145,000
1.458	SSI Community Recreation	5,000			-		5,000			5,000	-	-		5,000
1.459	SSI Park Land & Rec Programs	40,000		55,000	-	100,000	195,000	-	-	30,000	25,000	140,000	-	195,000
1.465	Saturna Island Community Parks				6,000		6,000					6,000		6,000
1.475	Mayne Island Community Parks	-		-	15,000		15,000					15,000		15,000

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2025

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks				-		-					-		-
1.495	Galiano Community Parks			-	4,900		4,900	-			-	4,900		4,900
1.521	Environmental Resource Management	285,000		-	2,700,000		2,985,000	-		285,000		2,700,000		2,985,000
1.523	Port Renfrew Refuse Disposal				-		-					-		-
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	45,000				85,000	-		85,000				85,000
1.577	IW - Environmental Operations	705,000					705,000			705,000				705,000
1.578	Environmental Protection	54,350	90,000				144,350			144,350				144,350
1.911	911 Call Answer	-					-			-				-
1.913	913 Fire Dispatch	-					-			-				-
2.610	Saanich Peninsula Water Supply	-			5,324,000		5,324,000		4,500,000	60,000		764,000		5,324,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)	40,000			-		40,000		-		-	40,000		40,000
2.622	Cedars of Tuam Water (SSI)	-			-		-		-		-	-		-
2.624	Beddis Water (SSI)	-			-		-		-		-	-		-
2.626	Fulford Water (SSI)	700,000			-		700,000		700,000		-	-		700,000
2.628	Cedar Lane Water (SSI)				10,000		10,000	-	-		-	10,000		10,000
2.630	Magic Lake Estates Water (Pender)	-			47,000		47,000		-		-	47,000	-	47,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-		-		-	-		-
2.642	Skana Water (Mayne)	-			-		-		-			-		-
2.650	Port Renfrew Water	10,000			-		10,000	-	-		-	10,000		10,000
2.665	Sticks Allison Water (Galiano)	-			-		-					-		-
2.667	Surfside Park Estates (Mayne)	-			1,500,000		1,500,000		1,500,000			-		1,500,000
2.670	Regional Water Supply	925,000	450,000	40,000	20,725,000	430,000	22,570,000	15,780,000	6,340,000	450,000	-		-	22,570,000
2.680	JDF Water Distribution	165,000	240,000	265,000	6,330,000		7,000,000	6,740,000	-	240,000		20,000	-	7,000,000
2.681	Florence Lake Water				-		-		-					-
2.691	Wilderness Mountain Water Service				-		-		-		-	-		-
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				50,000		50,000		-		40,000	10,000	-	50,000
3.718	Saanich Peninsula Wastewater	-			560,000		560,000	-	350,000	150,000		60,000		560,000
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		17,380,000		17,380,000	-	17,350,000	30,000	-	-		17,380,000
3.810	Ganges Sewer Utility (SSI)	-			-		-		-		-	-		-
3.820	Maliview Sewer Utility (SSI)				-		-		-		-	-		-
3.830	Magic Lake Sewer Utility (Pender)	-			-		-		-		-	-		-
3.850	Port Renfrew Sewer				400,000		400,000		400,000		-	-		400,000
TOTAL		**6,045,860**	**1,340,000**	**5,898,000**	**61,024,900**	**5,530,000**	**79,838,760**	**24,514,000**	**36,140,000**	**3,583,860**	**2,935,000**	**10,305,900**	**2,360,000**	**79,838,760**

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2026

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.011	Board Expenditures	50,000					50,000			50,000				50,000
1.014	CAO / Corporate Services	4,132					4,132			4,132				4,132
1.015	Real Estate	-					-			-				-
1.016	Human Resources	1,033					1,033			1,033				1,033
1.017	Finance	15,557					15,557	-		15,557				15,557
1.018	Health & Capital Planning Strategies	-					-			-				-
1.022	Information Technology	1,751,746	-				1,751,746	1,704,000		47,746				1,751,746
1.024	GM - Planning & Protective Services	1,565					1,565			1,565				1,565
1.025	Corporate Emergency	-					-			-				-
1.027	First Nations Relations	1,033					1,033			1,033				1,033
1.105	Facilities Management	10,000	-				10,000	-		10,000				10,000
1.106	Facilities and Risk		-	135,000			135,000	-		-	-	135,000		135,000
1.107	Corporate Satellite Facilities			5,000			5,000	5,000				-		5,000
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SGI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	8,900					8,900			8,900				8,900
1.118	Corporate Communications	6,229					6,229			6,229		-		6,229
1.123	Family Court Building			-			-	-			-	-	-	-
1.137	Galiano Island Community Use Building			-			-					-		-
1.141	SSI Public Library			-			-				-	-		-
1.226	Health Facilities - VIHA	-		937,500	-		937,500	-				737,500	200,000	937,500
1.235	SGI Small Craft Harbour Facilities				50,000		50,000	-	-			50,000	-	50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				-		-				-	-		-
1.238A	Community Transit (SSI)				40,000		40,000				5,000	35,000		40,000
1.238B	Community Transportation (SSI)				118,000		118,000				80,000	38,000		118,000
1.280	Regional Parks	69,000	230,000	-	2,477,000	5,000,000	7,776,000	60,000	5,000,000	230,000	-	2,486,000		7,776,000
1.290	Royal Theatre	-		-			-	-			-	-	-	-
1.295	McPherson Theatre	-		238,000			238,000	-				238,000		238,000
1.297	Arts Grants and Development	-					-			-				-
1.310	Land Banking and Housing	2,000		-			2,000		-	2,000	-		-	2,000
1.313	Animal Care Services	-	-	-			-			-			-	-
1.318	Building Inspection	6,000	50,000				56,000			56,000				56,000
1.323	ByLaw Services	-	-				-			-				-
1.324	Regional Planning Services	3,000					3,000			3,000				3,000
1.325	Community Planning	-			-		-			-	-			-
1.335	Geo-Spatial Referencing	-					-			-				-
1.350	Willis Point Fire	-	-	-			-		-	-		-		-
1.352	South Galiano Fire	10,000	-	-			10,000		-	10,000				10,000
1.353	Otter Point Fire	20,000		40,000			60,000			20,000		40,000		60,000
1.356	Pender Island Fire	23,000	-	-			23,000			23,000		-		23,000
1.357	East Sooke Fire	41,578	-	-			41,578	-		41,578		-		41,578
1.358	Port Renfrew Fire	-					-			-				-
1.360	Shirley Fire Department	-					-			-				-
1.369	Electoral Area Fire Services	-					-					-		-
1.370	JDF Emergency Program	-					-			-				-
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SGI Emergency Program	-					-					-		-
1.375	Hazardous Material Incident Response	-					-			-				-
1.405	JDF EA Community Parks & Recreation				-	-	-				-			-
1.40x	SEAPARC	242,000	-	151,000	25,000	-	418,000		-	47,000	-	371,000		418,000
1.44X	Panorama Recreation	432,630	-	305,000	-	-	737,630	-	-	432,630	-	305,000		737,630
1.455	SSI Community Parks	5,000	-		90,000		95,000		-	5,000	30,000	60,000	-	95,000
1.458	SSI Community Recreation	5,000			5,000		10,000			5,000	-	5,000		10,000
1.459	SSI Park Land & Rec Programs	40,000		25,000	-	-	65,000	-	-	40,000	25,000	-	-	65,000
1.465	Saturna Island Community Parks				-		-					-		-
1.475	Mayne Island Community Parks	-		-	-		-					-		-

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN

2026

Schedule B

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.485	Pender Island Community Parks				-		-					-		-
1.495	Galiano Community Parks			-	24,000		24,000	-			-	24,000		24,000
1.521	Environmental Resource Management	350,000		-	1,850,000		2,200,000	150,000		350,000		1,700,000		2,200,000
1.523	Port Renfrew Refuse Disposal				-		-					-		-
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	45,000				85,000	-		85,000				85,000
1.577	IW - Environmental Operations	615,000					615,000			615,000				615,000
1.578	Environmental Protection	123,372	43,000				166,372			166,372				166,372
1.911	911 Call Answer	-					-			-				-
1.913	913 Fire Dispatch	-					-			-				-
2.610	Saanich Peninsula Water Supply	-			510,000		510,000		300,000	60,000		150,000		510,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)	-			-		-		-		-	-		-
2.622	Cedars of Tuam Water (SSI)	-			-		-		-		-	-		-
2.624	Beddis Water (SSI)	-			-		-		-		-	-		-
2.626	Fulford Water (SSI)	700,000			-		700,000		700,000		-	-		700,000
2.628	Cedar Lane Water (SSI)				-		-	-	-		-	-		-
2.630	Magic Lake Estates Water (Pender)	-			145,000		145,000		145,000		-	-	-	145,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-		-		-	-		-
2.642	Skana Water (Mayne)	-			-		-		-			-		-
2.650	Port Renfrew Water	10,000			200,000		210,000	-	200,000		-	10,000		210,000
2.665	Sticks Allison Water (Galiano)	-			-		-					-		-
2.667	Surfside Park Estates (Mayne)	-			-		-		-			-		-
2.670	Regional Water Supply	735,000	200,000	40,000	3,000,000	235,000	4,210,000	4,010,000	-	200,000	-		-	4,210,000
2.680	JDF Water Distribution	125,000	124,000	265,000	5,810,000		6,324,000	6,200,000	-	124,000		-	-	6,324,000
2.681	Florence Lake Water				-		-		-					-
2.691	Wilderness Mountain Water Service				-		-		-		-	-		-
3.701	Millstream Site Remediation					-	-	-			-			-
3.705	SSI Septage / Composting				-		-		-		-	-	-	-
3.718	Saanich Peninsula Wastewater	-			400,000		400,000	-	250,000	150,000		-		400,000
3.798C	Debt - Core Area Wastewater Treatment Program	-	-		1,510,000		1,510,000	-	1,500,000	10,000	-	-		1,510,000
3.810	Ganges Sewer Utility (SSI)	-			-		-		-		-	-		-
3.820	Maliview Sewer Utility (SSI)				-		-		-		-	-		-
3.830	Magic Lake Sewer Utility (Pender)	-			-		-		-		-	-		-
3.850	Port Renfrew Sewer				-		-		-		-	-		-
TOTAL		**5,453,775**	**692,000**	**2,141,500**	**16,254,000**	**5,235,000**	**29,776,275**	**12,129,000**	**8,095,000**	**2,827,775**	**140,000**	**6,384,500**	**200,000**	**29,776,275**

2022 Staff Establishment Chart

REGULAR POSITIONS - ONGOING	Approved			Amended		
Department/Division	2020	2021	2022	2022	Community Need	IBC Reference
Executive Services						
Executive Office	4.00	4.00	5.00	5.00	Accountability	15f-1.24 Executive Services Departmental Support (1)
Corporate Communications	6.00	6.00	7.00	7.00	Accountability	15f-1.14 Digital Communications Governance and Support Services (1)
Human Resources & Corporate Safety	11.00	13.00	14.00	14.00	Accountability	15f-1.16 Corporate Safety Resourcing (1)
TOTAL EXECUTIVE SERVICES	21.00	23.00	26.00	26.00		
Corporate Services						
Administration & Legal Services	3.00	3.00	4.00	4.00	Accountability	15f-1.21 Associate Legal Counsel (1)
Information Services	2.00	2.00	4.60	4.60	Accountability	15f-1.3 EDRMS (2)
					Accountability	15f-1.15 FOI & Privacy Role Conversion (AUX to PT) (0.6)
Legislative Services	3.00	3.00	4.00	4.00	Accountability	15f-1.23 Legislative Services Support (1)
Risk and Insurance	3.00	3.00	3.00	3.00		
First Nations Relations	3.00	3.00	4.00	4.00	First Nations Reconciliation	3a-3 Protection & Conservation of Heritage Sites Policy Implementation (1)
Real Estate Services	3.00	3.00	3.00	3.00		
SGI Administration	1.00	1.00	1.00	1.00		
TOTAL CORPORATE SERVICES	18.00	18.00	23.60	23.60		
Finance & Technology						
Financial Services	44.50	50.70	57.75	57.75	Accountability	15b-2.1 Asset Management (2)
					Accountability	15b-2.2 Grant Support (0.5)
					Accountability	15f-1.17 Corporate Accounting Standard Compliance (1)
					Various	In support of other IBCs (3.55)
Asset Management	2.00	2.00	2.00	2.00		
Information Technology & GIS	33.00	39.00	48.27	48.27	Various	In support of other IBCs (9.27)
Arts & Culture	2.80	2.80	2.80	2.80		
TOTAL FINANCE & TECHNOLOGY	82.30	94.50	110.82	110.82		
Integrated Water Services						
Administration	7.29	7.29	8.29	8.29	Water	10e-1 Contracts Coordinator (1)
Customer & Technical Services	14.00	14.00	15.00	15.00	Water	10a-2 Infrastructure Integration Technician (1)
Infrastructure Engineering	27.00	26.00	26.00	26.00		
Infrastructure Operations	113.89	0.00	0.00	0.00		
Wastewater Infrastructure Operations		68.89	68.89	68.89		
Water Infrastructure Operations		50.00	50.00	50.00		
Watershed Protection	26.00	27.00	27.00	27.00		
TOTAL INTEGRATED WATER SERVICES	188.18	193.18	195.18	195.18		
Parks & Environmental Services						
Administration	3.00	3.00	3.00	3.00		
Facility Mgmt. & Engineering	21.00	25.00	25.00	25.00		
Climate Action Programs [1]			1.00	1.00	Climate Action & Adaptations	5a-1.6 Corporate Energy Key Project Mgr (1)
Environmental Protection	55.55	56.95	58.30	58.30	Climate Action & Adaptations	5a-1.2 Community Energy Specialist (conversion to regular) (1)
					Landfill & Recycling	9b-2.1 Communications Assistant (ERM SWMP support) (0.35)
Environmental Resource Mgmt	22.20	23.70	25.70	25.70	Landfill & Recycling	9a-1.2 Solid Waste Initiatives Coordinator (1)
					Landfill & Recycling	9d-1 Landfill Maintenance Worker (1)
Panorama Recreation	34.85	34.85	36.85	36.85	Recreation	13a-1.6 Preschool Program - ongoing (2)
Regional Parks	54.60	54.60	78.60	78.60	Parks & Natural Resource Mgmt	6g-1 Regional Parks Service (24)
SEAPARC	18.60	19.10	19.10	19.10		
TOTAL PARKS & ENVIRONMENTAL SERVICES	209.80	217.20	247.55	247.55		
Planning & Protective Services						
Administration	3.00	3.00	3.00	3.00		
Building Inspection	9.70	9.70	10.20	10.20	Planning & Development	11c-2 Building Inspection Information Services (0.5)
Health & Capital Planning	2.00	2.00	2.00	2.00		
JDFEA Services	3.70	3.70	3.70	3.70		
Protective Services	16.20	16.20	16.20	19.50	Financial Plan Amendment	Saanich Animal Control Contract (3.3)
Regional & Strategic Planning	7.00	7.00	8.00	8.00	Tranportation	2a-1.2 Transportation Priorities Implementation (1)
Regional Housing	41.00	48.00	52.00	52.00	Affordable Housing	1a-2 Housing Planning & CRHC Operations (4)
TOTAL PLANNING & PROTECTIVE SERVICES	82.60	89.60	98.60	98.40		
SSI Administration (Executive Svcs)						
SSI Administration	5.80	5.80	6.73	6.73	Recreation	13a-1.5 SSI Community Centre (0.93)
SSI Parks & Recreation	11.40	11.40	11.40	11.40		
TOTAL SSI ADMINISTRATION						
TOTAL CRD REGULAR POSITIONS (ONGOING)	619.08	652.68	716.38	719.68		

Making a difference...together

2022 Staff Establishment Chart

REGULAR POSITIONS - FIXED DURATION	Approved		Proposed	Proposed		
Department/Division	2020	2021	2022	2022	Community Need	IBC Reference
Executive Services						
CAWTP	24.00					
Finance & Technology						
Financial Services	4.00					
Parks & Environmental Services						
PES Administration	2.00					
Climate Action Programs			1.00	1.00	Climate Action & Adaptations	5a-1.3 Regional Building Energy Retrofit Program (0.5)
						5a-1.4 Public EV Coordinator (0.5)
Environmental Protection	3.50	2.00	3.00	3.00	Climate Action & Adaptations	5a-1.2 Community Energy Specialist (conversion to regular) (-1)
					Wastewater	8a-1.4 Biosolids Research Assistant - term position (1)
					Wastewater	8a-1.5 Lab Services CAWTP (1)
Environmental Resource Mgmt		2.00	2.00	2.00		
Planning & Protective Services						
Health & Capital Planning	1.00	2.00	2.00	2.00		
Regional Housing	7.00	8.80	10.80	10.80	Affordable Housing	1a-2 Housing Planning and Operations Term Extension
					Affordable Housing	1a-3 Construction and Capital Project Term Extensions
					Affordable Housing	1a-10 Reaching Home Program - Additional Funding (2)
TOTAL CRD REGULAR POSITIONS (FIXED DURATION)	41.50	14.80	18.80	18.80		

REGULAR POSITIONS - ONGOING IN SUPPORT OF OTHER IBCs						
Department/Division		Total	By IBC	By IBC	Community Need	IBC Reference
Finance & Technology						
Financial Services		3.55	0.50	0.50	Affordable Housing	1a-2 Housing Planning & CRHC Operations
			0.05	0.05	First Nations Reconciliation	3a-3 Protection & Conservation of Heritage Sites Policy Implementation
			1.00	1.00	Parks & Natural Resource Mgmt	6g-1 Regional Parks Service
			0.05	0.05	Wastewater	8a-1.4 Biosolids Research Assistant - term position
			0.05	0.05	Landfill & Recycling	9a-1.2 Solid Waste Initiatives Coordinator
			0.05	0.05	Landfill & Recycling	9d-1 Landfill Maintenance Worker
			0.03	0.03	Water	10a-2 Infrastructure Integration Technician
			0.07	0.07	Recreation	13a-1.6 Preschool Program - ongoing
			0.50	0.50	Accountability	15c-1.4 Human Resource Information System (HRIS)
			1.20	1.20	Accountability	15f-1.3 EDRMS
			0.00	0.00	Accountability	15f-1.14 Digital Communications Governance and Support Services
			0.05	0.05	New Initiative - Accountability	15f-1.24 Executive Services Departmental Support
Information Technology & GIS		9.27	0.77	0.77	Affordable Housing	1a-2 Housing Planning & CRHC Operations
			0.05	0.05	Transportation	2a-1.2 Transportation Priorities Implementation
			0.05	0.05	Climate Action & Adaptations	5a-1.4 Public EV Coordinator
			0.05	0.05	Climate Action & Adaptations	5a-1.6 Corporate Energy Key Project Mgr
			1.00	1.00	Parks & Natural Resource Mgmt	6g-1 Regional Parks Service
			0.05	0.05	Protective Services	7a-1.1 Emergency Management Software
			0.05	0.05	Landfill & Recycling	9a-1.2 Solid Waste Initiatives Coordinator
			0.05	0.05	Landfill & Recycling	9d-1 Landfill Maintenance Worker
			0.05	0.05	Water	10a-2 Infrastructure Integration Technician
			0.02	0.02	Planning & Development	11c-2 Building Inspection Information Services
			0.09	0.09	Recreation	13a-1.6 Preschool Program - ongoing
			1.40	1.40	Accountability	15b-2.1 Asset Management
			0.02	0.02	Accountability	15b-2.2 Grant Support
			1.53	1.53	Accountability	15c-1.4 Human Resource Information System (HRIS)
			0.25	0.25	Accountability	15c-1.5 Safety Management System
			1.64	1.64	Accountability	15f-1.3 EDRMS
			1.00	1.00	Accountability	15f-1.14 Digital Communications Governance and Support Services
			0.05	0.05	New Initiative - Accountability	15f-1.16 Corporate Safety Resourcing
			1.00	1.00	Accountability	15f-1.17 Corporate Accounting Standard Compliance
			0.05	0.05	New Initiative - Accountability	15f-1.21 Associate Legal Counsel
			0.05	0.05	New Initiative - Accountability	15f-1.23 Legislative Services Support
			0.05	0.05	New Initiative - Accountability	15f-1.24 Executive Services Departmental Support

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REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **Bylaw No. 4506: Regional Parks Loan Authorization Bylaw No. 1, 2022**

ISSUE SUMMARY

Pursuant to the Capital Regional District (CRD) Bylaw No. 4481, "2022 to 2026 Financial Plan Bylaw, 2022", this report brings forward the loan authorization Bylaw No. 4506 for the purpose of financing Regional Park land acquisition.

BACKGROUND

On March 16, 2022, the Board approved Bylaw No. 4481, "2022 to 2026 Financial Plan Bylaw, 2022". The plan sets out capital expenditure for each service, including planned borrowings. As is the case each year following plan approval, staff prepare necessary loan authorization bylaws and security issuing bylaws. Borrowing for the Regional Parks Service was identified in the approved financial plan for up to $25 million; $5 million a year in each of the five years covered by the plan.

Loan authorization bylaws expire after five years, so bylaws are most commonly drafted to cover the five-year financial plan for services requiring borrowing to fund capital. The loan authorization bylaw will specify the maximum amount, the restricted use and the debt repayment amortization period.

The Regional Parks capital plan (the "Capital Plan") includes land acquisitions that will require borrowing up to $25 million from the Municipal Finance Authority of British Columbia (MFABC). Requests for funds to be drawn against the loan authorization bylaw will only be authorized upon Board approval of a subsequent security issuing bylaw. The security issuing bylaws are prepared twice annually and include only those borrowings for which there is a cash flow need as determined by the approved financial plan.

The following bylaw is proposed:

Service Area	Action	Purpose	Bylaw
Regional Parks	Loan Authorization Bylaw	To create a loan authorization bylaw to permit long-term borrowing related to the capital plan for this service.	4506

ALTERNATIVES

Alternative 1
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4506, "Regional Parks Loan Authorization Bylaw No. 1, 2022", be introduced and read a first, second and third time;
2. That approval on behalf of the participating areas for Bylaw No. 4506 be obtained through the municipal and electoral area consent process, according to sections 346 and 347 of the Local

Government Act, and if successful, that Bylaw No. 4506 be referred to the Inspector of Municipalities for approval.

Alternative 2
That the proposed bylaw be referred back to staff for further information.

IMPLICATIONS

Legislative & Financial Implications

Regional park and trail borrowing, as per section 3 of the *Regional District Liabilities Regulation*, only requires consent of at least two-thirds of service participants, and permits consent by municipal councils and electoral area directors, rather than a more formal elector assent or alternative approval process.

The loan authorization bylaw requires three readings followed by participant consent and then Inspector of Municipalities approval. After this, it requires adoption by the Board. Upon final approval, borrowings of up to $25 million will be authorized. Security issuing bylaws also require Board approval and must be enacted before a borrowing request may be submitted to the MFABC.

To ensure optimization of interest and timing of long-term debt, issuance of a temporary borrowing will be proposed upon approval of the loan authorization bylaw by the Board.

The request for borrowing will be based on the timing of expenditures. In order to request funds a security issuing bylaw will be brought forward for Board approval.

Borrowing for land within the Regional Parks service has been planned as part of a land acquisition financing strategy approved by the Board on March 16, 2022. The strategy anticipated a maximum, cumulative borrowing over a 10-year period of up to $50 million. The proposed loan authorization bylaw proposes $25 million to enable expenditures as already approved in the 2022-2026 Financial Plan Bylaw.

As land is purchased during the course of the year, cash on hand in the land acquisition fund will be used to temporarily fund purchases. Security issuing bylaws will be brought forward each time a new purchase(s) requires long-term debt financing.

The plan anticipates annual acquisitions of $5 million per year. Annual debt servicing, based on the current MFA indicative rate of 4.24%, is anticipated to be $0.5 million. The estimated annual cost per average household is $3.00. The term of any debt issuances under such loan authorization will be 15 years.

This bylaw is required to provide the necessary authority to acquire future land purchases for Regional Parks through debt, as approved in the 2022-2026 Financial Plan Bylaw.

CONCLUSION

The Board-approved Bylaw No. 4481, “2022 to 2026 Financial Plan Bylaw, 2022”, sets out capital expenditure for each service, including planned borrowings. Borrowing for the Regional Parks

Service was identified in the approved financial plan of up to $25 million at $5 million per year in each of the five years covered by the plan. Bylaw No. 4506, "Regional Parks Loan Authorization Bylaw No. 1, 2022", is presented now in preparation for future borrowing to enable the acquisition of Regional Park land and requires three readings and consent by the participating areas and the Inspector of Municipalities prior to adoption.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4506, "Regional Parks Loan Authorization Bylaw No. 1, 2022", be introduced and read a first, second and third time;
2. That approval on behalf of the participating areas for Bylaw No. 4506 be obtained through the municipal and electoral area consent process, according to sections 346 and 347 of the Local Government Act, and if successful, that Bylaw No. 4506 be referred to the Inspector of Municipalities for approval.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4506, "Regional Parks Loan Authorization Bylaw No. 1, 2022"

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4506

****

A BYLAW TO AUTHORIZE THE BORROWING OF TWENTY FIVE MILLION DOLLARS ($25,000,000) FOR THE PURPOSE OF ACQUIRING LAND FOR REGIONAL PARKS

****

WHEREAS:

A. The Board of the Capital Regional District adopted Bylaw No. 1749, "Regional Parks Extended Service Establishment Bylaw No. 1, 1989" for the functions of acquiring, developing, operating, and maintaining Regional Parks, subject to the Park (Regional Act);

B. The Board of the Capital Regional District requires financing for the future acquisition of Regional Park lands;

C. The portion of the land acquisition cost to be funded by debt servicing is the sum of Twenty-Five Million Dollars ($25,000,000), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to the *Regional District Liabilities Regulation*, BC Reg 261/2004, elector approval is not required if borrowing for a regional park service and consent on behalf of the participants shall be obtained pursuant to section 349(1)(b) of the *Local Government Act*;

E. The approval of the Inspector of Municipalities is required under Sections 406 and 407 of the *Local Government Act*; and

F. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District;

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

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of land and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

    a) to borrow upon the credit of the Capital Regional District a sum not exceeding Twenty-Five Million Dollars ($25,000,000); and

    b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the acquisition of land deemed necessary in connection with acquisition of Regional Park land.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen (15) years.

3. This Bylaw may be cited as "Regional Parks Loan Authorization Bylaw No. 1, 2022".

READ A FIRST TIME THIS	th	day of	202__
READ A SECOND TIME THIS	th	day of	202__
READ A THIRD TIME THIS	th	day of	202__
APPROVED BY CONSENT ON BEHALF OF THE PARTICIPATING AREAS PER S.346 and S.347 OF THE *LOCAL GOVERNMENT ACT* THIS	th	day of	202__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	202__
ADOPTED THIS	th	day of	202__

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS th day of 20__

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REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, JULY 06, 2022

SUBJECT **902 Foul Bay Road Housing Agreement and Bylaw**

ISSUE SUMMARY

The Capital Regional District (CRD) Board must approve a bylaw that enables it to enter into a housing agreement with a developer in order to administer four (4) below-market home ownership units at a housing development proposed for 902 Foul Bay Road in the City of Victoria.

BACKGROUND

The CRD currently administers the resale control agreements on a number of below-market home ownership units within housing developments throughout the region.

The CRD's Regional Housing Division has been in discussions with the City of Victoria (the City) and Aryze Developments (the Developer), regarding a proposed housing development that will include four resale price-restricted, below-market housing units as part of the project. The unit mix of the below-market units will include two one-bedroom and two three-bedroom homes. The City and the Developer have requested the CRD administer resales of the below-market units.

The units are part of a proposed 18 unit strata development located at 902 Foul Bay Road in the City of Victoria. The terms of the Housing Agreement and Bylaw (Appendix A) require all sales of below-market units be restricted to a sale price no higher than 80% of Fair Market Value, as determined by an appraisal. Initial and subsequent sales will require a qualifying income level, which can be responsive to market conditions as they relate to increases in cost of living.

A resale control and administrative procedure based on best practice has been prepared within the Agreement to ensure the units may only be sold as described, and, in cases of hardship, may be rented at a below-market rate for up to two years at which time they must be re-occupied with an approved occupant or relisted for sale. The Agreement provides for cost-recovery measures to pay for the CRD's administrative services. Staff are taking the same resale control approach consistent with projects previously approved by the CRD Board whereby the CRD may take control in its own name in order to administer the provisions for any below market unit.

The City and the Developer have requested the CRD adopt this Agreement as a covenant and housing agreement within Section 483 of the *Local Government Act*, which further requires the CRD do so by way of bylaw.

ALTERNATIVES

Alternative 1
The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4501, "Resale Control and Housing Agreement Bylaw (902 Foul Bay Road), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4501 be adopted.

Alternative 2
That the 902 Foul Bay Road Housing Agreement and Bylaw report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Financial Implications
The CRD is assessing a one-time fee of $3,500 (plus tax) to the Developer to cover CRD costs associated with setting up the Housing Agreement and facilitating the approval of the bylaw. Administration of the resale control function and ensuring compliance with the terms of use of the affordable units has a cost associated with it, which is factored into the program by charging the buyer a fee of 0.5% of the gross selling price of the unit at completion (e.g., $1,500 on a $300,000 sale). The administration fee is subject to change with market fluctuations and consideration of staff time and other resources to ensure full cost recovery for the provided service.

Social Implications
For the moderate income households who are eligible to purchase and occupy these units, the economic implications of home ownership will be significant. The measure of resale control allows them to build a modest level of equity while also providing them with security of tenure. The resale control also ensure a degree of ongoing affordability that is available to future eligible buyers for the duration of the agreement.

Legal Implications
The property's rezoning is not yet final. Should the rezoning fail, CRD's practice is to repeal the associated housing agreement bylaw and discharge the covenant on the Developer's request.

CONCLUSION

The CRD has experience unique in the region, and the potential to enter into agreements with developers to administer the sale of affordable home ownership units aligns with the goals and objectives of the Regional Housing Affordability Strategy. The Developer and CRD staff have negotiated the Agreement, which includes the terms of use and matters related to the resale of units, and the Developer has executed the Agreement. The CRD has developed administrative procedures that ensure unit use conforms to the Agreement terms, provides greater authority for the CRD to act when use is non-conforming and provides the CRD adequate cost recovery for the provision of the program.

RECOMMENDATION

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

1. That Bylaw No. 4501, "Resale Control and Housing Agreement Bylaw (902 Foul Bay Road), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4501 be adopted.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4501

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4501

****

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT
(902 FOUL BAY ROAD)

****

WHEREAS:

A. The owner of lands legally described as PID 007-652-674, Block G, Section 68, Victoria District, Plan VIP1247, known as 902 Foul Bay Road, wishes to develop such lands in the City of Victoria to provide, among a strata development of market housing, four (4) units of affordable housing consisting of two (2) one-bedroom units and two (2) three-bedroom units;

B. Under the *Local Government Act*, RSBC 2015, c 1, section 483, the Capital Regional District may enter into an agreement, by bylaw, to ensure the availability of the housing units to certain classes of persons identified in the agreement, the administration and management of the units, rents, leases, and sale prices that may be charged, and the rates at which these may be increased over time as specified in the agreement or as determined by a formula; and under the *Land Title Act*, RSBC 1996, c 250, section 219, it may place a covenant on property to restrict its use and alienation; and

C. The Capital Regional District Board wishes to enter into such a housing agreement and covenant to secure the affordable housing;

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

1. The Capital Regional District is authorized to enter into the *Local Government Act* section 483 housing agreement and *Land Title Act* section 219 covenant attached to this Bylaw as Appendix 1 (the “Housing Agreement”).

2. The Chair of the Capital Regional District is authorized to execute the Housing Agreement and the Corporate Officer or designate is authorized to sign and file in the Land Title Office a Notice of the Housing Agreement, as required by the *Local Government Act*.

3. This Bylaw may be cited for all purposes as “Resale Control and Housing Agreement Bylaw (902 Foul Bay Road), 2022".

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

CHAIR	CORPORATE OFFICER

bc Land Title & Survey

Land Title Act

Charge

General Instrument – Part 1

1. Application

Mullin DeMeo Wirk Law Corporation
1626 Garnet Road
Victoria BC V9B 0A4
(250) 477-3327

Fax: (250) 477-0980
Email: lawyers@mdlawcorp.com
File: 97924 / Lions West Homes /Dev 902 Foul Bay /JDM/sl
(CRD - Housing Agreement s. 219 Covenant)

2. Description of Land

PID/Plan Number	Legal Description
007-652-674	**BLOCK G, SECTION 68, VICTORIA DISTRICT, PLAN 1247**

3. Nature of Interest

Type	Number	Additional Information
COVENANT		**Section 219 Covenant**
PRIORITY AGREEMENT		**Priority Agreement granting the Section 219 Covenant contained hereto priority over Mortgage CA6268732 and Assignment of Rents CA6268733** **Person Entitled to Interest: Transferee** **Document Reference: Page 14**
RENT CHARGE		**Person Entitled to Interest: Transferee** **Document Reference: Section 2.4.2**
PRIORITY AGREEMENT		**Priority Agreement granting the Rent Charge contained hereto priority over Mortgage CA6268732 and Assignment of Rents CA6268733** **Person Entitled to Interest: Transferee** **Document Reference: Page 14**

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

LIONS WEST HOMES LTD., NO.BC1041886, (AS TO SECTION 219 COVENANT)

VANCOUVER CITY SAVINGS CREDIT UNION, NO.FI 97, (AS TO PRIORITY AGREEMENT)

6. Transferee(s)

CAPITAL REGIONAL DISTRICT
625 FISGARD STREET
VICTORIA BC V8W 1R7

7. Additional or Modified Terms

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8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
JOHN D. MULLIN BARRISTER & SOLICITOR 1626 GARNET ROAD VICTORIA, BC V8P 3C8	YYYY-MM-DD 2022-06-17	**LIONS WEST HOMES LTD.** By their Authorized Signatory **Name: Nenad Barjaktarovic**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**VANCOUVER CITY SAVINGS CREDIT UNION** By their Authorized Signatory **Name:** **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**CAPITAL REGIONAL DISTRICT** By their Authorized Signatory **Name:**

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Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

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TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT AND HOUSING AGREEMENT

WHEREAS:

A. LIONS WEST HOMES LTD. (the "**Developer**") is the registered owner of the Lands described in Item 2 of Part 1 of this General Instrument and the Developer intends to complete an 18 unit strata development on the Lands (the "**Strata Development**") and shall designate two (2) one-bedroom units and two (2) three-bedroom units for a total of four (4) of the strata lots to be created by the strata plan for the Strata Development as the Affordable Units to which strata lots this Agreement will apply.

B. The Developer intends to build the Affordable Units to ensure the availability of affordable housing in Victoria, British Columbia.

C. To ensure that the Affordable Unit continues to be available as affordable housing, the Developer has agreed to grant the Capital Regional District ("**CRD**"):

(a) a covenant under Section 219 of the *Land Title Act* (the "**Covenant**") and enter into a housing agreement under Section 483 of the Local Government Act setting out, amongst other things, the procedure to be followed in connection with any sale of an Affordable Unit as well as restrictions on the sale price on use and rental of the Affordable Unit (the "**Housing Agreement**";

(b) an option to purchase an Affordable Unit if it is sold, rented or used in breach of the Covenant.

NOW THEREFORE in consideration of the mutual covenants set out below and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by each of the parties), the parties agree as follows:

SECTION 1.
INTERPRETATION

1.1 **Definitions**. In this Agreement:

1.1.1 "Administration Fee" has the meaning given to it at section 2.2.8;

1.1.2 "Affordable Unit" or "Affordable Units" shall mean the two (2) one-bedroom units and two (2) three-bedroom units for a total of four (4) strata lots to be designated by the Developer within the Strata Development as the strata lots to which this Agreement shall apply;

1.1.3 "Agreement" means this Covenant and Housing Agreement, including all recitals and schedules attached hereto;

1.1.4 "Appraiser" means an appraiser accredited by the Appraisal Institute of Canada and duly qualified to appraise an Affordable Unit and on an approved list maintained by the NPO, if any;

1.1.5 "Approved Lender" means an "approved lender" (as defined in the *National Housing Act*, R.S.C. 1985, c. N-11) which holds an Insured Mortgage of an Affordable Unit;

1.1.6 "Business Day" means any day other than Saturday, Sunday or a statutory holiday in the Province of British Columbia, or day that the LTO is not open for business;

1.1.7 "CMHC" means Canada Mortgage and Housing Corporation or any successor thereto;

1.1.8 "Covenant" has the meaning stated in Recital C and is the covenant set out in Section 2.1;

1.1.9 "CRD" has the meaning stated in Recital C;

1.1.10 "Developer" has the meaning stated in Recital A;

1.1.11 "Fair Market Value" of an Affordable Unit means the purchase price from time to time which a willing purchaser would pay to a willing vendor, dealing at arm's length from each other, for an Affordable Unit, without the benefit of a parking stall or other parking entitlement;

1.1.12 "General Instrument - Part 1" means the General Instrument - Part 1 to which this Terms of Instrument - Part 2 is attached;

1.1.13 "Immediate Family" means grandparent, parent, sibling, spouse, common-law partner, son or daughter;

1.1.14 "Insured Mortgage" means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11;

1.1.15 "LTO" means the Land Title Office for the jurisdiction in which an Affordable Unit is located;

1.1.16 "Maximum Price " means the sale price for the sale of the Affordable Unit determined in accordance with Schedule "C".

1.1.17 "NPO" means the Capital Region Housing Corporation or other non-profit housing organization or Person retained by CRD from time to time to administer the sale of the Affordable Units and to manage the rental of the Affordable Units;

1.1.18 "NPO Appraisal" has the meaning stated in Schedule "C";

1.1.19 "Option" means the option to purchase and right of first refusal granted by the Owner to CRD in substantially the form attached hereto as Schedule "D";

1.1.20 "Owner" means the registered owner of an Affordable Unit from time to time and includes the Developer in its capacity as developer of the Affordable Units until the first conveyance to a Qualified Buyer, and their respective heirs, legal representatives, successors and assigns;

1.1.21 "Owner Appraisal" has the meaning stated in Schedule "C";

1.1.22 "Permitted Encumbrances" means those charges or encumbrances stated in Schedule "A" and any other encumbrances approved as required by the City of Victoria or Developer from time to time to complete the Strata Development or as in writing by CRD but shall not include any mortgage or other financial encumbrance and shall not include this Agreement;

1.1.23 "Person" means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity;

1.1.24 "Proceeding" has the meaning stated in Section 2.3.1;

1.1.25 "Project" means the Strata Development of which the Affordable Units will be a part and comprises all of the Lands referred to in Item 2 of the General Instrument - Part 1;

1.1.26 "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B";

1.1.27 "Statutory Authority" means any federal, provincial or municipal governmental authority which has jurisdiction over any matter referred to in this Agreement;

1.1.28 "Term" means in perpetuity the period commencing on the date of registration of this Agreement in the LTO and ending on the earlier of (a) the date which is ninety- nine (99) years thereafter, and (b) the date of any destruction or statutorily deemed destruction of the Project.

1.2 **Notice of Housing Agreement**. The Owner acknowledges and agrees that:

1.2.1 this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement entered into under Section 483 of the *Local Government Act*;

1.2.2 the CRD is required to file a notice of housing agreement in the Land Title Office against title to the Land; and

1.2.3 once such notice is filed, this Agreement binds all persons who acquire an interest in the Land as a housing agreement under Section 483 of the *Local Government Act*.

1.3 **Time**. Time will be of the essence of this Agreement. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time will be local time in Victoria, British Columbia.

1.4 **Governing Law**. This Agreement will be governed by and construed and enforced in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia.

1.5 **References**. In this Agreement, words importing the singular include the plural and vice versa, and words importing gender include all genders.

1.6 **Construction**. The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the interpretation of this Agreement. The wording of this Agreement will be construed simply, according to its fair meaning, and not strictly for or against any party.

1.7 **Validity of Provisions**. If a Court of competent jurisdiction finds that any provision contained in this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement which will be construed as if such invalid, illegal or unenforceable provision had never existed and such other provisions will be enforceable to the fullest extent permitted at law.

1.8 **No Waiver**. Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so, will not be interpreted as a waiver of those rights, powers or remedies except in the case of a written waiver. No waiver of a particular right will be deemed to be a waiver of that right in any other instance or a waiver of any other right.

1.9 **Statutes**. Any reference to a statute and to any regulations under that statute means the statute and regulations as amended or replaced from time to time.

1.10 **Remedies**. Any party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement. No reference to or exercise of any specific right or remedy under this Agreement or at law or in equity by any party will prejudice or preclude that party from exercising any other such right or remedy. No such right or remedy will be exclusive or dependent upon any other such right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

1.11 **Schedules**. The following Schedules are attached to and form integral parts of this Agreement:

Schedule "A" Permitted Encumbrances
Schedule "B" Qualified Buyer Criteria
Schedule "C" Maximum Price, Fair Market Value
Schedule "D" Option

SECTION 2.
SECTION 219 COVENANT AND HOUSING AGREEMENT

2.1 **Covenant**. The Owner hereby covenants with CRD that:

(a) the Affordable Unit will not be sold, assigned or otherwise transferred otherwise than:

(i) to a Qualified Buyer;

(ii) for a selling price not greater than the Maximum Price;

(iii) in accordance with this Agreement and the Option; and

(iv) in a way which complies with Section 2.2, or to CRD under the Option;

(b) the Affordable Unit will not at any time be subject to a conventional high ratio mortgage or mortgages which, in total, secure an amount which exceeds 95% of the Maximum Price;

(c) the Owner shall not permit (whether by renting or otherwise) any person other than the Owner and members of the owner's Immediate Family to occupy the Affordable Unit, and shall not use or permit the premises to be used solely for conducting a business or profession;

(d) the Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement and an Option, if required by the CRD, will be registered against title to the Land in priority to all charges and encumbrances which may have been registered or are pending registration against title to the Land save and except those specifically approved in writing by the CRD or in favour of the CRD,

and the Owner and CRD agree that, subject to Section 2.3 the covenant set out above will be registered as a charge against the Affordable Unit and run with the Affordable Unit for the Term.

2.2 **Procedure for Sale of Affordable Unit.**

2.2.1 **Owner Notifies NPO of Intention to Sell.**

If the Owner wishes to sell, assign or otherwise transfer the Affordable Unit, the Owner will do so in accordance with a bona fide arm's length agreement of purchase and sale (or as a court may order in a proceeding to enforce a mortgage of the Affordable Unit) and the Owner will, prior to:

(a) listing or offering the Affordable Unit for sale; or

(b) accepting an offer to purchase the Affordable Unit,

deliver to the NPO written notice of their intention to sell an Affordable Unit, such notice to be in the form required by the NPO and determine the Maximum Price in accordance with Schedule "C" attached hereto.

2.2.2 **Owner Responsible for Appraisal Costs.**

The Owner will be responsible for the cost of both the Owner Appraisal and the NPO Appraisal. If the cost of the NPO Appraisal is initially paid by the NPO, the Owner will reimburse the NPO for the cost of the NPO Appraisal within 30 days after demand by the NPO. If any amount owed by the Owner to the NPO with respect to the NPO Appraisal is not paid prior to the completion of the sale of the Affordable Unit by the Owner, a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.2.3 **NPO Notifies Owner of Maximum Selling Price.**

Within 7 days after the Fair Market Value of the Affordable Unit has been determined under Schedule "C", the NPO will notify the Owner of the Maximum Price, determined under Schedule "C", at which time the Owner will be permitted to offer to sell the Affordable Unit, which price shall be deemed to be its Maximum Price.

In addition to the Maximum Price, the Owner will be entitled to charge the Qualified Buyer, the Administration Fee.

2.2.4 **Owner to Deliver True Copy of Sale Contract to NPO.**

For each sale of an Affordable Unit, the Owner will immediately deliver a true copy of any contract of purchase and sale which the Owner may enter into with respect to the sale of the Affordable Unit or any interest therein (the "Sale Contract"). The Owner will deliver to the NPO with the Sale Contract, or upon the request of the NPO, such information with respect to the buyer named in the Sale Contract as the NPO may reasonably require to determine whether the buyer is a Qualified Buyer.

2.2.5 **Terms to be Included in Sale Contract.**

The Sale Contract will be in writing and will:

(a) be for a selling price not greater than the Maximum Price of the Affordable Unit;

(b) include as a true condition precedent that the seller's obligation to sell is subject to the NPO determining and notifying the Owner in writing (within a period of 10 Business Days after the NPO receives a true copy of the Sale Contract) that (1) the Owner has complied with the requirements of this Section 2.2, and (2) the buyer is a Qualified Buyer, failing which the Sale Contract will be null and void; and

(c) include as a true condition precedent that the seller's obligation to sell is subject to the seller notifying the buyer in writing that the CRD has approved the terms of the sale of the Affordable Unit to the buyer and that the CRD has decided not to exercise its right of first refusal or option to purchase the Affordable Unit with respect to this transaction only;

(d) require the buyer to execute an agreement with the CRD, as a condition of closing, under which the buyer agrees that its purchase of the Affordable Unit is subject to the terms of this Agreement and the Option.

2.2.6 **No Sale after 6 Months Without New Appraisal.**

The NPO will not be obligated to review or make any determination with respect to a Sale Contract as stated in subsection 2.2.5(b) above if the date of receipt by the NPO of a true copy of the Sale Contract is after the expiry of the 6-month period during which the Owner is permitted to sell the Affordable Unit. If the 6-month period has expired, the process under Schedule C will begin again, with the Owner giving fresh notice to the NPO of their intention to sell the Affordable Unit.

2.2.7 **CRD Will Notify Owner of Change in NPO.**

CRD will notify the Owner in writing of any appointment or replacement of an NPO and of the address to which notices to the NPO will be sent.

2.2.8 **Fee to NPO**

The NPO will be entitled to payment of a fee equal to 0.5% of the gross selling price of an Affordable Unit (the "Administration Fee"), such Administration Fee to be paid on closing

of the sale of such Affordable Unit by the Owner and a portion of the sale proceeds equal to the amount owing to the NPO will be deemed to have been irrevocably assigned by the Owner to the NPO.

2.3 **Procedure for Foreclosure.**

2.3.1 **CRD Right to Market and Sell.**

If the Approved Lender or CMHC commences a foreclosure proceeding (the "Proceeding") under an Insured Mortgage of the Affordable Unit the Owner covenants and agrees with CRD that:

(a) the Owner shall notify CRD of the Proceeding;

(b) at the time which is the midpoint of any redemption period (the "Redemption Period") ordered in the Proceeding, CRD shall have the right and may apply for an order in the Proceeding, unopposed by the Owner, to market and sell the Affordable Unit in accordance with Section 2.1(a)(i), (ii), (iii) and (iv);

(c) on receipt of the order in the Proceeding under Section 2.3.1(b) CRD shall have the right to enter into an agreement with a licensed realtor to market and sell the Affordable Unit at the prevailing commission or fee; and

(d) the Owner shall provide reasonable access to the Affordable Unit by CRD, the licensed realtor and any prospective purchaser of the Affordable Unit for the purpose of repairing, cleaning, appraising, marketing and selling the Affordable Unit.

2.3.2 **CMHC Notice to CRD.**

In the event that CRD does not sell the Affordable Unit pursuant to Section 2.3.1, CMHC or the Approved Lender may, 120 days after expiry of the Redemption Period ordered in the Proceeding, issue a 30 day notice (the "Notice Period") to CRD to redeem the Insured Mortgage. In the event that CRD does not redeem the Insured Mortgage within the Notice Period, CRD shall cause this Agreement to be discharged from title to the Affordable Unit at the LTO within 7 days of expiry of the Notice Period.

2.3.3 **CMHC Sale.**

In the event that the Affordable Unit is sold by the Approved Lender or CMHC after discharge of this Agreement from title to the Affordable Unit and such sale generates funds in excess of the balance owing under the Insured Mortgage and related costs, including charges, taxes, commissions and utilities regarding the Affordable Unit, such excess funds shall forthwith be paid to CRD, for its own use absolutely. This Section 2.3.3 shall bind the Owner, the Approved Lender, CMHC (where CMHC has a mortgage loan insurance policy in force for the Affordable Unit) and CRD both before and after discharge of this Agreement from title to the Affordable Unit.

2.4 **Procedure for Rental and Recovery of Rent Charges.**

2.4.1 **Rental Prohibited.**

2.4.1.1 All rentals of the Affordable Units are prohibited, except:

(a) In the case of hardship, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months; or

(b) If a Qualified Buyer cannot be located, as decided by the NPO in its sole discretion, and on making an application to the NPO in the form provided by the NPO, if any, an Affordable Unit may be rented at an Affordable Rate for a period no shorter than six months.

2.4.1.2 The maximum term of any rental shall be two years, at which point the Affordable Unit must be listed for sale in accordance with section 2.2. Rental may continue at an Affordable Rate at the discretion of the NPO. If hardship continues or a Qualified Buyer cannot be located after this listing, additional sales listings may be required at any time at intervals decided by the NPO at its discretion.

2.4.1.3 Any tenancy shall be governed by an agreement under the *Residential Tenancy Act* (BC) which shall include the following provisions, as material terms to the tenancy agreement:

(a) permitting the Owner to terminate the tenancy agreement in accordance with the *Residential Tenancy Act* if the tenant uses or occupies, or allows use or occupation of, the Affordable Unit in breach of the use or occupancy restrictions contained in this Agreement;

(b) explicitly prohibiting the assignability, sub-letting, and use of the Affordable Unit for short term vacation rentals;

(c) explicitly specifying that only persons named in the tenancy agreement may occupy the Affordable Unit;

(d) providing that the Owner will have the right, at its option and subject to the *Residential Tenancy Act*, to terminate the tenancy agreement should the tenant remain absent from the Affordable Unit for three consecutive months or longer, notwithstanding the timely payment of rent;

(e) prohibiting guests residing in the Affordable Unit for more than 30 days, whether or not consecutive, in any 12 month period without the prior written consent of the Owner; and

(f) prohibiting use of the Affordable Unit for non-residential rentals, assignments, sub- lets, licenses and uses, such as vacation rentals, including such services as AirBNB or Vacation Rental By Owner, short term licenses, or short-stay use of any kind, and business-only premises.

2.4.1.4 The Owner will terminate the tenancy if the tenant uses or occupies, or allows use or occupancy in breach of the use and occupancy restrictions in this Agreement.

2.4.2 Rent Charge and Acknowledgement.

2.4.2.1 The Owner acknowledges that the CRD requires affordable housing to ensure prosperity and economic growth for the residents of the Capital Region. The Owner acknowledges the purpose of the Affordable Unit is to provide affordable housing to residents of the Capital Region, and it is not to be used for a short term vacation rental or left as a vacant home. The Owner therefore agrees that for each day an Affordable Unit is occupied in breach of this Agreement, the Owner will pay to the CRD $150 for each day on which the breach has occurred and continues to occur, as liquidated damages and not as a penalty, due and payable at the offices of the CRD on the last day of the calendar month in which the breach occurred. The $150 per day amount will increase on January 1 of each year by the amount calculated by multiplying the amount per day payable on the previous January 1 by the percentage increase between that previous January 1 and the immediately preceding December 31 in the CCPI.

2.4.2.2 The Owner hereby grants to the CRD a rent charge under s. 219 of the *Land Title Act* (British Columbia), and at common law, securing payment by the Owner to the CRD of the amount payable by the Owner pursuant to section 2.4.2 of this Agreement. The Owner agrees that the CRD, at its option, may enforce payment of such outstanding amount in a court of competent jurisdiction as a contract debt, by an action for and order for sale, by proceedings for the appointment of a receiver, or in any other method available to the CRD in law or in equity.

SECTION 3.
INDEMNITY AND RELEASE

3.1 **Indemnity.** The Owner indemnifies the CRD and its officers, directors, employees and agents and their respective heirs, executors, administrators, personal representatives, successors and assigns from any claims which anyone has or may have against the CRD or which the CRD incurs as a result of any loss, damage, deprivation, enrichment or injury, including economic loss, arising out of or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, the granting of any approvals or advice or direction respecting the sale of the Affordable Unit or use of the Affordable Unit given to the Owner by any of them or by the NPO.

3.2 **Release**. The Owner releases CRD and its officers, directors, employees and agents and their respective heirs, executors, administrators, personal representatives, successors and assigns absolutely and forever, from any claims the Owner may have against all or any of them for costs, expenses or damages the Owner may suffer, incur or be put to arising out of or in connection with this Agreement and from all claims arising out or connected with the restrictions or requirements of this Agreement, the breach of any covenant in this Agreement, the granting of any approvals or advice or direction respecting the sale of the Affordable Unit or use of the Affordable Unit given to the Owner by any of them or by the NPO.

SECTION 4.
GENERAL PROVISIONS

4.1 **Discharge of Covenant on Strata Lots not designated as Affordable Units**. The parties agree that this Agreement is intended to only apply to the four (4) strata lots to be designated by the Developer as the Affordable Units upon the filing of the strata plan for the Strata Development and concurrently with filing of the strata plan for the Strata Development this Covenant, the Rent Charge and the Option to Purchase shall be discharged from title to all of the strata lots and the common property except for the four (4) Affordable Units designated by the Developer, and this Agreement will only charge the Affordable Units. The parties will execute all such documents as may be required to complete the foregoing discharges.

4.2 **Notices**. Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.

4.3 **Fees**. Each of the Owner and CRD will pay its own legal fees.

4.4 **Enuring Effect**. This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD, provided that the Owner shall not be liable for any breach of the covenant contained in Section 2.1 except as such liability relates to the period of ownership of an Affordable Unit by the Owner.

4.5 **Registration**. This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.

4.6 **Discharge**. On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.

4.7 **Amendment**. This Agreement may only be amended by written agreement of the parties.

4.8 **Counterparts**. This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement by signing the General Instrument - Part 1.

CONSENT AND PRIORITY AGREEMENT

VANCOUVER CITY SAVINGS CREDIT UNION, as the registered holder of charges by way of Mortgage and Assignment of Rents against the Lands, which said charges are registered in the Land Title Office at Victoria, British Columbia, under numbers CA6268732 and CA6268733, respectively (the "**Existing Charges**"), for and in consideration of the sum of One Dollar ($1.00) (the receipt whereof is hereby acknowledged), agrees with the Owner and the City that the within Section 219 Covenant and Rent Charge shall be encumbrances upon the Lands in priority to the Existing Charges in the same manner and to the same effect as if they had been dated and registered prior to the Existing Charges.

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

HERITAGE STATUS NOTICE, LOCAL GOVERNMENT ACT, SEE EV9841

Charges, Liens and Interests:

RESTRICTIVE COVENANT
Registration Number: 53582G
Remarks: D.D. 32334I

SCHEDULE "B"
QUALIFIED BUYER CRITERIA

1. **Sale of an Affordable Unit by the Developer:**

In the case of the sale of an Affordable Unit by the Developer, a Qualified Buyer means:

(a) For the two (2) one-bedroom Affordable Units and not the two (2) three-bedroom Affordable Units, be a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) A person who provides Proof of Income that annual gross Income, for at least one year immediately prior to the date of purchase of an Affordable Unit:

i. for a one bedroom, is at most a moderate income as defined by the Victoria Housing Strategy, currently $85,000 in 2022; or

ii. for a three bedroom, is at most 10% below the middle income cut-off as set by BC Housing for families with children, currently $156,420 in 2022; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind

it being understood and agreed that preferential consideration may be given to a person who meets all of the above criteria and all or some of the following criteria:

(a) a person who does not own a vehicle; and

(b) a person who satisfies such other criteria as may be applied by the NPO and CRD from time to time.

2. **Sale of an Affordable Unit by an Owner other than the Developer:**

In the case of the sale of an Affordable Unit by an Owner other than the Developer, a Qualified Buyer means:

(a) for the two (2) one-bedroom Affordable Units and not the two (2) three-bedroom Affordable Units, a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;

(b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;

(c) a person who provides Proof of Income that annual gross Income is between the range set from time-to-time by the NPO in its sole discretion (which shall not be appealed) for at least one year immediately prior to the date of purchase of an Affordable Unit, it being understood and agreed that the NPO may, from time to time, grant an exemption from or vary such requirement if, in the opinion of the NPO and having regard to prevailing market conditions, such exemption or variation is consistent with the continued use and availability of the Affordable Unit as affordable housing; and

(d) a person who intends to immediately use and occupy the Affordable Unit as their principal residence and not rent or lease the Affordable Unit to any other person, nor leave the unit vacant, use it solely for a business or profession, or use it as a short-term vacation rental property of any kind.

For the purpose of Schedule B:

"Income" means the total income before income tax from all sources of all persons intending to live in an Affordable Unit including, without limitation:

(a) all income from earnings, including commissions and tips;

(b) all income from all public and private pension plans, old age security and guaranteed income supplement;

(c) all income received under the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*;

(d) disabled veteran's allowance;

(e) alimony;

(f) child support;

(g) workers' compensation benefits;

(h) employment insurance; and

(i) Income from Assets,

but excluding the following:

(a) child tax benefit;

(b) capital gains, such as insurance settlement, inheritances, disability awards and sale of effects in the year they are received;

(c) the earnings of a person aged 18 and under;

(d) student loans, student loan equalization payments and student grants but excluding non-repayable training allowances, research fellowships or similar grants;

(e) shelter aid for elderly renters (SAFER) or rental assistance program (RAP) payments received prior to purchasing an Affordable Unit;

(f) GST rebates;

(g) taxable benefits received through employment;

(h) government provided daycare allowance; and

(i) payments for foster children, or child in home of relative (CIHR) income under the *Employment and Assistance Act*.

"Income from Assets" means computing income from assets of all persons intending to live in an Affordable Unit at a percentage per annum as determined by CRD, excluding the first $62,051.00 in assets of such persons, based on November 1, 2018 dollars, indexed over time by reference to changes from time to time in the consumer price index (all items, British Columbia) or if such consumer price index is no longer published, such substitute and comparable index as the NPO may designate.

"Proof of Income" means a tax return filed with Canada Revenue Agency or a notice of assessment from Canada Revenue Agency under the *Income Tax Act*.

SCHEDULE "C"
MAXIMUM PRICE, FAIR MARKET VALUE

The Maximum Price shall be determined as follows:

1. Within 7 days after the Owner delivers the notice, as required by section 2.2.1, the Owner will select an Appraiser to be retained by the Owner to undertake an appraisal (the "Owner Appraisal") of the Fair Market Value of the Affordable Unit. The Owner will deliver a copy of the Owner Appraisal to the NPO within 7 days after the Owner receives the Owner Appraisal.

2. If the Owner and the NPO agree within 7 days after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the Fair Market Value stated in the Owner Appraisal, less 20%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

3. If the Owner and the NPO do not agree within 7 days (the "Appraisal Review Period") after the Owner Appraisal is delivered to the NPO that the Fair Market Value of the Affordable Unit is as stated in the Owner Appraisal, the NPO will retain its own Appraiser to undertake an appraisal (the "NPO Appraisal") of the Fair Market Value of the Affordable Unit in which case the average of the Fair Market Value stated in the Owner Appraisal and the NPO Appraisal, less 20%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the NPO Appraisal.

4. The NPO will deliver a copy of the NPO Appraisal to the Owner within 7 days after the NPO receives the NPO Appraisal.

5. If the NPO Appraisal is not delivered to the Owner within 30 days after the end of the Appraisal Review Period, the Fair Market Value stated in the Owner Appraisal, less 20%, will be the maximum price at which the Owner will be permitted to sell the Affordable Unit during a period of 6 months commencing on the effective date of the Owner Appraisal.

SCHEDULE "D"

Land Title Act
Charge
General Instrument – Part 1

1. Application

Mullin DeMeo Wirk Law Corporation
1626 Garnet Road
Victoria BC V8P 3C8
(250) 477-3327

Fax: (250) 477-0980
Email: lawyers@mdlawcorp.com
File: 97924 / Lions West Homes /Dev 902 Foul Bay /JDM/sl
(CRD - First Refusal Option to Purchase s. 219 Covenant)

2. Description of Land

PID/Plan Number	Legal Description
007-652-674	**BLOCK G, SECTION 68, VICTORIA DISTRICT, PLAN 1247**

3. Nature of Interest

Type	Number	Additional Information
RIGHT OF FIRST REFUSAL		**Person Entitled to Interest: Transferee** **Document Reference: Entire Document except Part IV**
PRIORITY AGREEMENT		**Priority Agreement granting the Right of First Refusal contained hereto priority over Mortgage CA6268732 and Assignment of Rents CA6268733** **Person Entitled to Interest: Transferee** **Document Reference: Page 16**
OPTION TO PURCHASE		**Person Entitled to Interest: Transferee** **Document Reference: Entire Document except Part III**
PRIORITY AGREEMENT		**Priority Agreement granting the Option to Purchase contained hereto priority over Mortgage CA6268732 and Assignment of Rents CA6268733** **Person Entitled to Interest: Transferee** **Document Reference: Page 16**

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

LIONS WEST HOMES LTD., NO.BC1041886, (AS TO SECTION 219 COVENANT)

VANCOUVER CITY SAVINGS CREDIT UNION, NO.FI 97, (AS TO PRIORITY AGREEMENT)

6. Transferee(s)

CAPITAL REGIONAL DISTRICT
625 FISGARD STREET
VICTORIA BC V8W 1R7

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7. Additional or Modified Terms

8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
JOHN D. MULLIN BARRISTER & SOLICITOR 1626 GARNET ROAD VICTORIA, BC V8P 3C8	YYYY-MM-DD 2022-06-17	**LIONS WEST HOMES LTD.** By their Authorized Signatory **Name: Nenad Barjaktarovic**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**VANCOUVER CITY SAVINGS CREDIT UNION** By their Authorized Signatory **Name:** **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

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Land Title Act

Charge

General Instrument – Part 1

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**CAPITAL REGIONAL DISTRICT** By their Authorized Signatory **Name:** **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

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TERMS OF INSTRUMENT - PART 2

RIGHT OF FIRST REFUSAL AND OPTION TO PURCHASE

WHEREAS:

A. The Owner is the registered owner in fee-simple of those lands and premises located within the Capital Regional District, in the Province of British Columbia, more particularly described as:

PID: 007-652-674
BLOCK G, SECTION 68, VICTORIA DISTRICT, PLAN 1247
(the "Lands")

B. The Owner has entered into a Housing Agreement with the Capital Regional District (the "CRD") under section 483 of the *Local Government Act* and has granted to the CRD a Covenant under section 219 of the *Land Title Act* with registration number _____ relating to certain restrictions on the use of the Land (collectively, the "Housing Agreement");

C. Pursuant to the terms of the Housing Agreement, the Owner has agreed to use and occupy the Lands for the purposes of the Affordable Units on the Lands; and

D. In order to ensure that the Affordable Unit is occupied and disposed of in accordance with the Housing Agreement, the Owner agrees to grant to the CRD a right of first refusal to purchase and an option to purchase the Affordable Unit on the terms and conditions set out in this Agreement.

THIS AGREEMENT is evidence that in consideration of the mutual promises contained in it and in consideration of the payment of $2.00 by the CRD to the Owner, the receipt of sufficiency of which is hereby acknowledged by the Owner, the parties agree as follows:

PART I – DEFINITIONS

1. In this Agreement the following words have the following meanings:

   a. Affordable Unit" means a Dwelling Unit designated as an affordable unit in accordance with the Housing Agreement, to be used, occupied and Disposed of in accordance with the Housing Agreement.

   b. "Agreement" means this Agreement together with the General Instrument.

   c. "Approved Lender" means an "approved lender" (as defined in the *National Housing Act*, R.S.C. 1985, c. N-11) which holds an Insured Mortgage of an Affordable Unit.

   d. "Bona Fide Offer" means an offer to purchase the Owner's Interest in the Affordable Unit:

      i. in writing;

ii. signed by an Outside Offeror;

iii. in a form legally enforceable against the Outside Offeror and subject to no conditions except for the CRD's Subjects;

iv. for a purchase price that is at or below the Maximum Price;

v. providing that if the CRD does not exercise its right of first refusal as set forth in this Agreement, the Outside Offeror will grant to the CRD a right of first refusal and option to purchase the Lands upon the same terms and conditions as are set forth in this Agreement;

vi. providing that the Outside Offeror will not assign or transfer the contract for the purchase of the Affordable Unit; and

vii. confirming that the Outsider Offeror has read and understood the terms of this Agreement, the Housing Agreement and all other charges in favour of the CRD that are registered in the LTO against the Lands and that the Outside Offeror agrees to be bound by the owner's obligations pursuant to such charges.

e. "Business Day" means Monday to Friday inclusive except for those excluded days declared by lawful authority as holidays, excluding any date that the LTO is not open for business.

f. "Closing Date" means the 30th day after the Notice Date, or the first Business Day thereafter that the LTO is open for business to the public.

g. "CRD's Subjects" mean the following clauses:

The obligation of the seller to complete the transaction contemplated herein is subject to the following (the "Seller's Conditions"):

i. the seller notifying the buyer in writing, not later than fifteen (15) Business Days that the Capital Regional District has approved the terms of the sale of the Land to the buyer and that the Capital Regional District has decided not to exercise its right of first refusal and option to purchase the Land with respect to this transaction only; and

ii. the Capital Regional District determining and notifying the Owner in writing no later than fifteen (15) Business Days that the Owner has complied with the requirements of the Housing Agreement regarding the sale, and that Capital Regional District is satisfied that the buyer is a Qualified Buyer as defined in the Housing Agreement.

The Seller's Conditions are for the sole benefit of the seller and may be satisfied by the seller by notice in writing to the buyer. If the Seller's Conditions are not satisfied on or before the date specified for their removal, this agreement will automatically be terminated, the deposit will be returned to the buyer, and neither party will have any further obligation to the other under this agreement.

h. "Dispose" means to transfer by any method, and includes assign, give, sell, grant, charge, convey, bequeath, devise, lease, rent or sublet, divest, release, and agree to do any of those things.

i. "Dwelling Units" means all residential dwelling units located or to be located on the Land whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, into which ownership or right of possession or occupation of the Land may be Subdivided.

j. "Environmental Law" means any applicable federal, provincial or municipal laws pertaining to the presence, handling, release or removal of Hazardous Substances.

k. "General Instrument" means the Form C under the Land Title (Transfer Forms) Regulation, to which this Agreement is attached.

l. "Hazardous Substances" collectively means contaminants, pollutants or other substances which are hazardous or dangerous to the health of humans, animals or plants or to the environment and includes substances defined as hazardous substances or special waste under any law, regulation or order of a Statutory Authority.

m. "Insured Mortgage" means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11.

n. "Interest" means the property interest of the Owner in the Affordable Unit.

o. "LTO" means the Victoria Land Title Office or its successor.

p. "Maximum Price" has the meaning given to it in the Housing Agreement.

q. "Notice" means any written notice which CRD may deliver to the Owner under Section 8.

r. "Notice Date" means the day on which the Owner is deemed by Section 41 to have received the Notice.

s. "Outside Offeror" means a purchaser or prospective purchaser of the Affordable Unit who deals at arm's length with the vendor of the Affordable Unit.

t. "Owner" means the Transferor described in the General Instrument and any subsequent owner of the Land or of any part into which the Land is Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Unit from time to time.

u. "Option Purchase Price" has the meaning given to it at section 12.

v. "Personal Property" means all lighting fixtures, appliances, equipment, cabinetry, affixed carpeting, drapes and blinds located within an Affordable Unit (except to the extent otherwise agreed in writing by CRD) but does not include an Owner's personal effects.

w. "Permitted Encumbrances" means those charges or encumbrances stated in Schedule "A" and any other encumbrances approved in writing by CRD but shall not include any mortgage or other financial encumbrance and shall not include this Agreement.

x. "Person" means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity.

y. "Project" means the Strata Development of which the Affordable Units will be a part and comprises all of the Lands referred to in Item 2 of the General Instrument - Part 1.

z. "Property" means the Affordable Unit and all Personal Property within the Affordable Unit.

aa. "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B" of the Housing Agreement registered against title to the Land.

bb. "Subdivide" means to divide, apportion, consolidate or subdivide the Land, or the ownership or right to possession or occupation of the Land into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative units" or "shared interests in land" as defined in the *Real Estate Act*.

cc. "Transfer" means an instrument in a statutorily prescribed form by which the Owner transfers title to the Affordable Unit to CRD.

dd. "Transaction" means transfer of an Affordable Unit from the Owner to CRD.

2. **Schedules**. The following Schedules are attached to and form integral parts of this Agreement:

Schedule "A" Permitted Encumbrances

PART II – GENERAL

3. During the Term, the Owner covenants and agrees that the Owner will not Dispose of its Interest in any Affordable Unit unless such Interest is Disposed of in accordance with this Agreement and the Housing Agreement.

4. The Owner will not Dispose of its Interest in the Affordable Unit other than to the CRD or to an Outside Offeror pursuant to a Bona Fide Offer.

5. Provided that the Owner is not in breach of any of its obligations under this Agreement or under the Housing Agreement, at the request of the Owner and the Owner's sole expense, the CRD will deliver to the Owner discharges of this Agreement in registrable form for each Dwelling Unit that:

a. is a separate legal parcel; and is not an Affordable Unit; and

b. is not an Affordable Unit.

PART III – RIGHT OF FIRST REFUSAL

6. The Owner covenants and agrees as follows:

   a. the Owner will not sell or offer to sell the Affordable Unit for any consideration not consisting entirely of lawful money of Canada;

   b. if the Owner receives an offer to purchase the Affordable Unit (the "Offer") which the Owner is willing to accept, then the Owner will offer to sell the Affordable Unit to the CRD on the terms that are set out in Part 5 of this Agreement, by giving to the CRD a notice in writing (the "RFR Notice") attached to a copy of the Offer. The CRD will have the exclusive right for ten (10) Business Days (the "Election Period") from the date on which the CRD receives from the Owner the RFR Notice and a copy of the Offer within which to purchase the Affordable Unit on the terms set out in Part V of this Agreement. The Owner agrees that the CRD's Election Period to purchase the Affordable Unit will not start to run until the Owner gives to the CRD notice of the Offer;

   c. If the CRD wishes to exercise this right of first refusal, the CRD will give the Owner written notice of such exercise on or before the end of the Election Period.

   d. If the CRD does not exercise this right of first refusal with respect to a specific Offer, the CRD's rights under this right of first refusal with respect to the particular Offer will be waived, but only if the Officer is a Bona Fide Offer and only if the terms of sale between the Outside Offeror and the Owner are in strict compliance with the terms stated in the Offer, and if the Owner complies with the following requirements:

      i. the Owner delivers to the CRD, within 10 Business Days after the delivery of the RFR Notice written proof, satisfactory to the CRD, in its sole discretion and including but not limited to the information required under Schedule B of the Housing Agreement, that the purchaser is a Qualified Buyer, and that the person agrees to be bound by all the agreements in favour of the CRD which affect the Affordable Unit, including but not limited to the Housing Agreement;

      ii. the Owner does not remove the second part of the CRD's Subject until such time as the CRD informs the Owner that it is satisfied with the information provided pursuant to sub-section 5.d.i herein;

      iii. at least 5 Business Days before completion of the sale pursuant to the Bona Fide Offer the Owner delivers to the CRD the following:

         (1) written proof, satisfactory to the CRD, in its sole discretion, that the purchase price payable under the Bona Fide Offer is the Maximum Price;

(2) a signed Form C granting to the CRD an option to purchase and a right of first refusal to purchase the Affordable Unit (the "New Form C") on substantially the same terms as set out in this Agreement, with such amendments as the CRD may reasonably require;

(3) a discharge of this Agreement (the "Discharge") for execution by the CRD;

(4) undertakings from the solicitor or notary for the Outside Offeror (the "Legal Representative") on terms satisfactory to the CRD, including that:

(a) the Legal Representative will only register the Discharge if it is done concurrently with the registration of the New Form C;

(b) the Legal Representative will ensure that the New Form C is registered against the Affordable Unit in priority to all mortgages and other financial liens, charges and encumbrances, except for any charges in favour of the CRD;

(c) forthwith after registration of the New Form C, provide to the CRD copies of the Discharge and the New Form C with registration particulars endorsed thereon, and a copy of the State of Title Certificate for the Land confirming registration of the New Form C; and

(5) a copy of the vendor's statement of adjustments for the Affordable Unit certified to be true by the Legal Representative; and

iv. upon request by the CRD, the Owner delivers to the CRD such further evidence as the CRD may reasonably require to confirm the purchase price of the Affordable Unit, and to confirm that the Outside Offeror has granted to the CRD an option to purchase and a right of first refusal to purchase the Affordable Unit.

PART IV – GRANT OF OPTION

7. The Owner hereby grants CRD an exclusive and irrevocable option to purchase the Property at the Option Purchase Price in accordance with Parts IV and V of this Agreement.

8. CRD may exercise the Option only if the Owner:

a. defaults in its obligations under the Housing Agreement; or

b. acquired the Affordable Unit from a previous Owner for a price which was, as of the date of closing of that transaction, greater than the Maximum Price or if the Owner was not, as of that date, a Qualified Buyer;

c. delivers the RFR Notice; or

d. defaults in its obligations under any mortgage of the Affordable Unit.

9. CRD may exercise the Option by delivering notice of exercise of the Option to the Owner (the "Notice").

10. From and after the Notice Date, this Agreement and the Notice will together constitute a binding and enforceable contract between the Owner and CRD for the purchase and sale of the Affordable Unit in accordance with the terms and conditions of Part IV and V.

PART V – PURCHASE AND SALE

11. **Purchase and Sale** Subject to the terms and conditions of this Part V and relying on the warranties and representations herein set out, the Owner agrees to sell and CRD agrees to purchase the Property on the Closing Date for the Option Purchase Price, and the Owner agrees that, at the request of CRD, it will transfer registered title to the Property to CRD or such other Person as CRD may designate.

12. **Option Purchase Price** Subject to adjustments as provided in this Agreement, the option to purchase price (the "Option Purchase Price") under the Option to Purchase shall be:

    a. 95% of the Maximum Price; or

    b. if the Owner has granted a bona fide arm's length mortgage or mortgages of the Affordable Unit to an Approved Lender which, as at the Closing Date, secures in aggregate an amount which exceeds 95% of the Maximum Price, the amount owing under and required to discharge the mortgage or mortgages to the Approved Lender as at the Closing Date.

13. **Repair and Maintenance**. From and after the Notice Date to the Closing Date, the Owner will take good care of the Property, will carry out all necessary repairs, maintenance, and replacements, will take reasonable care to protect and safeguard the Property and will in all other respects deal with the Property so that the warranties and representations of the Owner set out in this Agreement remain true and correct.

14. **Insurance** From and after the Notice Date to the Closing Date, the Owner will ensure that all policies of insurance with respect to the Property remain in full force and effect.

15. **Representations** The Owner hereby represents and warrants to, and covenants and agrees with the CRD, to transfer the Property to the CRD on the condition that as at the Closing Date that:

        i. the Owner has not used the Affordable Unit or permitted any use of the Affordable Unit to store, manufacture, dispose of, emit, spill, leak, generate, transport, produce, process, release, discharge, landfill, treat or remediate any Hazardous Substances, including anything the storage, manufacture, disposal, emission, discharge, treatment, generation, use, transport, remediation or release into the environment of which is now or at any time after the execution of this Agreement is prohibited, controlled, regulated or licensed under Environmental Laws;

ii. the Owner has not caused or permitted the storage, manufacture, disposal, emission, spilling, leakage, treatment, generation, transportation, production, processing, release, discharge, landfilling, treatment or remediation of any Hazardous Substances in, on, under or from the Affordable Unit;

iii. the Owner has at all times used the Affordable Unit in compliance with all Environmental Laws;

iv. the Owner will indemnify and save harmless the Regional District, and its elected and appointed officials, officers, employees and agents, from and against any and all actions, causes of action, liabilities, demands, losses, damages, costs (including remediation costs and costs of compliance with any law, and legal fees and disbursements), expenses, fines and penalties, suffered or incurred by the CRD by reason of a breach of any representation or warranty, covenant or agreement of the Owner set forth in this Agreement. This obligation will survive the termination of this Agreement.

16. **Risk** The Property will be at the risk of the Owner up to the time the Transfer is submitted for registration at the LTO on the Closing Date and will be at the risk of CRD after the time the Transfer is submitted for registration at the LTO on the Closing Date.

17. **Damage** If, prior to the time the Transfer is submitted for registration at the LTO, any damage occurs to the Property or any of the assets comprising the Property, CRD, by notice to the Owner, may elect to postpone the Closing Date for a period of not more than 30 days and may also elect:

a. not to acquire the Property, in which case neither party will have any further obligation to the other under this Part V pertaining to that particular Notice; or

b. that the Owner assign to CRD the Owner's right to receive any and all insurance proceeds payable with respect to the damage, subject to any bona fide loss payee designation, in which case the Owner will execute and deliver to CRD an assignment satisfactory to CRD.

18. **Construction Warranties** From and after the Closing Date, the Owner will assign to CRD all the Owner's rights under all warranties, guarantees or contractual obligations against any contractor or supplier who was engaged in the construction, renovation, or repair of all or any part of the Property or any improvement to the Property. CRD's acceptance of this assignment will not represent a waiver by CRD of the Owner's covenants, agreements, representations and warranties set out in this Agreement.

19. **Owner's Covenants** The Owner will:

a. take all proper actions and proceedings on its part to enable the Owner to transfer a good and marketable title of the Property to CRD or such Person as CRD may designate, free and clear of all encumbrances other than Permitted Encumbrances;

b. deliver vacant possession of the Property to CRD or such Person as CRD may designate on the Closing Date, subject to prior receipt of the Option Purchase Price by the Owner;

c. not, from and after the Notice Date to the Closing Date, sell, transfer, dispose of or remove from the Affordable Unit any Personal Property; and

d. both before and after the Closing Date do such other things as CRD may reasonably require for transferring to and vesting in CRD or such Person as CRD may designate title to the Affordable Unit as contemplated by this Part V.

20. **Documents** CRD will prepare the documents necessary to complete the Transaction which will be in a form and substance reasonably satisfactory to CRD and its lawyers.

21. **Adjustments and Credits** The Owner and CRD will adjust, as at the Closing Date, all usual adjustments for a property similar to the Property including taxes, utility rates and any moneys owing to the strata corporation formed in respect of the Project.

22. **Closing** The Owner and CRD will complete the Transaction on the Closing Date at the offices of CRD or its lawyers.

23. **Owner's Closing Documents** At the closing, the Owner will deliver to CRD the following duly executed documents:

a. the Transfer;

b. a vendor's statement of adjustments;

c. if required, a bill of sale for the Personal Property and all other deeds, transfers, assignments, resolutions, consents, estoppels and other certificates and assurances as CRD may reasonably require;

d. a statutory declaration of the Owner that the Owner is a resident of Canada within the meaning of the Income Tax Act (Canada);

e. a certificate in confirmation that the sale of the Affordable Unit to CRD is exempt from taxes under the *Excise Tax Act* (the "GST") or, alternately, a certified cheque or bank draft payable to CRD in an amount equal to the GST payable by CRD on the Option Purchase Price; and

f. unless waived in writing by CRD, a certified cheque or bank draft payable to CRD in the amount, if any, by which the moneys owing under and required to discharge any mortgage or mortgages of the Affordable Unit exceed the Option Purchase Price as adjusted under Section 21.

24. **CRD's Closing Documents** At the closing, CRD will deliver to the Owner:

a. a purchaser's statement of adjustments; and

b. a cheque for the Option Purchase Price, as adjusted under Section 21.

25. **Tabling** Except for the Transfer, all documents and cheques will be tabled at the closing. CRD will cause its lawyers, on the Closing Date, to conduct a pre-registration index search of the Affordable Unit at the LTO. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit except for Permitted Encumbrances and encumbrances which the lawyers for the Owner have undertaken to discharge, the lawyers for CRD or their agents shall submit the Transfer for registration and then conduct a post-filing registration index search. If that search indicates that no liens, charges or encumbrances have been registered or filed in respect of the Affordable Unit since the pre-filing registration index search, all documents and payments will be released to each of the Owner and CRD according to the entitlement of each of them.

26. **Reimbursement** If CRD waives payment on the Closing Date of the amount referred to in Section 23.f., the Owner shall pay such amount to CRD, on demand, with interest thereon at the rate of eighteen percent (18%) per annum, compounded monthly, from the Closing Date to the date of payment.

27. **Survival** All the representations, warranties, covenants and agreements of the Owner and CRD contained in this Agreement will survive the Closing Date, registration of documents, and the payment of the Option Purchase Price.

PART VI – INTERPRETATION

28. **Time** Time will be of the essence of this Agreement. If any party expressly or impliedly waives this requirement, that party may reinstate it by delivering notice to the other party. If a time is specified in this Agreement for observing or performing any obligation, such time will be local time in Victoria, British Columbia.

29. **Governing Law** This Agreement will be governed by and construed and enforced in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia.

30. **References** In this Agreement, words importing the singular include the plural and vice versa, and words importing gender include all genders.

31. **Construction** The division of this Agreement into sections and the use of headings are for convenience of reference only and are not intended to govern, limit or aid in the interpretation of this Agreement. The wording of this Agreement will be construed simply, according to its fair meaning, and not strictly for or against any party.

32. **Validity of Provisions** If a Court of competent jurisdiction finds that any provision contained in this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement which will be construed as if such invalid, illegal or unenforceable provision had never existed and such other provisions will be enforceable to the fullest extent permitted at law.

33. **No Waiver** Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so, will not be interpreted as a waiver of those rights, powers or remedies except in the case of a written waiver. No waiver of a particular right will be deemed to be a waiver of that right in any other instance or a waiver of any other right.

34. **Statute**. Any reference to a statute and to any regulations under that statute means the statute and regulations as amended or replaced from time to time.

35. **Remedies** Any party to this Agreement, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement. No reference to or exercise of any specific right or remedy under this Agreement or at law or in equity by any party will prejudice or preclude that party from exercising any other such right or remedy. No such right or remedy will be exclusive or dependent upon any other such right or remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively or in combination. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

PART VII – MISCELLANEOUS

36. **CRD Not Obligated to Exercise Right of First Refusal or Option** The Owner acknowledges and agrees that the CRD is under no obligation to exercise the rights granted under this Agreement.

37. **Duration of Option and Right of First Refusal** The option to purchase and right of first refusal hereby granted and the right of first refusal granted by this Agreement are effective until the date that is 80 years less a day after the date on which Form C referring to this Agreement is deposited for registration in the LTO, provided that if the perpetuity period for the Agreement as specified in the *Perpetuity Act* is increased or decreased in length than the term of this Agreement will be increased or decreased accordingly.

38. **Powers Unaffected** This Agreement does not:

    a. affect or limit the discretion, rights, duties or powers of the CRD under any enactment or at common law, including in relation to the use or subdivision of the Land;

    b. impose on the CRD any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;

    c. affect or limit any enactment relating to the use or subdivision of the Land; or

    d. relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

39. **Agreement for Benefit of CRD Only** The Owner and the CRD agree that;

    a. this agreement is entered into only for the benefit of the CRD;

    b. this agreement is not intended to protect the interests of the Owner, any tenant, or any future owner, lessee, occupier or user of the Property, the Land or the building or any portion thereof, including any Affordable Unit;

    c. the CRD may at any time execute a release and discharge of this agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

40. **No Public Law Duty** Where the CRD is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the CRD is under no public law duty of fairness or natural justice in that regard and agrees that the CRD may do any of those things in the same manner as if it were a private party and not a public body.

41. **Notices** Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.

42. **Fees** Each of the Owner and CRD will pay its own legal fees.

43. **Costs** Unless otherwise specified in this Agreement, the Owner will comply with all the requirements of this Agreement at its own cost and expense and will pay to the CRD, on request, all reasonable costs or expenses it incurs in connection with this Agreement.

44. **Enuring Effect** This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD.

45. **Further Assurance** Upon request by the CRD, the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the CRD to give effect to this Agreement.

46. **Registration** This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.

47. **Discharge** On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.

48. **Amendment** This Agreement may only be amended by written agreement of the parties.

49. **Counterparts** This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have duly executed this Agreement by signing the General Instrument - Part 1

CONSENT AND PRIORITY AGREEMENT

VANCOUVER CITY SAVINGS CREDIT UNION, as the registered holder of charges by way of Mortgage and Assignment of Rents against the Lands, which said charges are registered in the Land Title Office at Victoria, British Columbia, under numbers CA6268732 and CA6268733, respectively (the "**Existing Charges**"), for and in consideration of the sum of One Dollar ($1.00) (the receipt whereof is hereby acknowledged), agrees with the Owner and the City that the within Right of First Refusal and the within Option to Purchase shall be encumbrances upon the Lands in priority to the Existing Charges in the same manner and to the same effect as if they had been dated and registered prior to the Existing Charges.

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

HERITAGE STATUS NOTICE, LOCAL GOVERNMENT ACT, SEE EV9841

Charges, Liens and Interests:

RESTRICTIVE COVENANT
Registration Number: 53582G
Remarks: D.D. 32334I

COVENANT
Section 219 Covenant re Housing Agreement
Registration Number: _____
In favour of Capital Regional District

RENT CHARGE
Registration Number: _____
In favour of Capital Regional District

END OF DOCUMENT

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JUNE 21, 2022

SUBJECT **New Bylaw for Juan de Fuca Electoral Area Advisory Planning Commissions**

ISSUE SUMMARY

To update the role of the Advisory Planning Commissions (APCs) and continue their operation in the Juan de Fuca Electoral Area under a new bylaw.

BACKGROUND

The Advisory Planning Commissions (APCs) in the Juan de Fuca Electoral Area (JdF EA) were established by bylaw between 1994 and 1996 to make recommendations to the Board on land use matters related to Part 14 of the *Local Government Act (LGA)*. The initial bylaws were replaced by a single bylaw for the JdF EA, Bylaw No. 2945, in 2002.

Bylaw No. 2945 (Appendix B) no longer reflects the actual working relationship between the APCs, the Juan de Fuca Land Use Committee (LUC) and the CRD Board. Furthermore, Bylaw No. 2945 does not reflect the current corporate procedures in the CRD Board Procedures Bylaw, Bylaw No. 3828, or CRD Board policy *Guidelines for the Preparation of Minutes of CRD Board, Committee and Commission Meetings*.

Staff have drafted a new APC Bylaw, Bylaw No. 4120, to update the role of the APCs and to reflect current CRD procedures (Appendix A).

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the CRD Board:
1. That Bylaw No. 4120, "Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022", be introduced, read a first time, a second time and a third time; and
2. That Bylaw No. 4120, “Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022” be adopted.

Alternative 2
That the CRD Board not proceed with proposed Bylaw No. 4120.

IMPLICATIONS

Legislative Implications
Pursuant to Section 461 of the *LGA*, a board may establish an advisory planning commission for portions of an electoral area to advise the board, or a regional district director, on all matters referred to the commission respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit under Part 14.

The APCs were first established in the 1990s to advise the CRD Board’s Land Use Committees that were created by Order-in-Council No. 1048. Changes to the CRD’s governance structure have occurred since that time, due in part to municipal incorporations and boundary adjustments.

The current CRD Advisory Planning Commission Bylaw, Bylaw No. 2945, was adopted in 2002 and established advisory planning commissions in six communities of the Juan de Fuca Electoral Area: Willis Point, Malahat, East Sooke, Otter Point, Shirley/Jordan River and Port Renfrew. The primary role of the APC is to provide recommendations to the Juan de Fuca Land

Use Committee on land use matters including zoning and official community plan amendments. Bylaw No. 2945 has been amended three times to update the function of the Commission; however, more significant changes are proposed in Bylaw No. 4120 in order to reflect the current decision-making structure, Board procedures and CRD policies (Appendix A).

A notable change proposed in Bylaw No. 4120 is to have members appointed through a process of community notification and recommendation by the electoral area director, rather than through election and appointment. The Land Use Committee, which receives input from the APCs and makes recommendations to the Regional Board on land use matters in the Electoral Area, would continue to have its members appointed following election by the communities they represent. The proposed Bylaw also reduces the minimum number of commission members from five to three and sets a maximum of five.

Other proposed updates to the APC bylaw are intended to clarify that all meetings of an APC are open to the public, that APCs consider items referred to them by the LUC or Board, and to ensure alignment with the CRD Procedures Bylaw No. 3828 and Board guidelines for preparation of meeting minutes.

The Agricultural Advisory Planning Commission (AAPC) was established for the Juan de Fuca Electoral Area in 2008 by Bylaw No. 3517 (Appendix C). The AAPC's primarily role at that time was to undertake an agricultural inventory project and to provide ongoing advice to the LUC on Agricultural Land Reserve applications. The AAPC consists of up to nine members, but the Commission is currently inactive due to a lack of expressions of interest in membership and of items for the Commission's consideration. Proposed Bylaw No. 4120 would include the AAPC among the six general APCs and set a maximum of five members, in keeping with the other APCs.

Public Consultation Implications
This is an administrative bylaw and, therefore, does not require public consultation.

Financial Implications
The election process is currently budgeted at $6,500; however, this does not reflect the true cost of the service, which has been subsidized during past municipal elections by CRD Legislative Services under its larger election budget. The portion covered by the Juan de Fuca Community Planning service is funded through tax requisition.

The proposed change to replace election of members with a process of notification and JdF EA director recommendation would result in an annual reduction to the Juan de Fuca Community Planning operational budget.

CONCLUSION

The current APC bylaws, Bylaw No. 2945 and Bylaw No. 3517, reflect the roles and responsibilities of the commissions prior to the establishment of the LUC and current Board voting structure. A new APC bylaw has been prepared, Bylaw No. 4120, to reflect the current role of the APCs, to have the members appointed rather than elected, to align with current CRD Board procedures and meeting practices, and to update the AAPC membership. Staff recommend that Bylaw No. 4120 be read a first, second and third time, and that Bylaw No. 4120 be adopted.

RECOMMENDATION

The Juan de Fuca Land Use Committee recommends to the CRD Board:

1. That Bylaw No. 4120, "Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022", be read a first time, a second time and a third time; and
2. That Bylaw No. 4120, “Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022” be adopted.

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

ATTACHMENT

Appendix A: Proposed Bylaw No. 4120
Appendix B: CRD Advisory Planning Commission Bylaw No. 2945
Appendix C: CRD Agricultural Advisory Planning Commission Bylaw No. 3517

Appendix A: Proposed Bylaw No. 4120

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4120

****

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS

IN THE JUAN DE FUCA ELECTORAL AREA

****

WHEREAS:

A. The Board may, by bylaw, pursuant to Section 461(2) of the *Local Government Act* establish an Advisory Planning Commission for one or more electoral areas or portions of an electoral area;

B. The Board wishes to establish Advisory Planning Commissions to advise the Juan de Fuca Land Use Committee and the Board;

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

1. DEFINITIONS

In this bylaw the following definitions apply:

Advisory Planning Commission means one or more of the bodies created under Section 2 of this bylaw;

Agent means a person or registered corporate entity, who has been authorized in writing by the owner(s) of a parcel to make an application and to act on an owner's behalf;

Alternate Director means the individual appointed by the Juan de Fuca Electoral Area Director to act in the Director's absence in accordance with the *Local Government Act*;

Applicant means an owner, or their agent, who has submitted an application;

Application means an application to amend an official community plan, a zoning bylaw or other bylaw, or to issue a permit under Part 14 of the *Local Government Act*;

Board means the Capital Regional District Board;

Commission means an Advisory Planning Commission, established by the Board, as outlined in the *Local Government Act* and under Section 2 of this bylaw;

Commission Area means that part of the Juan de Fuca Electoral Area in respect of which a Commission is established under Section 2 of this bylaw;

Commission Member means a resident appointed by the Board;

Community Planning means the Juan de Fuca Community Planning Division of the Capital Regional District;

Director means the individual elected as the Juan de Fuca Electoral Area Director of the Regional District;

Electoral Area means the Juan de Fuca Electoral Area of the Capital Regional District;

General Manager means the Regional District's General Manager, Planning and Protective Services Department;

Land Use Committee Member means an individual appointed by the Board to the Juan de Fuca Land Use Committee pursuant to CRD Bylaw No. 3166, as amended;

Meeting means a scheduled meeting of the Commission;

Member means a member of the Commission as appointed by the Board;

Public Facility means a school, fire hall, community hall, municipal office, church hall or any other public assembly area;

Regional District means the Capital Regional District;

Resident means a person who has lived at least 30 days within a Commission Area, as determined in accordance with Section 67 of the *Local Government Act*.

2. ADVISORY PLANNING COMMISSIONS

The Board hereby establishes for each of those portions of the Juan de Fuca Electoral Area described below, the following:

(a) A Commission to be known as the "East Sooke Advisory Planning Commission" for that portion of the Electoral Area shown as "East Sooke" on Map 1, which is attached to and forms a part of this bylaw.

(b) A Commission to be known as the "Malahat Advisory Planning Commission" for that portion of the Electoral Area shown as the "Malahat" on Map 1, which is attached to and forms a part of this bylaw.

(c) A Commission to be known as the "Otter Point Advisory Planning Commission" for that portion of the Electoral Area shown as "Otter Point" on Map 1, which is attached to and forms a part of this bylaw.

(d) A Commission to be known as the "Port Renfrew Advisory Planning Commission" for that portion of the Electoral Area shown as "Port Renfrew" on Map 1, which is attached to and forms a part of this bylaw.

(e) A Commission to be known as the "Shirley-Jordan River Advisory Planning Commission for that portion of the Electoral Area shown as "Shirley-Jordan River" on Map 1, which is attached to and forms a part of this bylaw.

(f) A Commission to be known as the "Willis Point Advisory Planning Commission" for that portion of the Electoral Area shown as "Willis Point" on Map 1, which is attached to and forms a part of this bylaw.

(g) A Commission to be known as the "Agricultural Advisory Planning Commission" for the Juan de Fuca Electoral Area as shown on Map 2, which is attached to and forms a part of this bylaw.

3. COMPOSITION

(a) Not more than five members may be appointed to each Commission in accordance with Section 5 of this bylaw.

(b) Where a Commission for a Commission Area is composed of fewer than three members, the Commission is deemed to be inactive for the Commission Area.

(c) Members must be residents of the Commission Area.

(d) In accordance with Section 461(5) of the *Local Government Act*, the Director, Alternate Director, officer or employee of the CRD, or a Provincial approving officer are not eligible to be appointed as a member of any Commission.

(e) In addition to the statutory prohibitions referred to in Subsection (c), a Land Use Committee member is not eligible for appointment to an advisory planning commission.

4. TERM OF OFFICE

(a) A Commission member's term of office is for a period of up to four (4) years in conjunction with the local government general election cycle. The term will begin upon appointment by the Board after January 1 of the year subsequent to the local government general election and ends on December 31 of the year during which a local government general election is held.

(b) Notwithstanding anything elsewhere contained within this bylaw, the Board may at any time, or from time to time, terminate the appointment of any member of any Commission for any reason, including but not limited to: failure to attend three (3) consecutive meetings of the Commission without leave of the Commission; ceasing to reside in their respective Commission Area during their term of appointment; or, failing to declare a conflict of interest prior to a question being called during a Commission meeting.

(c) The terms of office of the existing members of the Commissions continues until their expiry under Bylaw No. 2945.

5. APPOINTMENT

(a) The Regional District will advertise or post locally all vacancies on a Commission for at least 30 days prior to an appointment being made.

(b) To be eligible for appointment to a Commission, an individual must be a resident of the Commission Area of the respective Commission.

(c) Residents interested in becoming a member of a Commission must provide an expression of interest in the form of a letter and supporting information to the Community Planning office outlining their interests and experience, and requesting consideration for appointment on the Commission.

(d) All expressions of interest will be forwarded to the Director. The Director will review the expressions of interest and make recommendations to the Board for all Commission appointments.

(e) The Board will appoint all members of a Commission.

(f) A member of a Commission may not appoint an alternate to take his or her place.

(g) In the event of the death, resignation or disqualification of a member of a Commission, the Board may appoint a successor for the remainder of such member's term in accordance with Section 5(a-e).

6. COMMISSION PROCEDURES

(a) The rules and procedures which govern the Board apply to the Commission where applicable.

(b) A majority of members of a Commission constitutes a quorum.

(c) All Commission meetings must be held in a public facility, must be open to all members of the public, and must not be closed to the public except as permitted by law.

(d) The Regional District will notify the Commission of any matter referred to it by the Board or by the Director.

(e) The Regional District must notify an applicant at least seven days prior to a Commission meeting at which the application will be heard.

(f) When a Commission makes a motion, it is decided by a simple majority vote of all members present at the meeting. In the case of a tie vote, the question is defeated.

(g) The Secretary to a Commission will be a staff member from Community Planning.

(h) The General Manager or designate may attend any meeting of the Commission in a resource capacity.

(i) The Director or his or her alternate can attend any meeting of the Commission in a resource capacity.

7. POWERS OF THE COMMISSION

(a) A Commission may make recommendations on all matters referred to the Commission by the Board or by the Director respecting land use, the preparation and adoption of an official community plan, or a proposed bylaw or permit that may be enacted under Part 14 of the *Local Government Act*.

8. SEVERABILITY

(a) If any section, subsection, sentence, clause, definition, phrase or map in this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

9. REMUNERATION AND EXPENSES

(a) The members of a Commission must serve without remuneration.

(b) Expenses incurred by a Commission while engaged in the business of the Commission will be reimbursed in accordance with the policies of the Board.

10. INCORPORATION OF MAPS

(a) Map Nos. 1 and 2 attached hereto are hereby made a part of this bylaw.

11. REPEAL

(a) The following bylaw is hereby repealed:

1. Capital Regional District Bylaw No. 2945, cited as the "Capital Regional District Advisory Planning Commission Bylaw No. 1, 2002".
2. Capital Regional District Bylaw No. 3517, cited as the "Capital Regional District Agricultural Advisory Planning Commission Bylaw No. 1, 2008".

12. CITATION

This bylaw may be cited as "Juan de Fuca Advisory Planning Commission Bylaw No. 1, 2022."

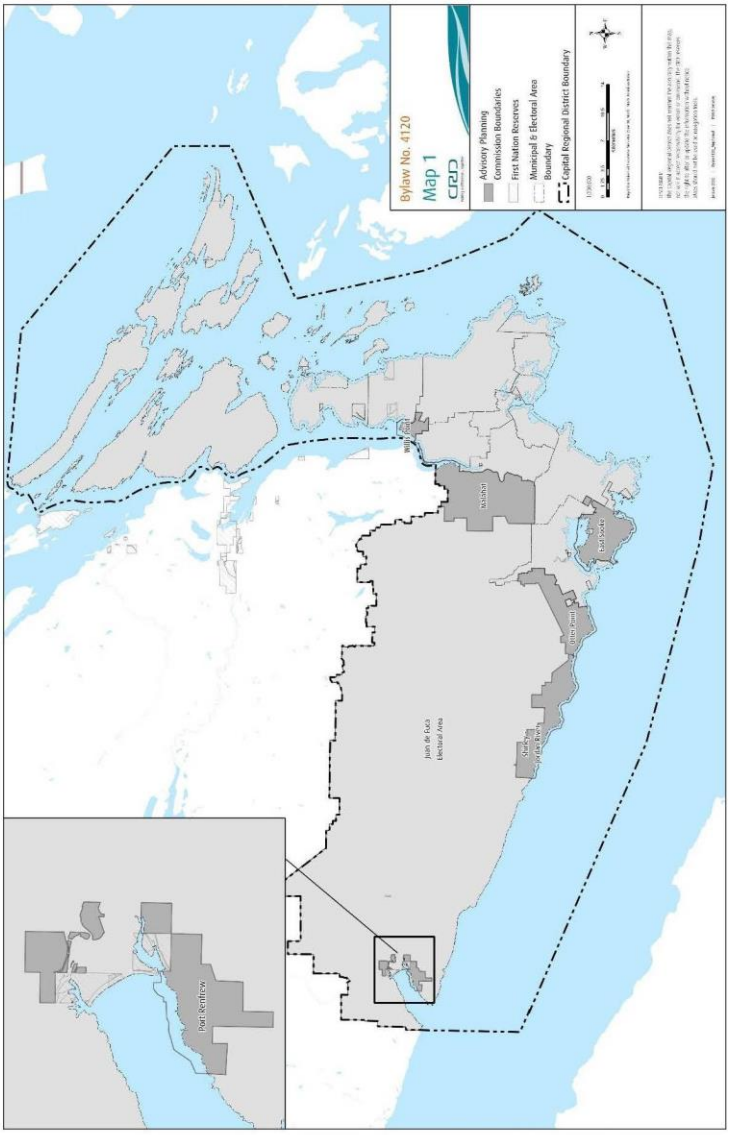
READ A FIRST TIME	THIS	DAY OF	2022
READ A SECOND TIME	THIS	DAY OF	2022
READ A THIRD TIME	THIS	DAY OF	2022
ADOPTED	THIS	DAY OF	2022

CHAIR CORPORATE OFFICER

5

CRD Bylaw No. 4120

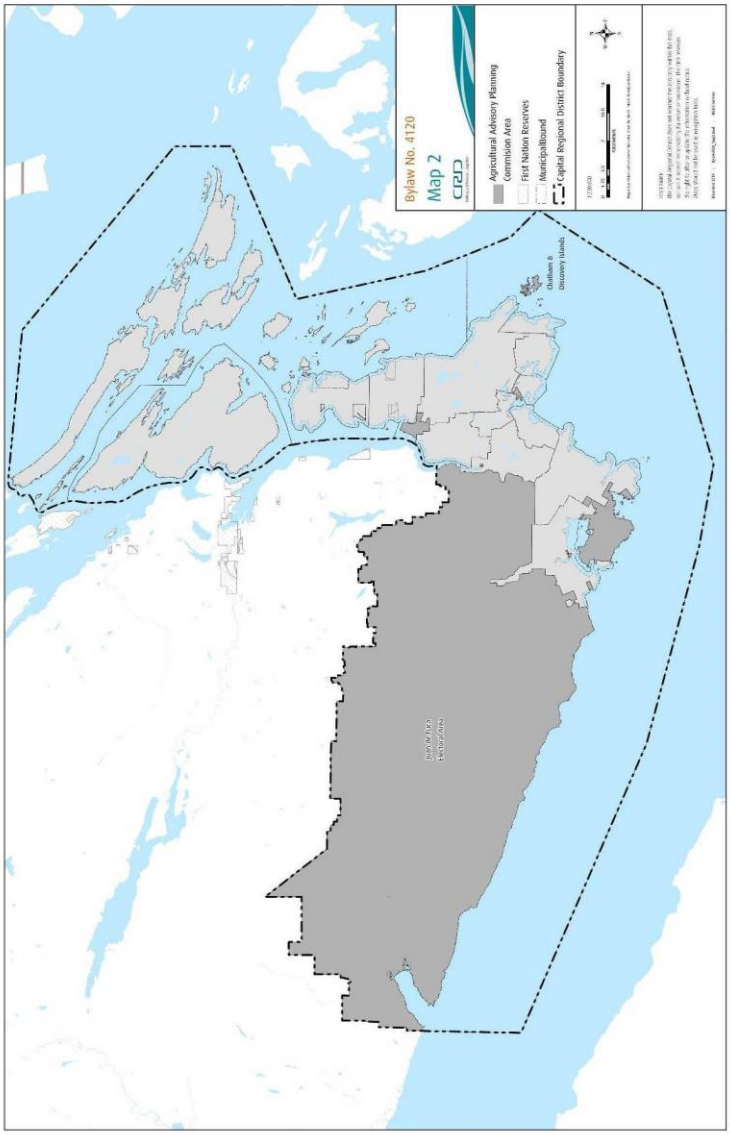
Map No. 1



6

CRD Bylaw No. 4120

Map No. 2



Appendix B: CRD Advisory Planning Commission Bylaw No. 2945

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2945

****

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS IN THE JUAN de FUCA ELECTORAL AREA

****

CONSOLIDATED FOR PUBLIC CONVENIENCE
with Bylaw Nos. 3151, 3303& 3735

WHEREAS the Board may, by bylaw, pursuant to Section 898 (2) of the Local Government Act establish an Advisory Planning Commission for one or more electoral areas or portions of the electoral area;

AND WHEREAS the Board wishes to establish Advisory Planning Commissions to advise the Board's Land Use Committees; *Bylaw No. 3151*

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

SECTION 1 DEFINITIONS

In this bylaw the following definitions apply:

Agent

means the individual the applicant has authorized to act on their behalf, with respect to the land use application or referral. A written copy of this authorization must be sent in with any Part 26 land use application;

Alternate Director

means the individual appointed by the Juan de Fuca Electoral Area Director to act in the Director's absence in accordance with the Local Government Act;

Applicant

means the owner of the parcel of land in respect of which an application has been made;

Application

means an application to:

(a) Amend an Official Community Plan, a zoning bylaw, or other bylaw, or
(b) To issue a permit,

under Part 26 of the Local Government Act and for which a fee has been paid to the Capital Regional District;

Board

means the Board of Directors of the Capital Regional District;

Commission Area

means that part of the Juan de Fuca Electoral Area in respect of which a Commission established under this bylaw has jurisdiction;

Commission

means an Advisory Planning Commission, established by the Board, as outlined in the Local Government Act and under Section 2.1 of this bylaw;

Conflict of Interest

means when a Commission Member has a direct or indirect pecuniary interest in the matter or any other reason;

Council Member

means an individual elected as either a Councillor or Mayor for a municipality within or adjacent to the Capital Regional District region;

Director

means the individual elected the Juan de Fuca Electoral Area Director of the Regional District;

Electoral Area

means the Juan de Fuca Electoral Area of the Regional District;

Land Use Committee

means individuals appointed by the Board, to advise the Board on matters associated with Part 26 of the Local Government Act involving land within the Electoral Area.

Bylaw No. 3151
Bylaw No. 3303

Meeting

means a regularly scheduled meeting of the Commission;

Member

means a member of the Commission as appointed by the Board;

Public Facility

means a school, fire hall, community hall, municipal office, church hall or any other public assembly area;

Regional District

means the Capital Regional District;

Special Meeting

means a non-scheduled meeting of the Commission, that is set at the call of the Chairperson of the respective Commission, by a two-thirds (2/3's) majority vote of the respective Commission Members, the Land Use Committee or the Board;

Year

means a twelve month period starting on January 1 of a year and ending on December 31 of the same year.

SECTION 2 ESTABLISHMENT, APPOINTMENTS AND TERMS OF THE COMMISSIONS

2.1. The Board hereby establishes for each of those portions of the Juan de Fuca Electoral Area described below, the following:

(a) A Commission to be known as the "East Sooke Advisory Planning Commission" for that portion of the Electoral Area shown as East Sooke on Map 1, which is attached to and forms a part of this bylaw.

(b) A Commission to be known as the "Otter Point Advisory Planning Commission" for that portion of the Electoral Area shown as Otter Point on Map 1, which is attached to and forms a part of this bylaw. *Bylaw No. 3151*

(c) A Commission to be known as the "Port Renfrew Advisory Planning Commission" for that portion of the Electoral Area shown as Port Renfrew on Map 1, which is attached to and forms a part of this bylaw.

(d) A Commission to be known as the "Willis Point Advisory Planning Commission" for that portion of the Electoral Area shown as Willis Point on Map 1, which is attached to and forms a part of this bylaw.

(e) A Commission to be known as the "Malahat Advisory Planning Commission" for that portion of the Electoral Area shown as the Malahat on Map 1, which is attached to and forms a part of this bylaw.

(f) A Commission to be known as the "Shirley/Jordan River Advisory Planning Commission for that portion of the Electoral Area shown as Shirley/Jordan River on Map 1, which is attached to and forms a part of this bylaw. *Bylaw No. 3151*

2.2 The names of the nominees to a commission must come forward to the Board through the assent of the electors of the area for consideration, for appointment by the Board. The Board has the option of appointing one or more of these nominees to their respective Advisory Planning Commission or asking for further recommendations from the Director.

2.3 All members of their Commission must be residents of the respective Commission area as outlined on Map Number 1, which is attached to and forms a part of this bylaw.

2.4 No Electoral Area Director, Alternate Director or Council Member is eligible to be appointed as a member of any Commission. The Juan de Fuca Electoral Area Director or his or her Alternate can attend any meeting or special meeting of the Commission in a resource capacity.

2.5 No officer, employee of the Regional District or any Approving Officer is eligible to be appointed as a member of any Commission, but they can attend any meeting or special meeting of the Commission in a resource or administrative support capacity.

2.6 Trustees of a School Board having jurisdiction within a Commission Area or an employee or agent of either the provincial or federal governments may attend any meeting or special meeting in a resource capacity.

2.7 Each Commission must consist of not less or more than five (5) members.

2.8 Commission members must serve without remuneration but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

2.9 The first term of the Commissions must commence on January 1, 2003 and end on December 31st of 2005. Each successive Commission must be for a four (4) year term. Notwithstanding Section 2.11 of this bylaw, each successive Commission appointee must be appointed as outlined in Section 2.2 of this bylaw.

2.10 Notwithstanding anything elsewhere contained within this bylaw, the Board may at any time or from time to time, terminate the appointment of any member of any Commission appointed pursuant to this bylaw. This will include any Commission member, who fails to attend three (3) consecutive meetings of the Commission without leave of the Commission, a Commission member who moves out of their Commission area during their term of appointment or any Commission member who fails to declare a conflict of interest prior to a question being called during a Commission meeting or special meeting.

2.11 If a Commission position is not filled after seeking the assent of the electors or is declared vacant during their term, the Director may either submit the name of the Commission member to the Board to fill that position or call for a byelection for the respective vacant Commission position. If a byelection is held then the appointee must be appointed as outlined in Section 2.2 of this bylaw.

SECTION 3 COMMISSION PROCEDURES

3.1 The Commission must elect one (1) of its members as Chairperson, another as Vice-Chairperson to act in the absence of the Chairperson. The Chairperson and Vice Chairperson will hold these positions for a term of one (1) year or until their successors are elected. Such elections must take place at the first meeting of each new calendar year.

3.2 The Secretary to each of the Commissions will be an individual from the Juan de Fuca Electoral Area Land Use Planning Department. The Secretary must attend meetings of the Commission, take minutes of the meetings, record expenses and perform other administrative support duties reasonably required for the efficient functioning of a Commission.

3.3 In the absence of the Chairperson or Vice Chairperson the Commission must select from the members present a meeting or special meeting Chairperson, before commencing the meeting.

3.4 A majority of members of a Commission constitutes a quorum, for either a meeting or special meeting. If a quorum is not present within fifteen (15) minutes after the time appointed for a meeting or special meeting, the names of those present will be recorded and the meeting or special meeting will be adjourned.

3.5 A Commission may hold a special meeting at the call of the Commission Chairperson, by a two-thirds (2/3) vote of the Commission members at a meeting, or as required by the Land Use Committee or the Board.

3.6. All meetings and special meetings of each Commission must be held in a public facility and must be open to all members of the public. No in-camera meetings are allowed.

3.7 The Regional District must send copies of the agendas to the respective Commission members at least 7 days prior to any meeting or special meeting. The delivery of the agendas may be by email, regular mail, registered mail, courier, fax or by hand. Each Commission member must advise the appointed Secretary on his or her preferred method of delivery.

3.8 All Commission meeting and special meeting minutes must be kept and, on request, made available to the public.

3.9 Each Commission must submit to the Juan de Fuca Electoral Area Director and the Regional District at the end of October of each year an annual budget estimate for the upcoming year, to cover reasonable and necessary expenses that arise directly out of the performance of their duties to the Regional District.

3.10 Each Commission Chairperson, in consultation with the Juan de Fuca Electoral Area Director, is responsible for developing the agenda for each meeting or special meeting. If at the start of the meeting or special meeting the Commission members wish to amend the agenda, a two-thirds (2/3) vote of the members present is required to approve the agenda change.

3.11. Each Commission Chairperson may also post the meeting or special meeting notices on any community bulletin boards within areas of the Commission's jurisdiction. The Regional District may advertise the date, time, location and issues to be considered at this meeting, in a local newspaper, if applicable.

3.12 Each Commission Chairperson must arrange, through the Commission Secretary, for the contact of an owner or his or her agent at least seven (7) days prior to any meeting or special meeting of a Commission at which the owner's application will be heard.

3.13 Any member of the public, who wishes to be heard on any land use planning referral, may do so by making a written request to the Commission Chairperson, through the Commission Secretary, at least five (5) days prior to the meeting or special meeting taking place. A member of the public may also be heard at a meeting or special meeting by permission of a majority of the Commission members present. Each member of the public speaking at the meeting or special meeting must keep his or her presentation to three (3) minutes or less. The Chairperson shall ensure that this time limit is followed and that proper order is maintained at every meeting and special meeting.

3.14 A member of the Commission present at a meeting or special meeting at the time of a vote who abstains from voting must be deemed to have voted in the affirmative.

3.15 All matters brought before the Commission must be decided by a simple majority vote of all members of the Commission present at the meeting or special meeting.

3.16 In the case of a tie vote the question is defeated.

3.17 The Commission Chairperson must decide any point of procedure, which arises during any meeting or special meeting of the Commission.

3.18 Where any member of the Commission challenges any ruling of the Chairperson, the Chairperson's ruling shall immediately be put to a vote without a debate and the results of the vote must govern.

3.19 Where any member of the Commission considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of that matter, the member must declare this and state the general nature of why the member considers this to be the case. After making this declaration the member must not take part in either the discussions or vote on any question in respect to this matter. The member must also leave the meeting or special meeting or part of the meeting or special meeting during which the matter is under consideration. The Commission Secretary must record the member's declaration, the reasons given and the time that the member departed from the meeting or the special meeting and if applicable the member's return. If after the meeting or special meeting the Commission member is deemed to be in a conflict of interest position, by the Board, and has voted on the question, their vote will not be counted in the affirmative or the negative and the Board has the option to remove the Commission member immediately and reappoint a new Commission member.

3.20 The Commission may adopt rules for its procedure and may from time to time vary such rules by the affirmative vote of a majority of all members of the Commission present at a meeting. Procedural rules cannot be changed during a special meeting. Where no rule has been made then the rules of the Capital Regional District's Procedural Bylaw No. 1, 1999 and amendments thereto must apply to the meeting or special meeting.

3.21 Commission minutes must include the following:

(a) Date, time and location of the meeting or special meeting
(b) Members of the Commission present and absent
(c) Other persons in an official capacity present for the duration of the meeting
(d) Items dealt with by the Commission - agenda additions/deletions
(e) Delegations who made representations to the Commission
(f) Discussions of the items dealt with by the Commission
(g) Recommendations of the Commission, which may include:
  (i) Approval with reasons
  (ii) Approval subject to conditions, and conditions to be stated
  (iii) Refusal and reasons for the refusal
(h) The Mover and Seconder of a motion
(i) Commissioner's roundtable discussions

The Commission Chairperson and the Secretary of the Commission must sign the minutes. The meeting minutes must be completed within ten (10) days from the end of the meeting or special meeting.

SECTION 4 POWERS OF THE COMMISSIONS

4.1 A Commission may make recommendations to the Land Use Committee on land use planning matters referred to them relating to Part 26 of the Local Government Act: *Bylaw No. 3151*

- The development of or any amendment to any Official Community Plan
- The development of or any amendment to any Zoning Bylaw
- The issuance of a temporary commercial or industrial use permit
- The issuance of a development permit or development variance permit
- Any other land use planning matter referred to the Commission by either the Land Use Committee or the Board

SECTION 5 SEVERABILITY

5.1 If any section, subsection, sentence, clause, definition, phrase or map in this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

SECTION 6 REPEAL

6.1 The following bylaws are hereby repealed:

- Capital Regional District Bylaw No. 2407 cited as the "East Sooke Commission Bylaw No.1, 1996",
- Capital Regional District Bylaw No. 2367 cited as the "Otter Point and Shirley Commission Bylaw No. 1, 1996",
- Capital Regional District Bylaw No. 2300 cited as the "Port Renfrew Area Advisory Planning Commission Bylaw No.1, 1995", and
- Capital Regional District Bylaw No. 2192 cited as the "Malahat Willis Point Commission Bylaw No.1 1994".

SECTION 7 INCORPORATION OF MAPS

7.1 Map No. 1 attached hereto is hereby made a part of this bylaw.

SECTION 8 BYLAW COMES INTO EFFECT

8.1 This bylaw comes into effect on January 1, 2003

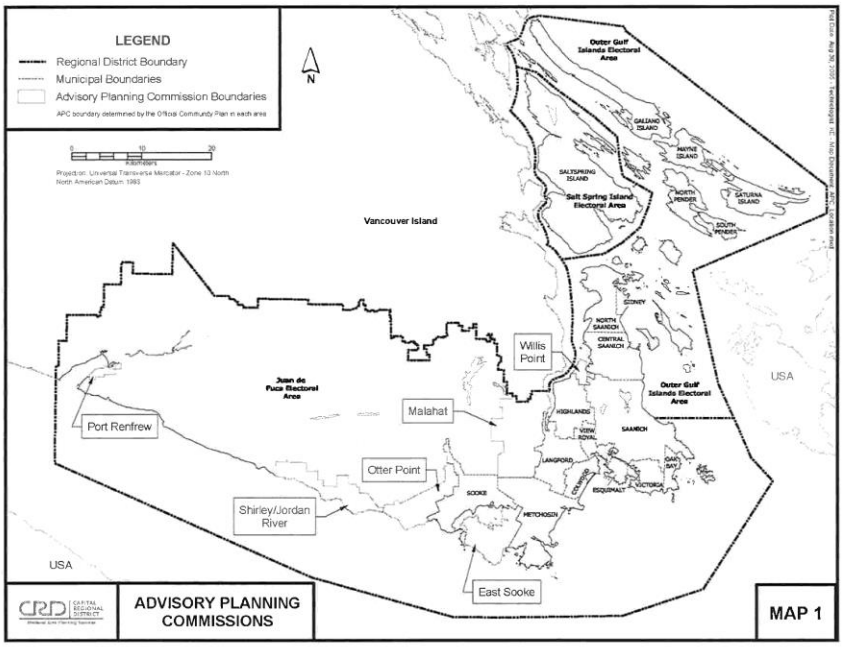
SECTION 9 TITLE

This bylaw may be cited for all purposes as the "Capital Regional District Advisory Planning Commission Bylaw No. 1, 2002".

READ A FIRST TIME THIS	14th	day of	August	2002
READ A SECOND TIME THIS	14th	day of	August	2002
READ A THIRD TIME THIS	14th	day of	August	2002
ADOPTED THIS	14th	day of	August	2002

C. Causton
Chair

S.M. Norton
Secretary


LEGEND
Regional District Boundary
Municipal Boundaries
Advisory Planning Commission Boundaries
APC boundary determined by the Official Community Plan in each area
N
Projection: Universal Transverse Mercator - Zone 10 North
North American Datum 1983
Vancouver Island
Outer Gulf Islands Electoral Area
GALIANO ISLAND
MAYNE ISLAND
SALTSPRING ISLAND
Salt Spring Island Electoral Area
NORTH PENDER
SATURNA ISLAND
SOUTH PENDER
SIDNEY
NORTH SAANICH
CENTRAL SAANICH
Willis Point
Juan de Fuca Electoral Area
Malahat
Port Renfrew
Otter Point
Shirley/Jordan River
USA
HIGHLANDS
VIEW ROYAL
SAANICH
LANGFORD
OAK BAY
ESQUIMALT
VICTORIA
COLWOOD
SOOKE
METCHOSIN
East Sooke
ADVISORY PLANNING COMMISSIONS
MAP 1

Appendix C: CRD Agricultural Advisory Planning Commission Bylaw No. 3517

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3517

CONSOLIDATED FOR PUBLIC CONVENIENCE WITH BYLAW NOS. 3538 and 3611

****

A BYLAW TO ESTABLISH AN AGRICULTURAL ADVISORY PLANNING COMMISSION
IN THE JUAN de FUCA ELECTORAL AREA

****

WHEREAS the Board may, by bylaw, pursuant to Section 898 (2) of the *Local Government Act* establish an Advisory Planning Commission for one or more electoral areas or portions of the electoral area;

AND WHEREAS the Board wishes to establish an Agricultural Advisory Planning Commission to advise the Board's Land Use Committee or the Juan de Fuca Electoral Area Director on any land use planning matter referred to a Commission under Section 898 (2) of the *Local Government Act*;

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

SECTION 1 DEFINITIONS

In this bylaw the following definitions apply:

Agent

means the individual the applicant has authorized to act on their behalf, with respect to the land use application or referral. A written copy of this authorization must be sent in with any Part 26 land use application;

Alternate Director

means the individual appointed by the Juan de Fuca Electoral Area Director to act in the Director's absence in accordance with the *Local Government Act;*

Applicant

means the owner of the parcel of land in respect of which an application has been made;

Application

means an application to:

(a) Amend an Official Community Plan, a zoning bylaw, or other bylaw, or
(b) To issue a permit,

under Part 26 of the *Local Government Act* and for which a fee has been paid to the Capital Regional District;

Board

means the Board of Directors of the Capital Regional District;

Commission

means the Agricultural Advisory Planning Commission, established by the Board, as outlined in the *Local Government Act* and under Section 2.1 of this bylaw;

Conflict of Interest

means when a Commission Member has a direct or indirect pecuniary interest in the matter or any other reason;

Director

means the individual elected the Juan de Fuca Electoral Area Director of the Regional District;

Electoral Area

means the Juan de Fuca Electoral Area of the Regional District;

Land Use Committee

means individuals appointed as a result of Order-in-Council No. 1048, to administer matters associated with Part 26 of the *Local Government Act* involving land within the Electoral Area;

Meeting

means a regularly scheduled meeting of the Commission;

Member

means a member of the Commission as appointed by the Board;

Public Facility

means a school, fire hall, community hall, municipal office, church hall or any other public assembly area;

Regional District

means the Capital Regional District;

Special Meeting

means a non-scheduled meeting of the Commission, that is set at the call of the Chairperson of the respective Commission, by a two-thirds (2/3's) majority vote of the respective Commission Members, the Land Use Committee or the Board;

Year

means a twelve month period starting on January 1 of a year and ending on December 31 of the same year.

SECTION 2 ESTABLISHMENT, APPOINTMENTS AND TERMS OF THE COMMISSION

2.1. The Board hereby establishes for the Juan de Fuca Electoral Area, the following:

A Commission to be known as the "Agricultural Advisory Planning Commission" for the Electoral Area including those areas known as Malahat, Willis Point, East Sooke, Otter Point, Shirley/Jordan River, Port Renfrew and the remainder of lands known as the Resource Lands as shown on Map 1, which is attached to and forms a part of this bylaw.

2.2 The names of the nominees to the Commission shall come forward for appointment by the Board. The Board has the option of appointing these nominees to the Agricultural Advisory Planning Commission or asking for further recommendations from the Director. *Bylaw 3538*

2.3 All members of the Commission must be an elector of the Juan de Fuca Electoral Area. *Bylaw 3611*

2.4 No Electoral Area Director, Alternate Director or Council Member is eligible to be appointed as a member of the Commission. The Juan de Fuca Electoral Area Director or his or her Alternate can attend any meeting or special meeting of the Commission in a resource capacity.

2.5 No officer, employee of the Regional District or any Approving Officer is eligible to be appointed as a member of the Commission, but they can attend any meeting or special meeting of the Commission in a resource or administrative support capacity.

2.6 Trustees of a School Board having jurisdiction within a Commission Area or an employee or agent of either the provincial or federal governments may attend any meeting or special meeting in a resource capacity.

2.7 The Commission will consist of up to nine (9) members. *Bylaw 3538*

2.8 Commission members must serve without remuneration but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

2.9 The terms of office of Commission members shall be as follows: up to five (5) members from June 1, 2008 to December 31, 2009 and up to four (4) members from June 1, 2008 to December 31, 2010. Thereafter, the Board shall appoint or reappoint members to the Commission to fill the term of office of those members whose terms expire as of December 31st in each year. Notwithstanding Section 2.11 of this bylaw, each successive Commission appointee must be appointed as outlined in Section 2.2 of this bylaw. *Bylaw 3538*

2.10 Notwithstanding anything elsewhere contained within this bylaw, the Board may at any time or from time to time, terminate the appointment of any member of any Commission appointed pursuant to this bylaw. This will include any Commission member, who fails to attend three (3) consecutive meetings of the Commission without leave of the Commission, a Commission member who moves out of their Commission area during their term of appointment or any Commission member who fails to declare a conflict of interest prior to a question being called during a Commission meeting or special meeting.

2.11 If a Commission position is not filled after seeking applications or is declared vacant during their term, the Director may submit the name of a Commission member to the Board to fill that position.

SECTION 3 COMMISSION PROCEDURES

3.1 The Commission must elect one (1) of its members as Chairperson, another as Vice-Chairperson to act in the absence of the Chairperson. The Chairperson and Vice Chairperson will hold these positions for a term of one (1) year or until their successors are elected. Such elections must take place at the first meeting of each new calendar year.

3.2 The Secretary to the Commission will be an individual from the Juan de Fuca Electoral Area Land Use Planning Department. The Secretary must attend meetings of the Commission, take minutes of the meetings, record expenses and perform other administrative support duties reasonably required for the efficient functioning of a Commission.

3.3 In the absence of the Chairperson or Vice Chairperson the Commission must select from the members present a meeting or special meeting Chairperson, before commencing the meeting.

3.4 A majority of members of a Commission constitutes a quorum, for either a meeting or special meeting. If a quorum is not present within fifteen (15) minutes after the time appointed for a meeting or special meeting, the names of those present will be recorded and the meeting or special meeting will be adjourned.

3.5 A Commission may hold a special meeting at the call of the Commission Chairperson, or as required by the Land Use Committee or the Board.

3.6. All meetings and special meetings of each Commission must be held in a public facility and must be open to all members of the public. No in-camera meetings are allowed.

3.7 The Regional District must send copies of the agendas to the respective Commission members at least 7 days prior to any meeting or special meeting. The delivery of the agendas may be by email, regular mail, registered mail, courier, fax or by hand. Each Commission member must advise the appointed Secretary on his or her preferred method of delivery.

3.8 All Commission meeting and special meeting minutes must be kept and, on request, made available to the public.

3.9 The Commission Chairperson, in consultation with the Juan de Fuca Electoral Area Director, is responsible for developing the agenda for each meeting or special meeting. If at the start of the meeting or special meeting the Commission members wish to amend the agenda, a two-thirds (2/3) vote of the members present is required to approve the agenda change.

3.10 The Commission Chairperson may also post the meeting or special meeting notices on any community bulletin boards within areas of the Commission's jurisdiction. The Regional District may advertise the date, time, location and issues to be considered at this meeting, in a local newspaper, if applicable.

3.11 A member of the Commission present at a meeting or special meeting at the time of a vote who abstains from voting must be deemed to have voted in the affirmative.

3.12 All matters brought before the Commission must be decided by a simple majority vote of all members of the Commission present at the meeting or special meeting.

3.13 In the case of a tie vote the question is defeated.

3.14 The Commission Chairperson must decide any point of procedure, which arises during any meeting or special meeting of the Commission.

3.15 Where any member of the Commission challenges any ruling of the Chairperson, the Chairperson's ruling shall immediately be put to a vote without a debate and the results of the vote must govern.

3.16 Where any member of the Commission considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of that matter, the member must declare this and state the general nature of why the member considers this to be the case. After making this declaration the member must not take part in either the discussions or vote on any question in respect to this matter. The member must also leave the meeting or special meeting or part of the meeting or special meeting during which the matter is under consideration. The Commission Secretary must record the member's declaration, the reasons given and the time that the member departed from the meeting or the special meeting and if applicable the member's return. If after the meeting or special meeting the Commission member is deemed to be in a conflict of interest position, by the Board, and has voted on the question, their vote will not be counted in the affirmative or the negative and the Board has the option to remove the Commission member immediately and reappoint a new Commission member.

3.17 The Commission shall operate under the rules of the Capital Regional District's Procedural Bylaw No. 1, 2004 and amendments thereto must apply to the meeting or special meeting.

3.18 Commission minutes must include the following:

(a) Date, time and location of the meeting or special meeting
(b) Members of the Commission present and absent
(c) Other persons in an official capacity present for the duration of the meeting
(d) Items dealt with by the Commission - agenda additions/deletions
(e) Delegations who made representations to the Commission
(f) Discussions of the items dealt with by the Commission
(g) Recommendations of the Commission, which may include:
  (i) Approval with reasons
  (ii) Approval subject to conditions, and conditions to be stated
  (iii) Refusal and reasons for the refusal
(h) The Mover and Seconder of a motion
(i) Commissioner's roundtable discussions

The Commission Chairperson and the Secretary of the Commission must sign the minutes. The meeting minutes must be completed within ten (10) days from the end of the meeting or special meeting.

SECTION 4 POWERS OF THE COMMISSIONS

4.1 The Agricultural Advisory Planning Commission may make recommendations to the Land Use Committee or the Juan de Fuca Electoral Area Director on land use planning matters referred to them relating to Part 26 of the *Local Government Act*:

- The development of or any amendment to any Official Community Plan
- The development of or any amendment to any Zoning Bylaw
- The issuance of a temporary commercial or industrial use permit
- The issuance of a development permit or development variance permit
- Any other land use planning matter referred to the Commission by either the Land Use Committee or the Board and in particular those that may involve agricultural issues.

SECTION 5 SEVERABILITY

5.1 If any section, subsection, sentence, clause, definition, phrase or map in this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

SECTION 6 BYLAW COMES INTO EFFECT

7.1 This bylaw comes into effect on June 1, 2008

SECTION 7 TITLE

This bylaw may be cited for all purposes as the "Capital Regional District Agricultural Advisory Planning Commission Bylaw No. 1, 2008".

READ A FIRST TIME THIS 12th day of March, 2008.

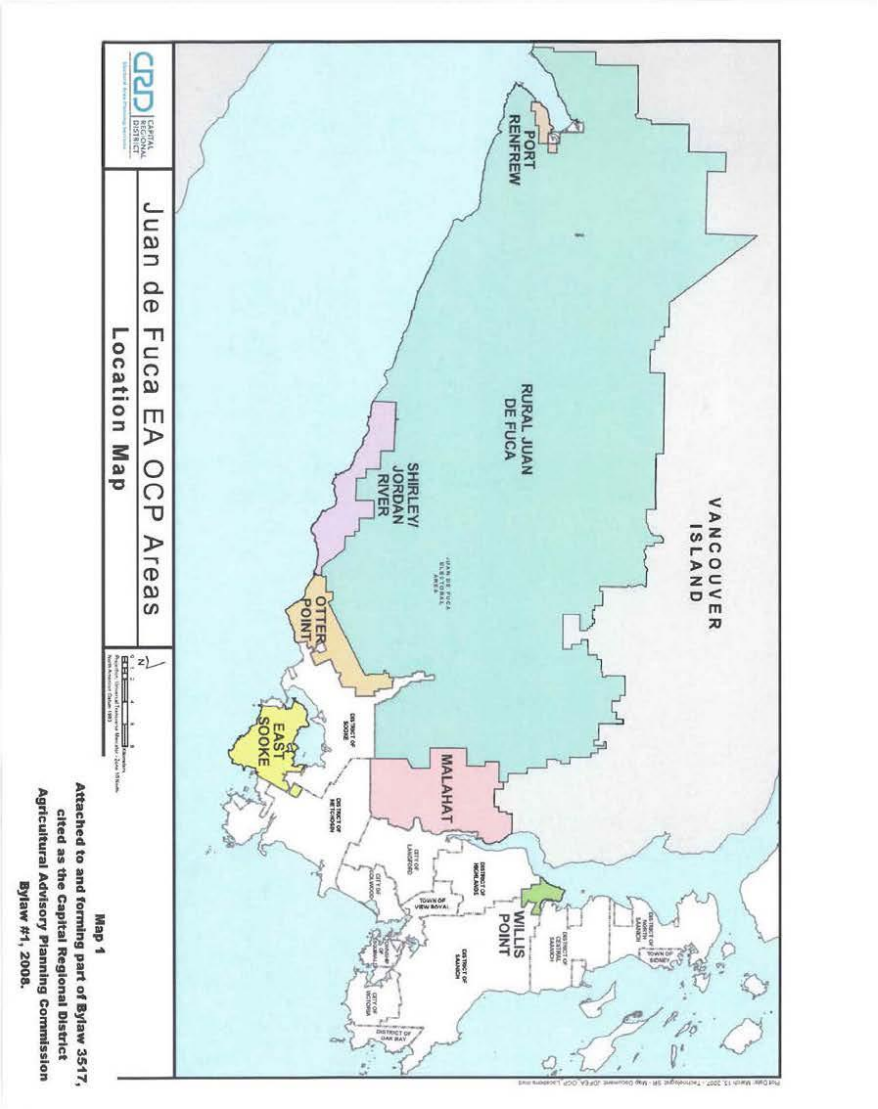
READ A SECOND TIME THIS 12th day of March, 2008.

READ A THIRD TIME THIS 12th day of March, 2008.

ADOPTED THIS 12th day of March, 2008.

Denise Blackwell
Chair

Carmen Thiel
Secretary


Juan de Fuca EA OCP Areas
Location Map
PORT RENFREW
RURAL JUAN DE FUCA
VANCOUVER ISLAND
SHIRLEY/ JORDAN RIVER
OTTER POINT
EAST SOOKE
MALAHAT
WILLIS POINT
Map 1
Attached to and forming part of Bylaw 3517, cited as the Capital Regional District Agricultural Advisory Planning Commission Bylaw #1, 2008.

Making a difference...together

REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, JUNE 01, 2022

SUBJECT **Victoria Family Court Committee – Central Saanich Withdrawal Request**

ISSUE SUMMARY

The District of Central Saanich has requested to withdraw from the Victoria Family Court and Youth Justice Committee (the "Committee").

BACKGROUND

The District of Central Saanich has asked to withdraw from the Victoria Family Court and Youth Justice Committee and its associated funding and operations service, operated under Bylaw No. 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997" (the "Service").

In 1998, Central Saanich, North Saanich, and Sidney joined the Committee and the Service. Until 2010, participation on a family court committee was mandatory for local governments in areas whose municipalities or electoral areas were served by family courts. It is no longer mandatory.

Committee and service participants include all regional municipalities and the Juan de Fuca Electoral Area. Salt Spring and the Southern Gulf Islands Electoral Areas are not participants in the Committee or the Service.

ALTERNATIVES

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

1. That Bylaw No. 4493, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 4, 2022", be introduced, and read a first, second, and third time;
2. That Bylaw No. 4493 be referred to the participants for consent on behalf of the electors, and if successful, forwarded to the Inspector of Municipalities for approval.
3. That Bylaw No. 4494, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022, Amendment Bylaw No. 1, 2022", be introduced, read a first, second, and third time.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications
Withdrawal of a participant will leave the Committee with a gap in its region-wide focus, however, the Committee existed from the late 1960s until 1998 without the inclusion of Central Saanich and its operations can continue uninterrupted. Withdrawal from the service means that Central

Saanich-based grant applicants and projects would be ineligible to access funding from the Committee. This may create a gap where an individual or organization, such as a student or indigenous organization, may apply for a grant for a project within Central Saanich's municipal boundaries and be ineligible for funding from the Committee.

Participating Area Approval and Amendment Process
Withdrawal from the funding and operations service requires an amendment to Bylaw No. 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997". Amendment to an establishing bylaw requires both participating area approval and ministerial consent.

While the Board has an option in selecting the elector approval process, the most expedient and affordable option is to seek municipal consent to the bylaw amendment. Two-thirds of participants must be in favour of the amendment to permit Central Saanich to withdraw from the service. The municipal participants may consent on behalf of their electors at the council level, while the Juan de Fuca Electoral Area may consent by the EA Director approving the amendment in writing. If two-thirds do not consent, Central Saanich may initiate a formal service review under the *Local Government Act*, triggering a dispute resolution process, which may result in the Province permitting withdrawal from the service in any event.

An amendment to the Commission bylaw is also required for a formal withdrawal and removal of the Central Saanich representative from the Committee. Such an amendment may be read and adopted by the CRD Board without participant or ministerial approval.

Financial Impacts
Central Saanich's contribution to the service is about $700 each year, which would be shared among the remaining participants on the basis of population. The Committee's current maximum requisition is $15,000 per year, $1,500 of which goes to the Capital Region Action Team, or CRAT, an unincorporated group that operates as a sub-committee of the Committee and provides programming in schools to educate youth on prostitution. The remainder is utilized for administration, web-hosting, community grants, honoraria, and events.

Establishing Bylaw Amendments
In addition to removing Central Saanich as a participant, Bylaw No. 2560 requires additional amendments and updates to receive Provincial approval that are unrelated to the withdrawal, including insertion of an alternative form of calculation of maximum requisition; clarifying that apportionment is half on the basis of population and half on the basis of assessed land and improvements amongst the participants; and removing reference to the Sooke and Langford Electoral Areas and replacing these with a reference to the Juan de Fuca Electoral Area. At the same time, it is advisable to clarify that the Committee's grant power may be used for family court initiatives as well as youth justice initiatives, given the purposes of the committee, the original intention of the grant power, and actual practice.

CONCLUSION

The District of Central Saanich has requested withdrawal from the Victoria Family Court and Youth Justice Committee and the funding and operations service established under Bylaw No. 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997". This can be accomplished by two-thirds consent of participants and Provincial approval of an amending bylaw, as well as an amendment to the relevant commission bylaw.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4493, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 4, 2022", be introduced, read a first, second, and third time; and
2. That Bylaw No. 4493 be referred to the participants for consent on behalf of the electors, and if successful, forwarded to the Inspector of Municipalities for approval.
3. That Bylaw No. 4494, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022, Amendment Bylaw No. 1, 2022", be introduced, read a first, second, and third time.

Submitted by:	Steven Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: March 11, 2022 Central Saanich Letter to Capital Regional District
Appendix B: Bylaw 4493, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 4, 2022
Appendix C: Bylaw 4494, Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022, Amendment Bylaw No. 1, 2022
Appendix D: Bylaw 2560 (Unofficial Consolidation) – Redlined

Central Saanich

March 11, 2022 File No. 0400-60/22

CRD Board
c/o Kristen Morley
Corporate Officer/General Manager, Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

Via email: kmorley@crd.bc.ca
crdboard@crd.bc.ca

Re: Withdrawal from Victoria Family Court and Youth Justice Committee and Service

At the Council meeting of February 28, 2022, the District of Central Saanich passed the following motion:

> *Therefore Be It Resolved that Central Saanich seek approval of the Capital Regional District Board to withdraw from the Victoria Family Court and Youth Justice Committee and Service.*

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned by phone at 250-544-4202 or by email at Emilie.Gorman@csaanich.ca.

Regards,

Emilie Gorman
Director of Corporate Services/Corporate Officer

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4493

****

A BYLAW TO AMEND THE MEMBERSHIP AND PARTICIPANTS IN THE VICTORIA FAMILY COURT AND YOUTH JUSTICE COMMITTEE SERVICE (BYLAW NO. 2560)

****

WHEREAS:

A. Under Bylaw No. 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997", the Capital Regional District ("CRD") continued a service to operate, participate in and fund a *Provincial Court Act* family court committee created for the capital region, as well as to provide funding to approved youth justice initiative involved third parties (the "Service");

B. The District of Central Saanich has been a member of the service since 1998 and requests to no longer participate; and

C. The Board wishes to amend Bylaw No. 2560 to remove Central Saanich and to update other matters as required by the *Local Government*, in addition to clarifying the scope of granting authority;

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

1. Bylaw No. 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997" is hereby amended as follows:
   (a) By replacing Section 2, Boundaries, in its entirety, with the following:

   BOUNDARIES
   2. The boundaries of the service shall be coterminous with the boundaries of the City of Victoria, the District of Saanich, the District of Oak Bay, the Township of Esquimalt, the City of Colwood, the District of Metchosin, the Town of View Royal, the District of Langford, the District of Highlands, the District of Sooke, the District of North Saanich, the Township of Sidney, and the Juan de Fuca Electoral Area.

   (b) By replacing section 3, Participating Areas, in its entirety with:

   PARTICIPATING AREAS
   3. The City of Victoria, the District of Saanich, the District of Oak Bay, the Township of Esquimalt, the City of Colwood, the District of Metchosin, the Town of View Royal, the District of Langford, the District of Highlands, the District of Sooke, the District of North Saanich, the Township of Sidney, and the Juan de Fuca Electoral Area are the participating areas for this service.

   (c) By replacing section 4, Cost Recovery, in its entirety with:

   COST RECOVERY
   4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:

   a. property value taxes imposed in accordance with Division 3 *[Requisition and Tax Collection]*, Part 11 of the *Local Government Act*; and
   b. revenues received by agreement, enterprise, gift, grant or otherwise.

(d) By replacing section 5, Maximum Requisition, in its entirety with:

MAXIMUM REQUISITION
5. In accordance with section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of:
(a) Fifteen Thousand Dollars ($15,000); or
(b) An amount equal to the amount that could be raised by a property value tax rate of $0.0001024 per One Thousand Dollars ($1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

(e) By replacing section 6, Cost Apportionment, in its entirety with:

COST APPORTIONMENT
6. The annual net cost attributable to this service shall be apportioned among the municipalities and electoral areas participating in this service on the basis of:
(a) 50% of the cost shall be apportioned on the converted basis of land and improvements in the participating areas as set out in section 380(2)(a) of the *Local Government Act*; and
(b) 50% of the cost shall be apportioned on the basis of the population, where population for the purpose of this section is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

(f) By revising section 7, Powers, sections 7(b) and (c), as follows:
i. by replacing item 7(b) with “on behalf of the Juan de Fuca Electoral Area, appoint a member to serve on the *Provincial Court Act* Family Court Committee; and”
ii. by replacing item 7(c), “to provide funding for Board approved committees whose purpose is related to juvenile justice issues”, with 7(c), “to provide funding, in the form of grants or sponsorships, to individuals and organizations whose projects or purposes relate to juvenile justice and family court issues.”.

2. This bylaw may be cited for all purposes as “Family Court Committee Extended Service Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 4, 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__
APPROVED BY TWO-THIRDS OF PARTICIPANTS THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4494

****

A BYLAW TO AMEND THE MEMBERSHIP OF THE VICTORIA FAMILY COURT AND YOUTH JUSTICE COMMITTEE COMMISSION (BYLAW NO. 4494)

****

WHEREAS:

A. Under Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022", the Regional Board and the Victoria Family Court and Youth Justice Committee continued the operations and funding of the *Provincial Court Act* family court committee created for the capital region as a delegated commission of the Capital Regional District consistent with Bylaw No. 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997";

B. The District of Central Saanich has withdrawn from the service established by Bylaw No. 2560 and no longer wishes to participate on the Committee; and

C. The Board wishes to amend Bylaw No. 4494 to comply with the request of Central Saanich;

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

1. Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022" is hereby amended as follows:
   (a) By amending section 3, Composition and Eligibility, as follows:
      i. replacing the words "a total of 23" with "a total of 22";
      ii. in 3(b), replacing "thirteen" with "twelve"; and
   (b) By amending section 8, Municipal Representatives, to replace "13" with "12 representatives".

2. This bylaw may be cited for all purposes as "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022, Amendment Bylaw 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

CAPITAL REGIONAL DISTRICT
BYLAW NO. 2560

****

A BYLAW TO CONVERT THE AUTHORITY FOR A FAMILY COURT COMMITTEE TO AN EXTENDED SERVICE FOR A PORTION OF THE REGIONAL DISTRICT

****

WHEREAS by Letters Patent, Division VI dated 16th day of March, 1967, the Capital Regional District was granted the function of constructing, reconstructing, maintaining, furnishing and equipping a Family and Children's Court Building;

AND WHEREAS by an amendment to the said Letters Patent dated the 10th day of September 1987, the Capital Regional District was granted the authority to fund the operation of a Family Court Committee as appointed under the *Provincial Court Act*;

AND WHEREAS the Corporation of the City of Victoria, the Corporation of the District of Saanich, the Corporation of the District of Oak Bay, the Corporation of the Township of Esquimalt, the City of Colwood, the District of Metchosin, and the Electoral Areas of Sooke, Langford and View Royal were participants in the function;

AND WHEREAS since the granting of the Letters Patent the Town of View Royal, the District of Langford and the District of Highlands have been incorporated as municipalities;

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

AND WHEREAS the Board of the Regional District wishes under Section 775 of the *Municipal Act* to convert the portion of the service pertaining to the funding of the operation of the Family Court Committee to an extended service operated under the authority of a bylaw under section 775(4) and 806 of the *Municipal Act*;

AND WHEREAS the Board of the Regional District has obtained the consent of at least two-thirds of the participants under section 813 of the *Municipal Act*;

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

EXTENDED SERVICE

1. The funding of the operation of a Family Court Committee, as appointed under the *Provincial Court Act*, is established as an extended service.

BOUNDARIES

2. The boundaries of the service shall be coterminous with the boundaries of the City of Victoria, the District of Saanich, the District of Oak Bay, the Township of Esquimalt, the City of Colwood, the District of Metchosin, the Town of View Royal, the District of Langford, the District of Highlands, the District of Sooke, the District of North Saanich, the Township of Sidney, and the Juan de Fuca Electoral Area.

~~2. The boundaries of the extended service shall be coterminous with the boundaries of the City of Victoria, the District of Saanich, the District of Oak Bay, the Township of Esquimalt, the City of Colwood, the District of Metchosin, the Town of View Royal, the District of Langford, the District of~~

~~Highlands, Langford Electoral Area and Sooke Electoral Area and the Town of Sidney, the District of Central Saanich and the District of North Saanich.~~

[BL 2590, BL 4493]

PARTICIPATING AREAS

3. The City of Victoria, the District of Saanich, the District of Oak Bay, the Township of Esquimalt, the City of Colwood, the District of Metchosin, the Town of View Royal, the District of Langford, the District of Highlands, the District of Sooke, the District of North Saanich, the Township of Sidney, and the Juan de Fuca Electoral Area are the participating areas for this service.~~The City of Victoria, the District of Saanich, the District of Oak Bay, the Township of Esquimalt, the City of Colwood, the District of Metchosin, the Town of View Royal, the District of Langford, the District of Highlands, the Town of Sidney, the District of Central Saanich and the District of North Saanich, the Langford Electoral Area and Sooke Electoral Area include the participating areas for this extended service.~~

[BL 2590, 4493]

COST RECOVERY

4. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service may be recovered by one or more of the following:

    (a) property value taxes imposed in accordance with Division 3 *[Requisition and Tax Collection]*, Part 11 of the *Local Government Act*; and
    (b) revenues received by agreement, enterprise, gift, grant or otherwise.

[BL 4493]

~~4. The annual operating cost shall be recovered:~~

    ~~(a) by the requisition of money under section 822 and 823 of the *Municipal Act* to be collected by a property value tax levied and collected under section 824 and 825 of the *Municipal Act*.~~

MAXIMUM REQUISITION

5. In accordance with section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of:
    (a) Fifteen Thousand Dollars ($15,000); or
    (b) An amount equal to the amount that could be raised by a property value tax rate of $0.0001024 per One Thousand Dollars ($1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

~~5. The maximum amount that may be requisitioned under section 803 of the *Local Government Act* shall be $15,000.00.~~

[BL 3048, 4493]

COST APPORTIONMENT

6. The annual net cost attributable to this service shall be apportioned among the municipalities and electoral areas participating in this service on the basis of:
    (a) 50% of the cost shall be apportioned on the converted basis of land and improvements in the participating areas as set out in section 380(2)(a) of the *Local Government Act*; and
    (b) 50% of the cost shall be apportioned on the basis of the population, where population for the purpose of this section is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

[BL 4493]

~~6. The annual net cost attributable to this service shall be apportioned among the municipalities and electoral areas participating in this service on the basis of:~~

    ~~(a) 50% of the cost shall be apportioned on the basis of Section 820(1) of the *Municipal Act* in the immediately preceding year in each participating municipality and electoral area.~~

~~(b) 50% of the cost shall be apportioned on the basis of the population of each participating municipality and electoral area based on the last census established by Census Canada prior to the year of apportionment.~~

POWERS

7. In providing the extended service established by this bylaw, the Regional District shall without limiting the generality of Section 1:
   (a) participate in and share in the cost of a Family Court Committee under this bylaw;
   (b) on behalf of the Juan de Fuca Electoral Area, appoint a member to serve on the *Provincial Court Act* Family Court Committee; and~~on behalf of the electoral areas of Sooke and Langford appoint a member from each of the electoral areas to serve on the Family Court Committee appointed under Section 4 of the *Provincial Court Act*~~.
   (c) to provide funding, in the form of grants or sponsorships, to individuals and organizations whose projects or purposes relate to juvenile justice and family court issues.~~to provide funding for Board approved committees whose purpose is related to juvenile justice issues.~~

[BL 2795, 4493]

REPEAL

8. Upon adoption of this bylaw, sections 4 through 7 of Division VI – Family and Children's Court granted by Letters Patent issued the 16th day of March 1967 as amended the 10th day of September 1987 will cease to have effect.

CITATION

9. This Bylaw may be cited as the "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997."

READ A FIRST TIME THIS	29th	day of	October	1997
READ A SECOND TIME THIS	29th	day of	October	1997
READ A THIRD TIME THIS	29th	day of	October	1997
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	6th	day of	January	1998
ADOPTED THIS	28th	day of	January	1998

CHAIR CORPORATE OFFICER

Filed with the Inspector of Municipalities this 3rd day of February 1998.

June 14, 2022 File No. 0400-60/22

CRD Board
c/o Kristen Morley
Corporate Officer/General Manager, Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

Via email: kmorley@crd.bc.ca
crdboard@crd.bc.ca

Re: Withdrawal from Victoria Family Court and Youth Justice Committee and Service

At the Council meeting of June 13, 2022, the District of Central Saanich passed the following motion:

> *That the motion to withdraw from the Victoria Family Court and Youth Justice Committee and service from the February 28, 2022 meeting be postponed for a year.*

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned by phone at 250-544-4202 or by email at Emilie.Gorman@csaanich.ca.

Regards,

Emilie Gorman
Director of Corporate Services/Corporate Officer

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JUNE 22, 2022

SUBJECT **Renewed Regional Parks and Trails Strategic Plan**

ISSUE SUMMARY

To present the renewed Capital Regional District (CRD) Regional Parks and Trails Strategic Plan for approval on an interim basis for one year.

BACKGROUND

The CRD Board initiated an update of the Regional Parks Strategic Plan at its meeting of December 8, 2021, and extended the 2012-2021 Regional Parks Strategic Plan until July 2022. Staff led the development of an updated Regional Parks and Trails Strategic Plan (Strategic Plan) between January and June 2022 (Appendix A). The Strategic Plan reflects current Board priorities, related CRD strategies and corporate knowledge. Input from First Nations, stakeholders, the Regional Parks Committee, Transportation Committee and the public has been considered during the development of the Strategic Plan. Feedback, in general, aligns with the proposed document (Appendices B and C). A presentation outlining the key highlights of the Strategic Plan is provided in Appendix D.

The Regional Parks Committee provided input on the proposed direction for the new Regional Parks Strategic Plan. On February 9, 2022, the CRD Board accepted the proposed vision, mission, values and priority statements for stakeholder, First Nations and public input, and recommended that a lens of conservation and protection of biodiversity be applied to the priorities and processes.

The Transportation Committee provided input on the Strategic Plan at its April 20, 2022 meeting and recommended that the CRD Board change the name of the Strategic Plan to “Regional Parks and Trails Strategic Plan”. The Committee also recommended that the Board direct staff to include actions in the Strategic Plan to improve service levels for regional trails and direct staff to develop a funding strategy for regional trails to support the Strategic Plan.

Engagement with stakeholder groups, park agencies and the public occurred between February and April 2022. In total, 1,228 online surveys were completed, 3 public information sessions held, and 5 focus groups were held with representatives from 44 organizations having interest in conservation, outdoor recreation or community/social wellness. Feedback received is included in Appendix B.

The CRD Board requested staff to engage all First Nations in the region in an early, meaningful and ongoing manner in the development of the Strategic Plan. Fifteen First Nations, whose traditional territories lie within the CRD boundary, were invited to engage in the Strategic Plan update. Engagement with First Nations was facilitated by a consultant between February and June 2022. Input has been received from eight Nations to date, and a summary is included in Appendix C. Many of the First Nations indicated an interest to engage in the process, but could not accommodate the timeline presented, or have not yet responded. Specifically, WSANEC Leadership Council submitted a letter requesting additional information and an extension to the engagement period.

At the June 15, 2022 Transportation Committee meeting, the Committee recommended that the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved on an interim basis for one year while engagement with First Nations continues (Appendix E). The Transportation Committee, at the same meeting, approved a motion that bike parking and e-bike charging stations be added to priority action 4-2e.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved on an interim basis for one year while engagement with First Nations continues.

Alternative 2
That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 is accepted as a draft for public, stakeholder and First Nations engagement, and the current Regional Parks Strategic Plan 2012-2021 is extended until June 2023.

IMPLICATIONS

Environmental & Climate Implications

Regional parks and regional trails are vital in helping to achieve the region's climate action, natural resource protection and active transportation goals. The Strategic Plan includes priorities for conservation, including increasing protecting of the region's biodiversity; protecting cultural heritage and traditional cultural use; and partnering in research and monitoring efforts. The Strategic Plan includes priorities for climate action and resiliency, including advancing regional active transportation opportunities; supporting the development of complete communities; aligning service delivery with climate action; ensuring long term and consistent management of regional parks; and strategically acquiring and managing natural areas to address climate mitigation, urban containment and access to green space for a growing population.

Intergovernmental Implications

In developing this Strategic Plan, staff consulted representatives from other park agencies and other CRD divisions to understand how priorities for the CRD's regional parks might align with the goals and objectives of other agencies, with the aim of aligning desired outcomes between groups, strengthening partnerships, clarifying roles and responsibilities of the different agencies, and enhancing information sharing.

Working toward reconciliation with First Nations in the region is a foundational principle of the Strategic Plan. Fifteen First Nations have been invited to engage in the Regional Parks and Trails Strategic Plan renewal and implementation in an ongoing and meaningful manner to determine how to strengthen relationships, and what key priorities and initiatives are most important to work on together over the 10 years. Priorities and actions included in the Strategic Plan draw on past input and recommendations from First Nations in the region, such as those identified in the Special Task Force on First Nations Relations Final Report, as well as from input received from eight First Nations on the Strategic Plan update. WSANEC Leadership Council submitted a letter to the CRD on May 25, 2022 requesting additional information, and stating the Nations represented by the Leadership Council cannot support the Strategic Plan without further engagement. In response

to meetings and correspondence with staff, WSANEC Leadership Council are preparing a process and budget for ongoing engagement. WSANEC Leadership Council's letter of June 15, 2022 has been added at the end of Appendix C. Staff recognize the limitations of the engagement timeline for First Nations to provide meaningful input and that First Nations communities have been under considerable strain over the past two years which, among other factors, have limited the opportunities for dialogue. Staff recommend that the Strategic Plan be accepted on a one year interim basis in order to provide more time to engage and deepen an understanding of the issues and interests relevant to First Nations. An interim approval of the Plan will also provide the opportunity for reconciliation efforts identified in the plan to proceed.

Social Implications

A focus on accessibility and equity in the regional parks and trails system is included in the updated Strategic Plan with actions in support of enhancing health and well-being by providing equitable access to regional parks and regional trails. A focus on improving visitor experiences to regional parks and trails is also included in the updated Strategic Plan by offering compatible outdoor recreation experiences that are enjoyable, healthy, safe and immersed in nature; and foster stewardship through program delivery, knowledge sharing and collaboration.

Financial Implications

Financial implications associated with service level adjustments identified by the updated Strategic Plan will be considered by the CRD Board in future service planning processes.

Service Delivery Implications

The CRD manages and operates the regional parks and trails system, and decision making is supported by advice and recommendations provided to the CRD Board through the Regional Parks Committee and the Transportation Committee. Changes to the operation and management of regional parks and trails will have service delivery implications. A funding strategy will be developed in fall 2023 to facilitate implementation of the regional trail initiatives identified in the Strategic Plan. A priority action included in the Strategic Plan is to develop an Asset Management Plan for regional parks and regional trails that achieves critical infrastructure life cycle renewal.

Alignment with Board & Corporate Priorities

The 2019-2022 CRD Board Priorities include ensuring appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Strategic Plan with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups. The 2019-2022 Corporate Plan envisions that residents of the region have additional land acquisitions and increased access to parks and recreational trails, and have access to convenient, green and affordable multi-modal transportation systems that enhance community well-being. These priorities are key drivers for this renewed Strategic Plan.

Alignment with Existing Plans & Strategies

The region faces different challenges and opportunities since the Regional Parks Strategic Plan was adopted in 2012. The Regional Parks and Trails Strategic Plan 2022-2032 is in alignment with a number of recent Board-approved strategies: Regional Growth Strategy, Regional Transportation Plan, Climate Action Strategy and the Special Task Force on First Nations

Relations Final Report. The Strategic Plan creates strong linkages to Board directions, the engagement process, relevant legislation, guidance documents, operational knowledge and the feedback from public surveys.

CONCLUSION

The CRD Regional Parks and Trails Strategic Plan provides a renewed vision, mission, values, priorities and actions to guide regional parks and trails service delivery from 2022 to 2032. This Strategic Plan was developed in consultation with agencies, stakeholders and the public, and with ongoing input from First Nations in the region. Interim approval of the plan for one year will provide additional engagement opportunities with First Nations. During the interim approval period, staff will continue to engage with First Nations in order to deepen an understanding of their issues and interests and allow reconciliation efforts identified in the Strategic Plan to commence.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved on an interim basis for one year while engagement with First Nations continues.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Regional Parks and Trails Strategic Plan 2022-2032
Appendix B: Public Engagement Report
Appendix C: First Nations Engagement Report
Appendix D: Presentation
Appendix E: Transportation Committee Staff Report – June 15, 2022

APPENDIX A

Regional Parks and Trails Strategic Plan

2022-2032



Making a difference...together

Territorial Acknowledgement

The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOḰEĆEN (Pauquachin), MÁLEXEŁ (Malahat), Pacheedaht, Pune'laxutth' (Penelakut), Sc'ianew (Beecher Bay), Songhees, SŦÁUTW (Tsawout), T'Sou-ke, WJOŁEŁP (Tsartlip), WSIKEM (Tseycum), and xʷsepsəm (Esquimalt), all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

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Cover photo credit: Andrea Rangel

Organizational Overview

The Capital Regional District (CRD) delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure, while continuing to provide core services to residents throughout the region.

Executive Summary

The Regional Parks and Trails Strategic Plan (Strategic Plan) is an overarching document that provides a long-term vision for regional parks and trails from 2022 to 2032. This updated 10-year Strategic Plan builds on the success of the Regional Parks Strategic Plan 2012-2021. It is founded on the belief that regional parks and trails provide immense benefits to the region and that it is necessary to plan today to protect those natural areas that are vital to the long-term health of the region's natural environment, cultural heritage and the health of people and of our communities.

The Capital Regional District (CRD) Board initiated an update to the Strategic Plan in December 2021 and set the initial direction for a renewed vision, mission, values and priorities for engagement. This Strategic Plan has been developed with input from First Nations, stakeholder groups and the public, and draws on corporate knowledge and linkages with other CRD strategies.

The highlights of the Strategic Plan are: a commitment to build strong relationships with First Nations in the region and support Indigenous rights; increased efforts to conserve natural areas and cultural heritage; improvements to the visitor experience; preparations for and action on climate change; improved resiliency across the service; and enhanced access to and equity in regional parks and trails.

As the Strategic Plan is implemented over the next decade, monitoring and reporting will be conducted so that the status of actions can be tracked and progress towards achieving the goals can be realized. Minor or major amendments to the Strategic Plan may be considered by the CRD Board over time, in response to shifting priorities.

1. Introduction

In 2019, the Capital Regional District (CRD) Board made it a priority to update the Regional Parks Strategic Plan 2012-2021. The CRD developed this Regional Parks and Trails Strategic Plan 2022-2032 (the Plan) between December 2021 and June 2022. The Plan updates the former strategy to reflect current challenges and opportunities affecting the region, as well as to incorporate recent CRD initiatives and priorities. The success of this Plan relies on a commitment to superior service delivery, cooperation with partners, and relationships with First Nations.

The Plan is structured as follows: the introduction sets out a renewed vision, values and principles, and mission statements and outlines the engagement process for the Plan update. Section 2 includes a review of the state of regional parks and regional trails in 2022. Section 3 establishes a classification system for regional parks and regional trails. Key priorities and initiatives for regional parks and regional trails are organized in five themes in Section 4. Section 5 outlines the monitoring and reporting structure for the Plan. A glossary of key terms is provided in Appendix A and supporting information is included in Appendices B-E.



Sea to Sea Regional Park



Mill Hill Regional Park

1.1 Vision

The vision identifies the desired future state of regional parks and regional trails in 2032:

> We have an expanded and connected system of regional parks and regional trails that are rich in biodiversity, respect Indigenous cultural heritage and use, inspire stewardship, are resilient to change, and provide enjoyable outdoor recreation experiences.

The initial direction for the vision statement was set by the CRD Board at the outset of the Strategic Plan update process and input was received from First Nations, stakeholder organizations and the public throughout the engagement process.

This vision recognizes that the CRD must play a prominent role as a leader in expanding the system of regional parks and trails, in collaboratively and respectfully stewarding natural areas, respecting cultural use, and in facilitating health and wellbeing in the face of a changing climate and a rapidly growing region. This Plan sets the course for the CRD to learn from and work with First Nations communities, as long-term stewards of these lands, achieve a rich and resilient network of parks and trails and to encourage a new generation of stewards.

Reaching the desired vision will be successful if the CRD works closely with First Nations communities, other levels of government, organizations, institutions and residents in the region. A focus on equity and accessibility in the Plan is aimed at encouraging broader participation in regional parks and trails.

1.2 Mission

The mission defines the fundamental purpose of the regional parks and regional trails system, describing why it exists, what it does, and the level of performance to be met or surpassed. The mission for regional parks and regional trails is to:

- Operate and manage a connected system of regional parks for public enjoyment.
- Foster stewardship by learning from and working with long-term land stewards and by connecting people to nature.
- Operate and manage a regional trail network for active transportation and recreation.
- Be fiscally responsible and accountable in decision-making.



Sea to Sea Regional Park

1.3 Values

The following values and guiding principles were identified during the development of this Plan. Values and principles define what is important to the CRD and will be applied to guide the implementation of this Plan:

Access: Regional parks and regional trails can be accessed by transit, micromobility, cycling and walking.

Accountability: Decision-making processes and financial management are transparent and based on the best available information.

Connectivity: Biodiversity depends on connected natural area corridors and complete communities depend on connected trail corridors and active transportation networks.

Conservation: Regional parks protect, restore and enhance the region's cultural heritage, biodiversity, and rare and unique ecosystems.

Education: Promoting literacy of the region's natural and cultural heritage increases awareness of the interconnectedness between humans and the nature and impacts of climate change.

Equity: Regional parks and regional trails are inclusive, culturally safe, and accessible to visitors of all ages, abilities and income levels.

Outdoor Recreation: Outdoor recreation benefits our health and wellbeing, connects us to each other and immerses us in nature.

Partnership: A commitment to developing meaningful partnerships with First Nations that respects Indigenous knowledge, First Nations governance and cultural use, as well as to developing partnerships with other levels of government and organizations in the region.

Reconciliation: A commitment to take action towards Indigenous reconciliation by respecting Indigenous laws and strengthening relationships with First Nations communities.

Resiliency: Regional parks and regional trails adapt to change by incorporating solutions that take action on climate change, recognize the value of Indigenous cultural knowledge, ensure sustainable service delivery and aim to benefit future generations.

Stewardship: A commitment to learning from and implementing approaches from First Nations, who are the long term land stewards, and inspiring residents and visitors to be stewards of the region's natural and cultural heritage by leading by example and showcasing best practices.

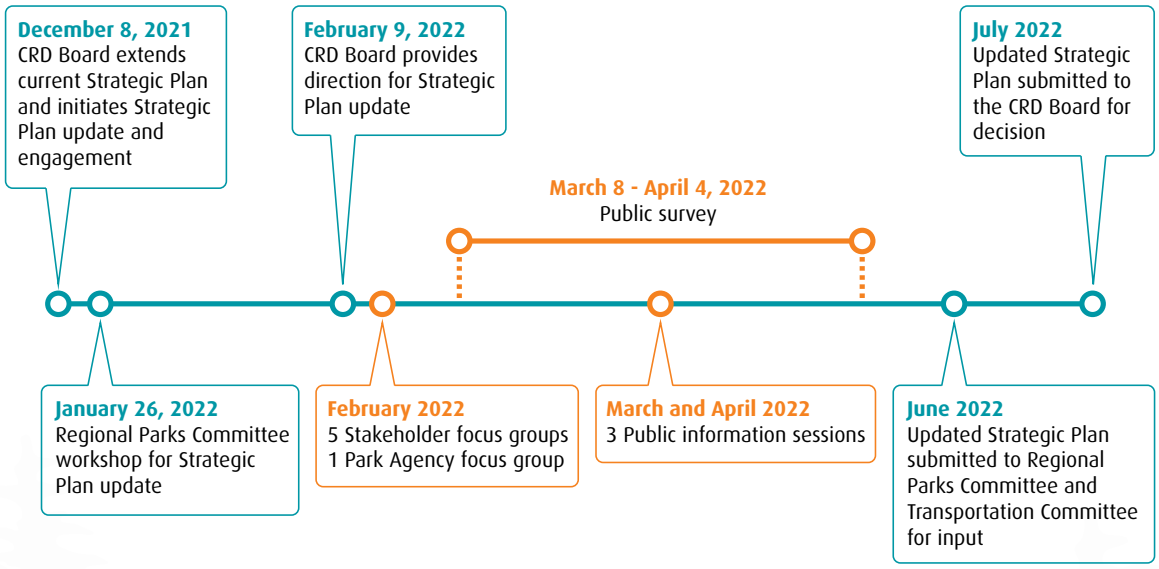


1.4 Engagement Process

In December 2021, the CRD Board initiated an update to the Regional Parks Strategic Plan 2012-2021. After initial input was received from the Regional Parks Committee and CRD Board to set the strategic direction of the Plan update, an engagement process was implemented between February and April to seek input on the Plan update from stakeholder organizations representing regional conservation, outdoor recreation and community interests, staff from other park agencies, and from the public (Figures 1 and 2). Collectively, the input received through this engagement process has contributed to the development of the vision, mission, values and principles, key priorities, initiatives and targets identified in this Plan. A complete engagement report accompanies this Plan.

The CRD's boundaries span the traditional territories of many First Nations, who have been taking care of the land since time immemorial. The CRD believes that a positive working relationship with First Nations is good for the whole region. Engagement with First Nations on the Regional Parks and Trails Strategic Plan 2022-2032 is ongoing throughout the development and implementation of this Plan. An engagement report outlining First Nations input to date accompanies this Plan.

FIGURE 1. ENGAGEMENT PROCESS TIMELINE



Engagement with First Nations on the Regional Parks and Trails Strategic Plan is ongoing.

FIGURE 2. ENGAGEMENT OVERVIEW

2,400
Visits to project webpage

44
Stakeholder groups attended
5 focus groups

1,228
Completed surveys

26
Attended 3 public information sessions

19,000
Reached on Social Media

15
First Nations invited to engage long-term



2. Regional Parks and Trails in 2022

2.1 Regional Parks Service

The CRD is the regional government for the 13 municipalities and three electoral areas that are located on the southern tip of Vancouver Island (Map 1). The CRD covers an area of approximately 238,000 hectares (ha) and extends from Port Renfrew in the west, to the Malahat and Saanich Inlet, to Victoria and the Saanich Peninsula, and Salt Spring Island and the Southern Gulf Islands in the east.

The CRD provides over 200 services in the following categories:

- Regional, where all municipalities and electoral areas are served
- Sub-regional, where two or more jurisdictions are served
- Local, in the electoral areas where the CRD is the local government

The authority to provide a regional parks and regional trails service is granted by the Province of British Columbia (BC) to the regional district primarily through provisions outlined in the *Local Government Act*.

The CRD has provided a service for the provision and maintenance of regional parks and regional trails since incorporation in 1966. The service is a regional service provided to all municipalities and electoral areas in the CRD, as per the "Regional Parks Extended Service Establishment Bylaw No. 1, 1989", CRD Bylaw No. 1749. The CRD Board is the decision-making authority for the service. The CRD Regional Parks Committee provides input to the Board on matters pertaining to regional parks and regional trails. As of 2022, the CRD Transportation Committee also provides input to the Board on regional trail matters (mobility and recreation, including land acquisition, management, operations and programs for the Galloping Goose, Lochside and E&N regional trails). Funding for the service is primarily through property tax requisition, with additional funding received from non-tax revenue sources, borrowing and grant funding.

In 2022, there are 32 regional parks and four regional trails in the system, comprising over 13,200 hectares (ha) of land (Map 2). Regional parks contribute approximately 27% to the region's network of protected natural areas (Appendix B). Map 2 shows the current extent of parks and protected areas, including federal, provincial, regional and municipal. The CRD's protected watershed lands are also included, as they comprise a significant area dedicated to protection of the region's drinking water supply.

In contrast to most municipal or community park services, regional parks in BC tend to be larger parcels of land located outside of the central urban core and having more limited recreation facilities. Regional parks generally contrast the scale of the vast provincial and federal park systems, and differ from the conservation mandate of conservancies and trust funds. In the CRD, regional parks receive high levels of visitation, offer high-quality facilities, and make up the largest type of park, covering 5.5% of the region's land base (Appendix B). Regional parks are provided for public enjoyment and are compatible with the objectives of protecting biodiversity and cultural heritage. The dynamic of establishing regional parks for the purpose of public use and enjoyment, and for conservation, will become increasingly challenging with continued population growth and development pressure in the region.

Regional trails differ from neighbourhood-scale walking and cycling infrastructure, as they span municipal boundaries and serve as off-street greenway corridors for both active transportation and recreation. Regional trails also differ from provincially-designated Recreation Trails, such as the Kludahk Trail, and iconic hiking trail experiences, such as the Provincial Juan de Fuca Marine Trail and federal West Coast Trail. Regional trails will become increasingly important in supporting the regional transportation mode-shift towards active transportation and micromobility choices, and for improving health and wellness in the region's population.



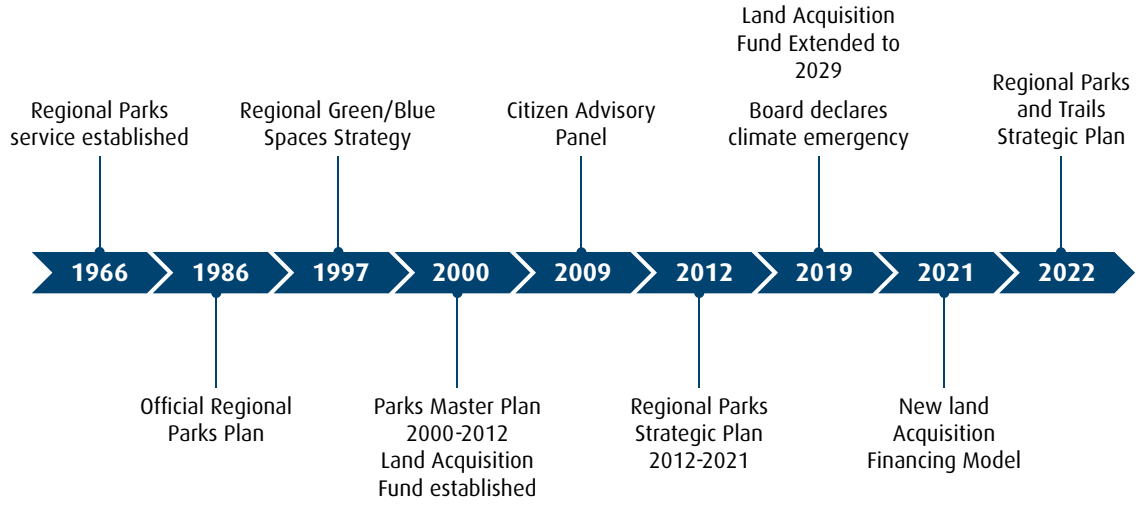




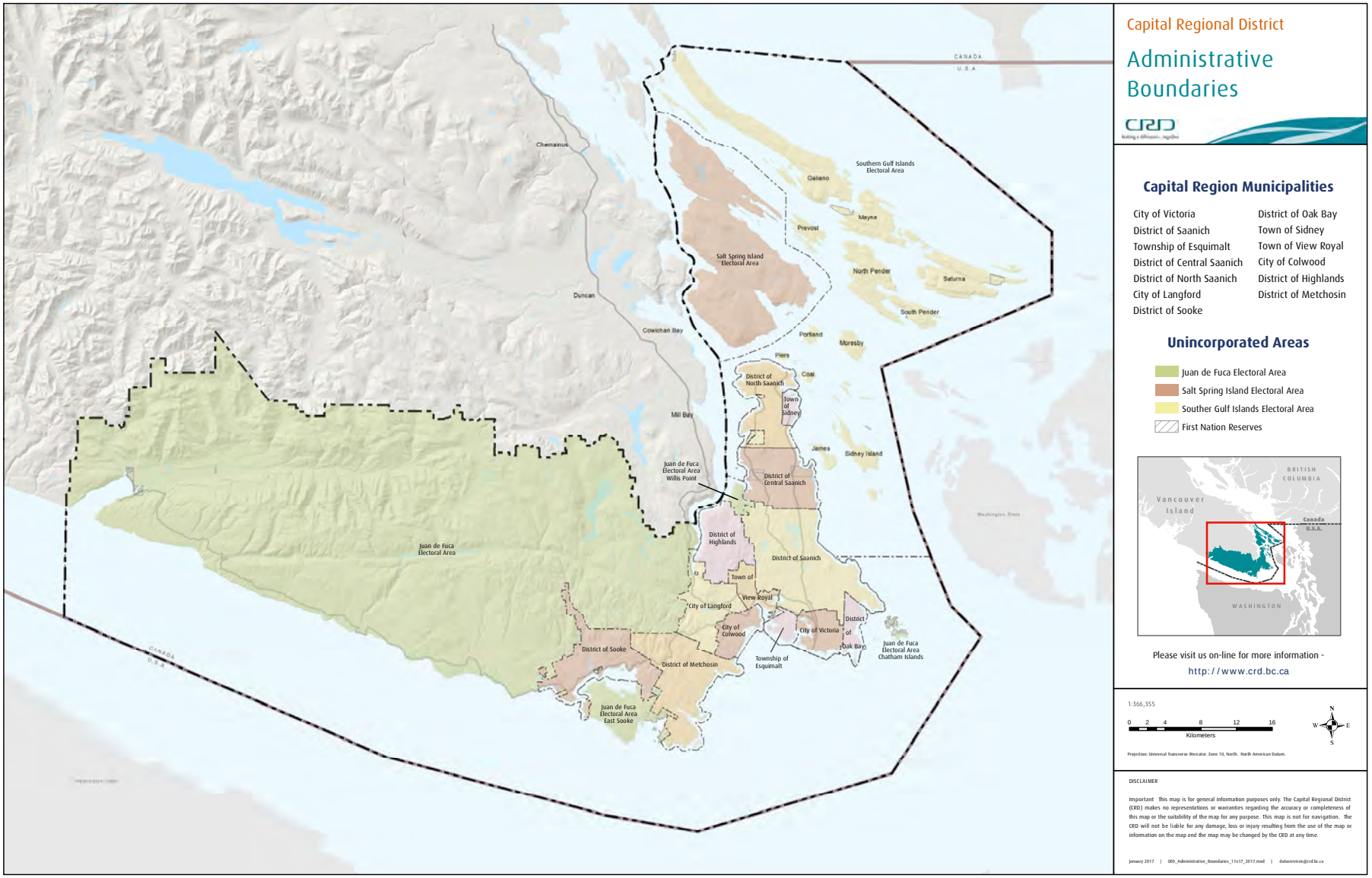
Elk/Beaver Lake Regional Park

The management of regional parks and regional trails has been guided by various plans and strategies over the years. The former Regional Parks Strategic Plan 2012-2021, developed with extensive involvement by a Citizens Advisory Panel, has provided guidance to service delivery over the past ten years. Many of the foundational principles in the former Strategic Plan are incorporated into this updated Plan, and emerging priorities over the past decade have been considered for inclusion in this updated Plan. Notable milestones impacting regional parks and regional trails are highlighted in Figure 3.

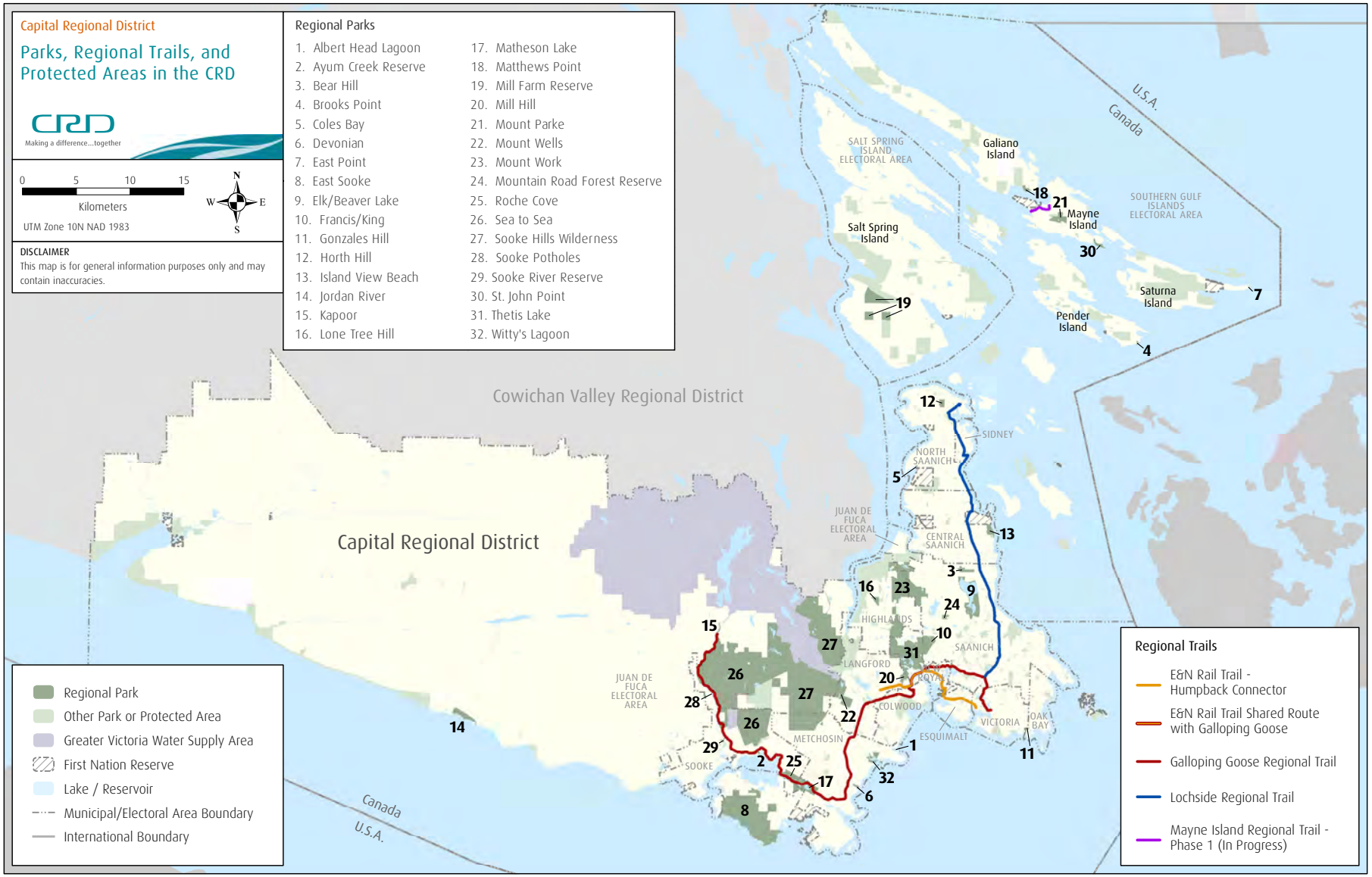
FIGURE 3. ACTION THROUGH THE YEARS



MAP 1. ADMINISTRATIVE BOUNDARIES



MAP 2. PARKS AND PROTECTED AREAS IN THE CRD





2.2 Cultural Setting

First Nations with traditional territory in the region follow Indigenous laws, assert Aboriginal Rights protected by section 35 of the *Constitution Act,* and many First Nations are also signatories of the Douglas Treaties.

The CRD's 2018 First Nations Task Force Final Report (Final Report) recommends actions and next steps for the CRD's path towards more inclusive models of governance and decision making between the CRD and First Nations governments. The CRD's Statement of Reconciliation underpins this Final Report and guides the organization's initiatives at the Board, leadership and staff level. The CRD can support reconciliation in many ways. Such opportunities are identified in the Final Report including, but not limited to, incorporating traditional knowledge in park management decisions, offering cultural acumen staff training, and involving First Nations in restoration projects. The CRD Corporate Plan 2019-2022 further identifies the need for the CRD to undertake engagement with First Nations regarding greater collaboration and parks operations.

In 2019, the Province of BC enacted the *Declaration on the Rights of Indigenous Peoples Act*, committing to upholding the human rights of Indigenous Peoples, and adopted a five-year action plan to advance reconciliation in tangible and measurable ways between 2022-27. Of particular relevance to regional parks and trails are: Article 11 that acknowledges Indigenous peoples have the right to practice and revitalize their cultural traditions and customs; and Article 31 that recognizes that Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions. These articles and actions will influence how the CRD and First Nations in the region work together over the next decade.

The CRD supports the *Heritage Conservation Act* through implementation of the CRD's Protection and Conservation of Heritage Sites Policy. The CRD recognizes the historical, cultural, scientific, spiritual and educational value of archaeological sites to First Nations, local communities, academic institutions, and the public.

Regional parks encompass many cultural heritage values that may or may not benefit from formal protection but are important in telling the history of the region. The CRD seeks to connect people to place through the delivery of interpretive programs, signs and information. An interpretive program was piloted in 2021 to explore the cultural significance of the region through a First Peoples lens. This program will be expanded in 2022.



Sooke Hills Wilderness Regional Park
Credit: Rich Mably

2.3 Physical Setting

The CRD encompasses a complex geography and climate that includes a range of rich and diverse ecosystems. Regional parks are home to a number of culturally significant plants and animals for First Nations, including camas, saskatoon berry and sword fern. The CRD is located within three Biogeoclimatic zones: Coastal Douglas-fir (CDF), Coastal Western Hemlock (CWH) and Mountain Hemlock (MH) (Map 3).

The CDF zone is home to the highest number of species and ecosystems at risk in BC, of which many are ranked globally as imperiled or critically imperiled. Only 0.3% of BC consists of CDF zone and it is the least protected zone in BC, with many of the protected areas being small, isolated parcels surrounded by development. A significant portion of the total CDF land base has been converted or altered by forestry, agriculture, mining and residential development (Map 4). There is only one subzone of CDF, recognized as CDFmm (Moist Maritime). The CRD currently protects 4% (2,850 ha) of the CDF occurring within the region, which comprises approximately 40% of the regional parks system as a whole (Appendix C).

The CWH zone covers approximately 11% of the province and is comprised of ten subzones, of which three occur within the CRD. While the CWH is relatively well protected across BC, two subzones that occur within the CRD are more heavily disturbed and less protected across their range, including CWH xm1 (very dry maritime - eastern) and CWH sm2 (very dry maritime-western). The CRD currently protects 6.4% (10,360 ha) of the region's CWH, which comprises 60% of the regional parks system (Appendix C).

The MH zone occupies approximately 4% of the province, along higher elevations (900-1,800 m above sea level) of the BC Coast. It consists of three subzones, of which only MH mm1 (moist maritime) occurs within the CRD in an area of 3,473 ha in size. The MH mm1 zone is generally well protected across BC, but is not currently protected by the regional parks system.

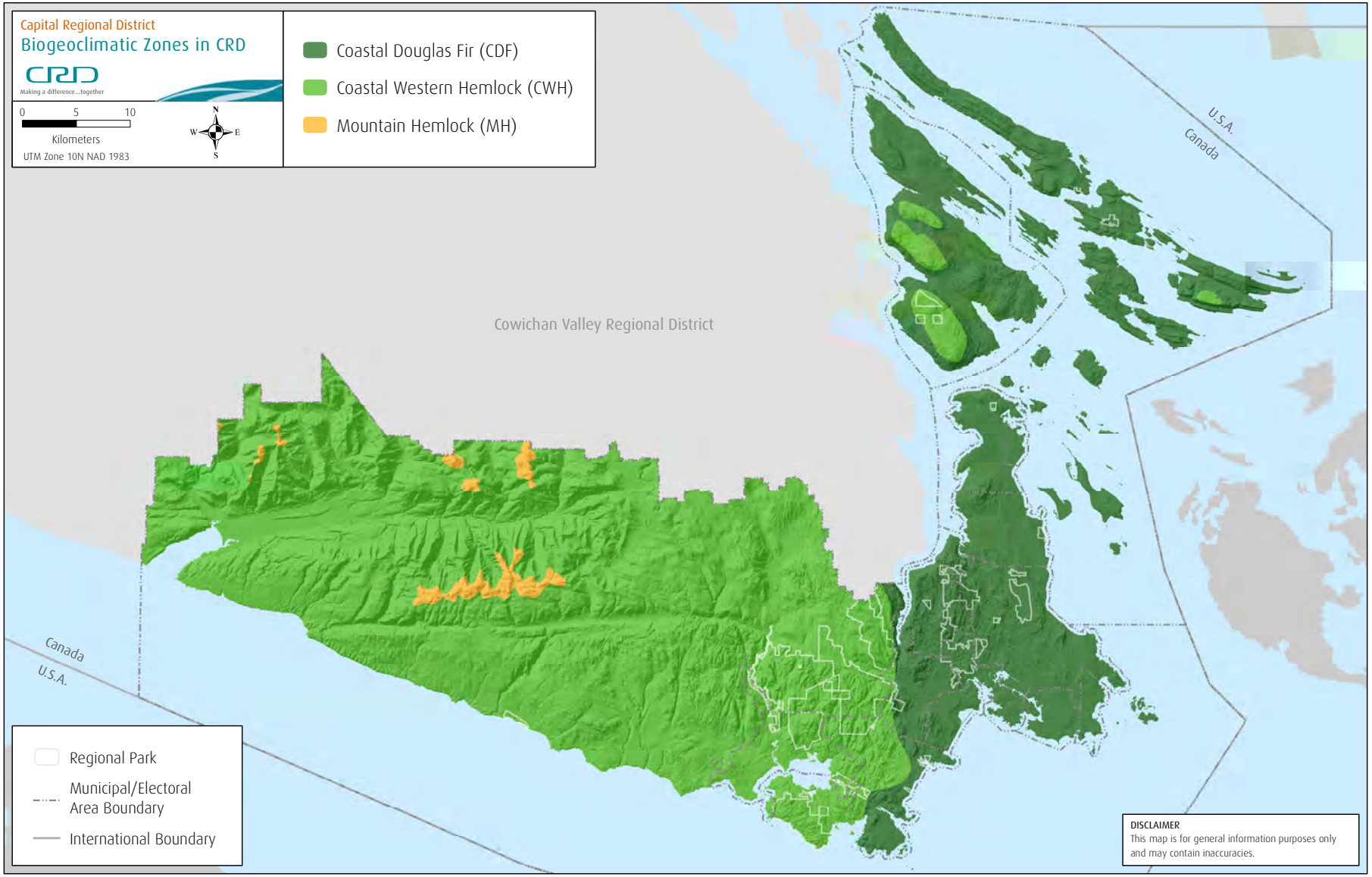
There are several species and ecological communities within the CRD at risk of becoming extinct. The *Species at Risk Act* (SARA) provides federal legal protection for species at risk, and their associated critical habitat, in an effort to recover the species. Critical habitat is identified under SARA to protect habitat necessary for the survival or recovery of species at risk. While SARA applies largely to federal lands, the CRD is effectively responsible for providing protection for species at risk within regional parks. The BC Ministry of Environment Conservation Data Centre conducts provincial assessments of species and ecological communities at risk. The CRD supports conservation by complying with provincial and federal legislation for at risk species and ecological communities in regional parks.

Both federally and provincially listed species at risk, and ecological communities occur across the CRD. Federally, 72 species are known or expected to occur within region parks, comprising 88% of all at-risk species across the Capital Region. Critical habitat has been proposed or confirmed for 11 of those species, covering over 60% of existing regional parks land base. Provincially, 61 species at risk and 18 ecological communities at risk occur within regional parks, comprising 51% and 78% of all species and ecological communities in the Capital Region, respectively. This data may exclude some omitted information due to privacy or data sensitivity purposes.

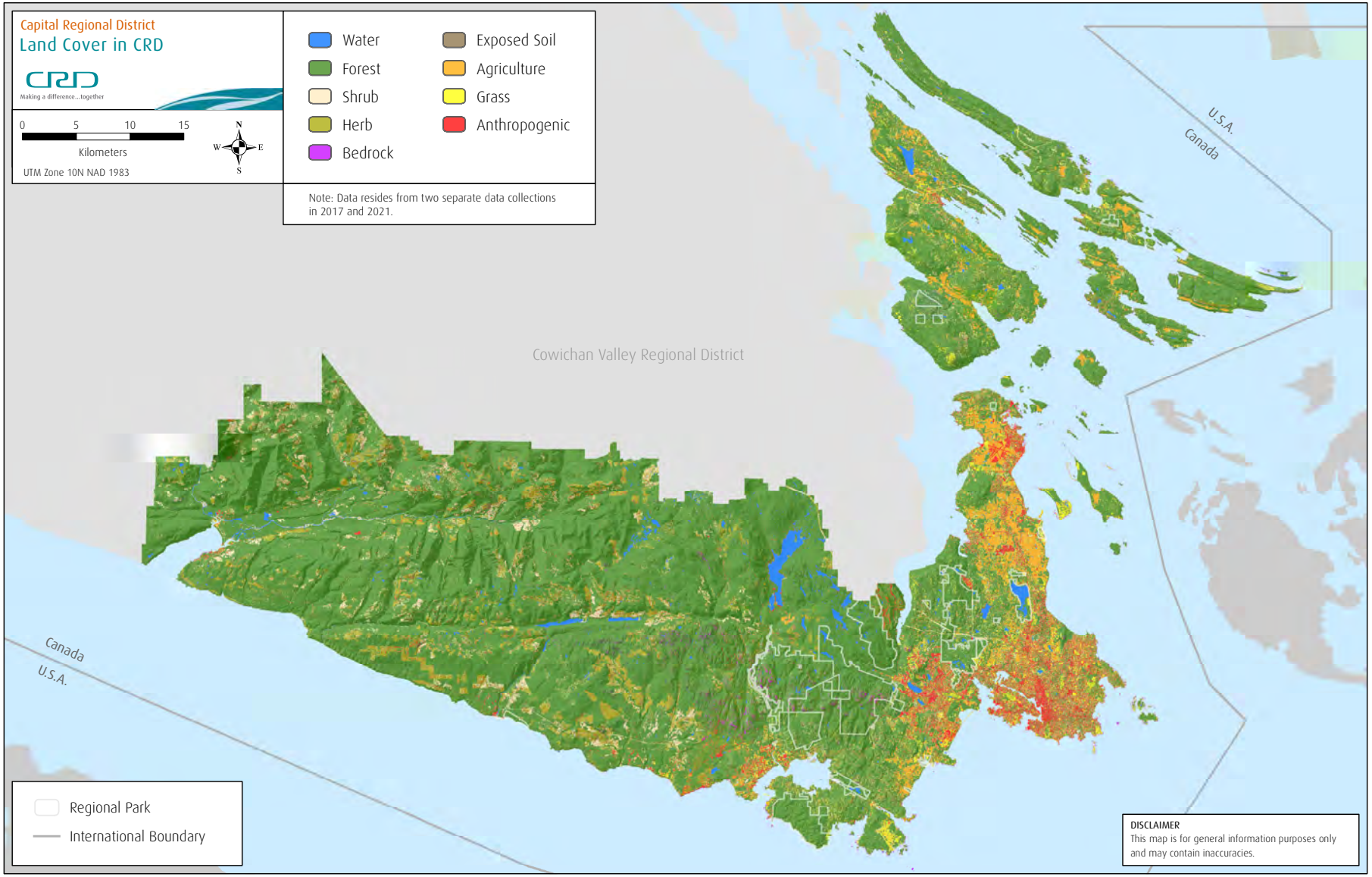
The region includes a mosaic of different land cover types that have changed significantly over the years. Map 4 provides a snapshot in time of the land cover categories comprising the region. The majority of regional park land is dominated by forest land cover (86%) with herb and water (lakes, streams and wetlands) comprising about 8% of regional parks. The remaining land cover in regional parks includes bedrock, grass and shrubs, and very minimal modern anthropogenic features (roads, built infrastructure). Although land cover and land use is in constant flux at the local level, the character of the region is not anticipated to change significantly on a broad scale over the next decade. The urban containment boundary identified in the CRD's Regional Growth Strategy plays a key role in protecting natural areas from outward urban expansion, as has the strategic acquisition of the green/blue belt over the past twenty years.

Regional parks are vulnerable to a number of stressors that threaten the ecological health, function and integrity of important ecological values, both within regional parks and the surrounding land. Threats to the region’s ecological values include invasive species, hyperabundant species, urban development, industrial and agricultural land use, and significant or extreme weather events, such as fire, flood, drought, wind, and sea level rise. Ecological values are also vulnerable to pressures within regional parks related to facility development and visitor use. The CRD addresses and mitigates threats to ecological values in regional parks and trails through research, planning, active management, stewardship, monitoring and enforcement in collaboration with First Nations, community members, regional and provincial partners.

MAP 3. BIOGEOCLIMATIC ZONES IN CRD



MAP 4. LAND COVER ANALYSIS



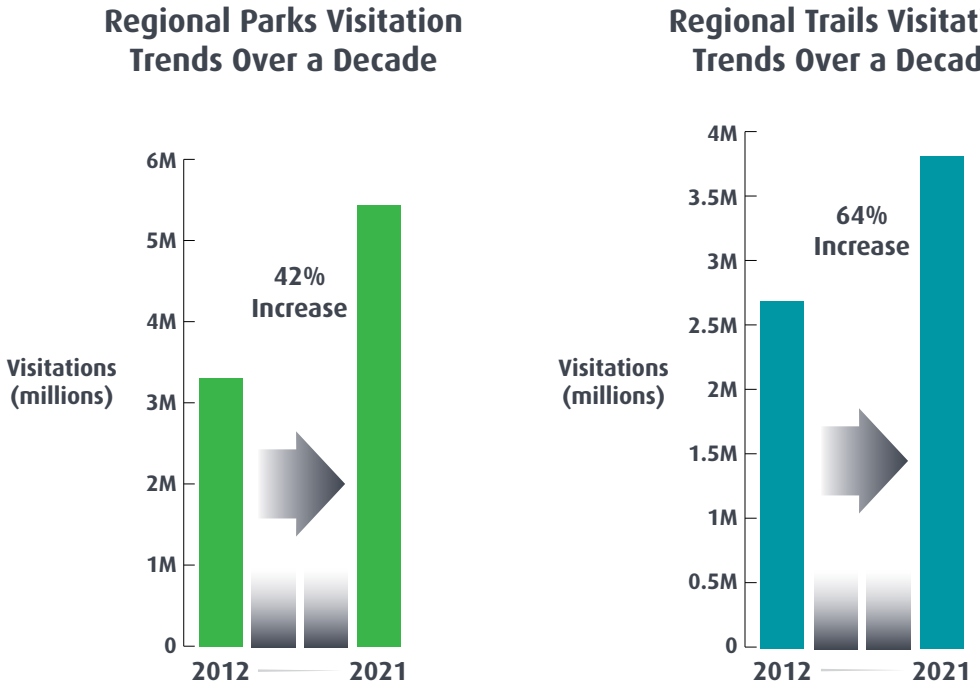
2.4 Visitor Experience

Regional parks and regional trails are vital to the region, supporting health and wellbeing, offering social connections, and improving quality of life. Regional parks provide over 300 kilometres (km) of trails and a range of opportunities for outdoor recreation, experiencing nature, learning about natural and cultural heritage, participating in park stewardship, and gathering for events. Regional parks primarily offer day-use activities, but there are currently three campgrounds operating in the system. The regional parks system includes near-urban, rural, and remote opportunities to access nature. Regional parks receive routine maintenance and improvements to ensure public safety, such as waste removal, vegetation clearing, and hazard assessments.

Regional trails are a separated, primarily off-street pathway system connecting urban and rural communities across the region. There are over 100 km of regional trails available for use 24 hours a day, 365 days per year. Regional trails serve as the anchor for the region's active transportation network and recreational greenway corridors.

System-wide visitation to regional parks and regional trails has increased by 54% since 2012. In 2021, regional trails received over 3.7 million visits and regional parks received over 5 million visits (Figure 4). Visitation rates are determined by a series of vehicle counters at parking lots and trail counters at various locations.

FIGURE 4. 10 YEAR VISITATION TRENDS



Residents of the region value the importance of regional parks and regional trails. The CRD's 2017 Regional Parks Resident Survey results indicate that the public supports outdoor recreation activities in regional parks provided there is no negative impact to conservation values and that the most popular recreational activities in regional parks are hiking, walking, horseback riding, cycling, camping, swimming, paddling, fishing and nature study. Regional trail use is predominantly by cyclists (80%) and pedestrians (20%) in the urban areas, with peak use to weekday morning and afternoon commute times. Regional trail use in the rural areas receives lower volumes and seasonal use, and includes cyclists, pedestrian and equestrians with peak use occurring on weekends and midday.

The CRD offers interpretive programs that deliver education and outreach about natural and cultural values in regional parks. In 2019, prior to the COVID-19 pandemic, interpretive programs reached over 3,600 students through school programs, 6,600 park visitors through public programs and park events, and over 2,000 residents through community outreach events. In addition, the CRD operates two nature centres in regional parks that are open to the public and, on average, see over 8,000 visitors a year. In 2021, the CRD piloted an interpretive program in regional parks that explores the cultural significance of the region through a First Peoples lens and is expanding the program in 2022. The CRD supports reinstating Indigenous place names through the regional park naming policy and interpretive signage.









Many opportunities are available for volunteers to be involved in regional parks and trails. The CRD offers volunteer positions as park naturalists, park stewards, mountain biking stewards, and trail ambassadors. There are also opportunities for volunteers to contribute to projects, such as park clean-ups, invasive species removal, restoration and vegetation planting. In 2021, approximately 460 volunteers committed over 5,500 hours to regional parks and trails. Additionally, the CRD holds two license agreements with community organizations for stewardship of mountain-biking trails in two regional parks. Expertise, in-kind contributions, and financial donations contribute to the overall enhancement of regional parks and regional trails and, through working with First Nations, volunteers and organizations, the CRD can strengthen connections with community members and better understand the visitor experience.

Certain uses may be allowed in regional parks and trails on a limited basis, subject to permit, as outlined in CRD Bylaw No. 3675, the "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010". In 2021, 38 special event permits were issued for activities such as festivals and competitions, 63 commercial permits were issued for activities such as filming, training, dog-walking, use of picnic shelters, and research. The CRD recognizes the benefits of enhanced opportunities in regional parks and trails provided that, overall, natural areas and other park users are not negatively impacted.

The CRD delivers a compliance and enforcement program in regional parks and regional trails that emphasizes use of education to gain voluntary compliance leading to better protection of park and trail assets, safer and more enjoyable experiences, and better informed park and trail users. This work is conducted through community outreach, promotional campaigns, volunteers and the park ranger program. In 2021, park rangers conducted over 2,700 hours of patrols and CRD bylaw officers conducted over 1,800 hours of patrols to promote compliance with the "Capital Regional District Parks Regulation Bylaw No. 1, 2018", CRD Bylaw No. 4225. While voluntary compliance far exceeds the number of ticket violations, the main infractions tend to be related to illegal parking, camping in unauthorized areas, possession of alcohol, off-leash dogs and failure to obey signs. The use of regional parks and regional trails is summarized in Figure 5.

FIGURE 5. USE IN REGIONAL PARKS AND REGIONAL TRAILS





Todd Creek Trestle - Galloping Goose Regional Trail

2.5 Park and Trail Facilities

The CRD's system of regional parks and regional trails is comprised of both natural assets and facilities, including over 13,200 ha of land and 300 km of park trails in 32 regional parks, and approximately 100 km of paved and gravel regional trails.

The CRD's 2019 Corporate Asset Management Strategy outlines how the CRD will apply an integrated approach, evidence-based decision-making, and life cycle management to renew infrastructure and determine appropriate levels of service for regional parks and regional trails

The CRD's 2019 Regional Parks Sustainable Service Delivery Plan Report Card provides a summary of the condition of assets in regional parks and trails and a snapshot of the services' financial state to help inform a future asset renewal program and ensure appropriate levels of service delivery.

There were an estimated 273 major engineered assets in regional parks and trails in 2019. Although the majority of engineered assets in both regional parks and regional trails are in good or very good condition, infrastructure such as dams, buildings and bridges have high replacement costs, need to meet public safety standards, and are critical for continued public use. Facilities such as trails, furniture and signage have varying lifespans and renewal needs but are also essential for providing a high quality experience to visitors.

Staff plan, implement, operate and maintain infrastructure in regional parks and regional trails to provide an appropriate duty of care and deliver the service to visitors. This work requires adequate numbers of skilled staff plus equipment, vehicles and supplies. The CRD typically retains contractors to conduct more significant construction and repair projects.

2.6 Investment

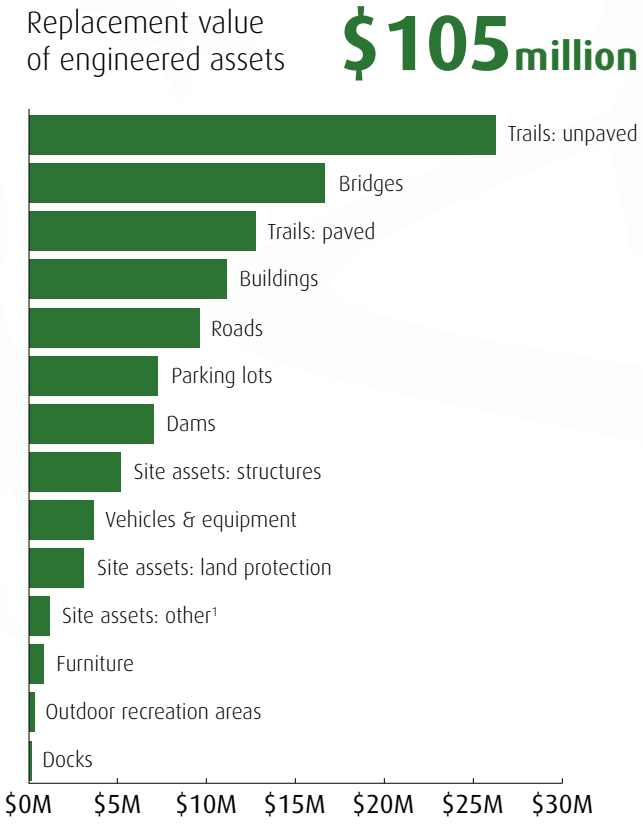
The regional parks and regional trails service is funded primarily through a regional property tax requisition. In 2022, the annual operating budget for regional parks and regional trails was $16.7 million. The CRD Board Strategic Plan 2019-2022 prioritizes ensuring appropriate funding for parks and trails infrastructure, improvements and maintenance. The CRD Board has also endorsed the appropriateness of the property tax requisition as the primary revenue source for operating costs and continues to seek ways to relieve affordability pressure for taxpayers.

Non-tax revenue does provide a portion of the funding stream for regional parks and trails. Non-tax revenue is generated through the fees and permit provisions in CRD Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010". Other sources of non-tax revenue may include: donations, facility rentals or lease agreements, bylaw infraction fines, and external grant funding. The CRD conducted a revenue generation review for regional parks in 2019 and determined approximately $575,000, not including grant funding and bylaw infraction fines, was generated from non-tax sources. In 2022, non-tax revenue comprises approximately 3% of the annual budget for regional parks and trails. In 2022, tax requisition funded $15.5 million towards the total annual operating budget of $16.7 million. Additionally, grant funding enhances the overall budget but is dependent on available opportunities and successful applications.

The total 2019 replacement value for all built infrastructure over the current lifespan was estimated at $105 million. The value of regional trails infrastructure costs make up over 40% of asset replacement value (approximately $40 million) (Figure 6). These estimates were based on an estimated condition assessment and valuation of existing built assets and do not include enhanced or expanded assets already committed or contemplated in this Plan. Inflation, cost and availability of materials will continue to influence the estimated replacement value of built infrastructure. Due to these factors, the estimated 2022 replacement values for all built infrastructure in regional parks and regional trails over the current lifespan is estimated at $120,750,000.

Additional financial resources are required to meet critical infrastructure renewal demands, as well as to address expansions to the regional parks and trails system, enhanced protection and monitoring of ecosystems and cultural heritage, improved facility design, planning, monitoring, engagement and outreach efforts. Although grant funding is typically relied upon to develop new facilities, there is increasing need to secure reliable and sustainable funds to support future enhancement to, and renewal of, regional parks and trails.

FIGURE 6. 2019 REPLACEMENT VALUE OF ENGINEERED ASSETS



Number of major engineered assets[2]

273

Portion of assets associated with regional trails[3]

43.5%

[1]The category of Site assets: other includes water systems, sign posts and utilities.
[2]The total number of major and minor assets is 3,700.
[3]Assets in the regional trails service include asphalt and gravel pavement, bridges and culverts, fencing, pit toilets, and amenities such as rest and water stations.

2.7 Land Acquisition

The CRD Board established a Land Acquisition Fund (LAF) in 2000 for the sole purpose of acquiring regional park land. The LAF was initially set at a rate of $10 per average residential household and has increased over time. In 2010, the LAF was renewed and an increase of $1 per year was approved. In November 2019, the Board extended the LAF to 2029 at the rate of $20 per average residential household, with rates set to increase by $1 each year through 2025 to a maximum of $25 per average residential household. The LAF collected approximately $4 million in 2021 for regional park land acquisition.

The CRD's 2022 Financial Plan incorporates a new approach to land acquisition that leverages borrowing capacity to purchase land that would otherwise be unattainable on a pay-as-you-go savings model. The new borrowing-power approach recognizes that, given the current economic development reality and high land costs in the region, land acquisition decisions need to accommodate opportunistic acquisitions of important lands versus saving for a cash purchase. This financing structure is anticipated to create a revenue stream that can be used to debt service up to $50 million of land purchases over 15 years, thereby leveraging a net increase in land values in excess of $100 million. The financing structure is aimed at managing revenue and cash flow to increase land acquisition capacity and provide value-added service delivery. Costs incurred for the securement and development of new regional park lands are considered at time of acquisition, and when a park management plan is developed, and are brought forward as budget increases.

The CRD's Regional Parks Land Acquisition Strategy (LAS) identifies criteria for selecting desirable parcels of the land to purchase as regional park. The LAS strives to achieve a 20% contribution of land acquisition funds from partners. To date, the CRD, with support of partners, has acquired approximately 4,800 ha of land since 2000. In that time, the regional park system has grown from 8,400 ha to more than 13,200 ha.

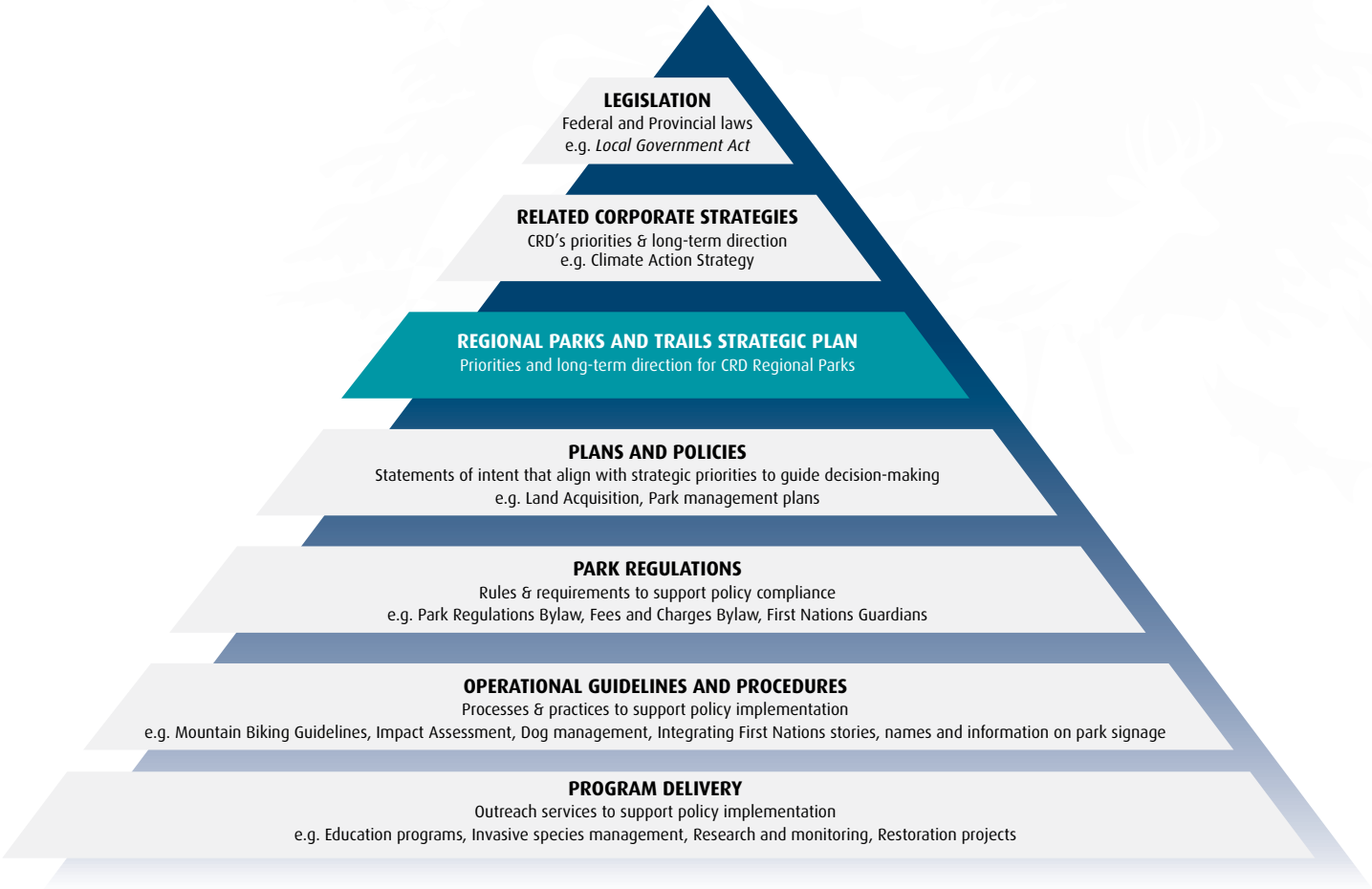
The CRD’s Regional Growth Strategy (RGS) requires municipalities to identify regionally significant park lands in the municipal context statements in their Official Community Plans. The CRD is committed to having meaningful discussions with First Nations, municipal, provincial and federal parks agencies operating in the region, as well as with land conservancy organizations and other potential partners when entering into land acquisition decisions.

3. Planning Framework

This updated Strategic Plan will help the CRD set priorities, respond to complex challenges, and guide the organization in making decisions that move towards a desired future state for regional parks and regional trails. This Plan will benefit staff, the Regional Parks Committee, Transportation Committee and the Board in making decisions that advance the vision. The updated Strategic Plan will provide better opportunities for First Nations engagement by providing a framework for collaborating on regional parks and trails initiatives with First Nations. The updated Strategic Plan is also intended to create a greater understanding of the CRD's priorities and commitments for regional parks and regional trails going forward.

This Plan applies to the overall management of regional parks and regional trails. The Plan's vision, mission, values and principles, priorities, actions and targets will be implemented through the various plans, policies, regulations and programs guiding regional parks and regional trails (Figure 7). Where existing park plans and policies are inconsistent with the Strategic Plan, updates will be undertaken to bring them into alignment. Financial support for implementation will be determined through operating and capital budgets approved by the Board.

FIGURE 7. STRATEGIC PLAN WITHIN THE HIERARCHY OF OTHER PLANNING DOCUMENTS



Since 2012, the CRD has adopted a number of key strategies, including the Regional Growth Strategy and Climate Action Strategy, and has committed to support reconciliation with First Nations that have traditional territory in the region. This Plan reflects how the regional parks and regional trails system can support the current CRD Board priorities 2019-2022, and the initiatives identified in the related CRD strategies identified in Figure 8 (Appendix D). Related CRD strategies are available at: www.crd.bc.ca/plans

FIGURE 8. CRD STRATEGIES WITH STRONG LINKS TO THE REGIONAL PARKS AND TRAILS STRATEGIC PLAN





East Sooke Regional Park

3.1 Regional Park Classifications

A park classification system establishes the intended purpose for each park type. The concept of establishing a spectrum of regional park classifications was first adopted in the Official Regional Park Plan, 1987, and continued in the CRD Parks Master Plan, 2000, and the Regional Parks Strategic Plan 2012-2021. The regional park classification system is established in Figure 9. Existing regional parks are classified as shown on Map 5, and Appendix E, and include: 11 Conservation Areas, 3 Wilderness Areas, and
18 Natural Recreation Area parks. Appendix E shows the current proportion of the regional parks system by classification type. A new Conservancy Area classification has been established in anticipation of emerging interests to protect natural or cultural features, primarily for their intrinsic value to First Nations. Consideration of a new park classification by the CRD Board would constitute a major amendment to this Plan. Consideration of classifying new regional park land or reclassifying existing lands by the CRD Board will constitute a minor amendment to this Plan.

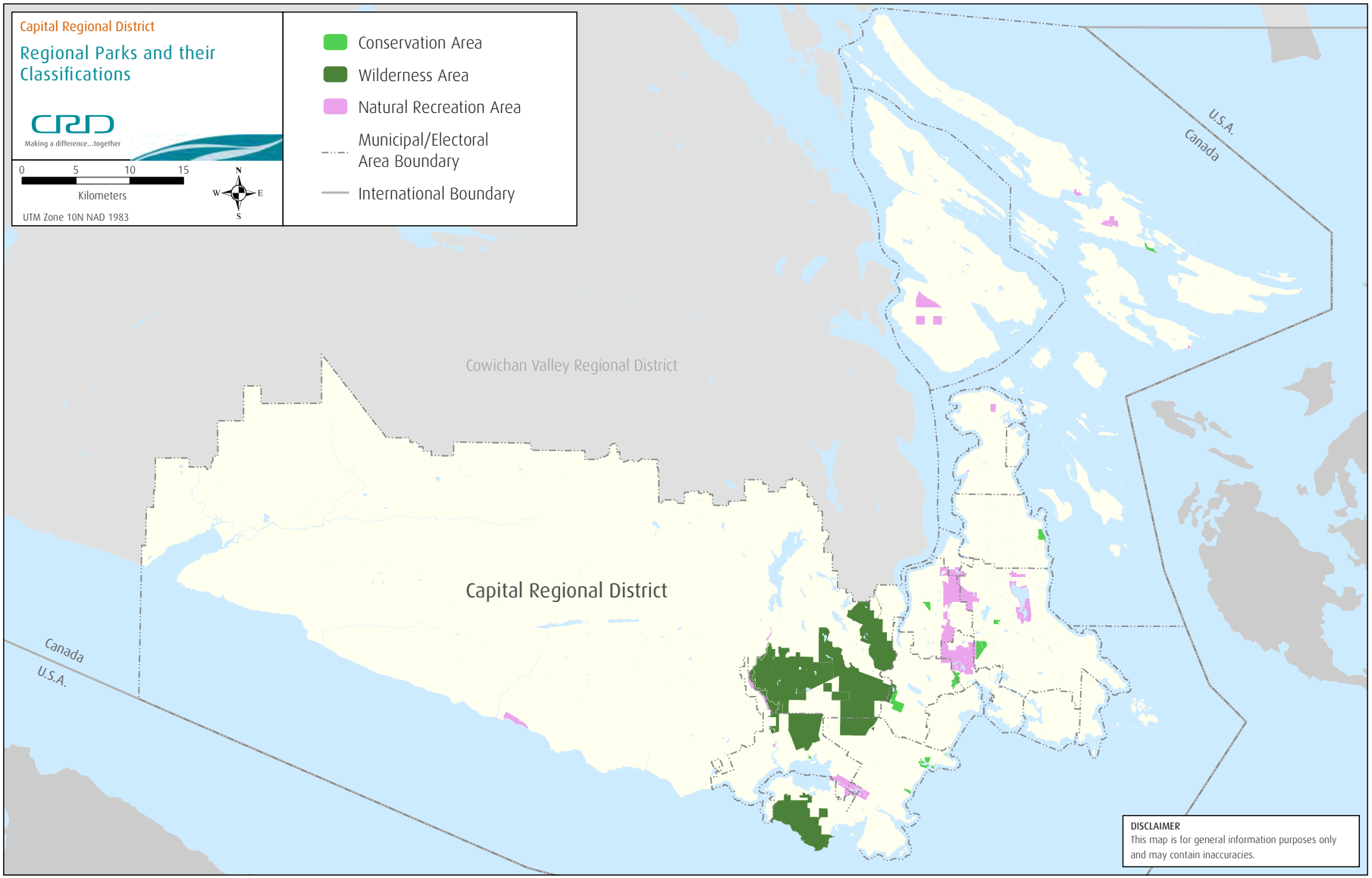
Park management plans set the policy approach for regional parks and will be reviewed and updated to align with this Plan. Of the 32 regional parks in the system in 2022, 18 have management plans, 1 has interim management guidelines, and 13 are without management plans. Of the 18 management plans, 8 have been approved within the past 15 years. Upon acquisition, a park is dedicated by bylaw and a park management plan is prepared and approved by the CRD Board to guide how that park is to be developed and what services will be offered. Park management plans that are informed by assessments of what regional park values are present, input from First Nations, stakeholder groups and the public provide a foundation for evidence-based decision-making and reflect current and future visitor use of regional parks in order to anticipate future pressures on the park and to respect interests and values. Park zoning is used to define appropriate uses, facilities and services offered within different areas of a park based on the present values. It is important that park management plans forecast challenges and opportunities that may impact a park over time, and include mitigation measures and financial considerations to guide decision-making. Regular monitoring and reporting on park management plan implementation provides accountability and transparency.

FIGURE 9. REGIONAL PARK CLASSIFICATIONS



Park Classification	Purpose
Conservation Area	To protect species or ecological communities at risk and to offer visitor experiences that are primarily focused on interpretation of natural and cultural features.
Wilderness Area	To protect large, connected tracts of natural areas and to offer visitor experiences that are primarily focused on remote and secluded outdoor recreation activities.
Conservancy Area	To protect natural assets and areas primarily for their intrinsic cultural use value where there is a traditional use agreement in place and to offer visitor experiences that enhance understanding and appreciation for Indigenous cultural use.
Natural Recreation Area	To protect a connected system of natural areas and to offer visitor experiences that are primarily focused on outdoor recreation activities.

MAP 5. REGIONAL PARK CLASSIFICATIONS



3.2 Regional Trail Classifications

A trail classification system establishes the intended purpose for each regional trail type. This Plan builds on the regional trail classification system established in the Regional Parks Strategic Plan 2012-2021 and is established in Figure 10. Existing regional trails are classified as shown on Map 6 and include: Urban Bike and Pedestrian and Rural Bike and Pedestrian. Consideration of a new trail classification by the CRD Board would constitute a major amendment to this Plan. Consideration of classifying new regional trails or reclassifying existing regional trails by the CRD Board will constitute a minor amendment to this Plan.

The CRD's 2016 Regional Trails Management Plan and 2018 Gulf Islands Regional Trails Management Plan set the current policy approach for regional trails and will be reviewed and updated to align with this Plan. Regional trail management plans are prepared to guide how regional trails will be developed and what facilities are offered. Regional trail management plans are informed by the classification system, as well as by related strategies such as the CRD's 2014 Regional Transportation Plan, input from First Nations, interest groups and the public, and are approved by the CRD Board. It is important the regional trail management plans forecast challenges and opportunities that may impact the regional trails over time and include financial considerations to guide decision-making. Regular monitoring and reporting on regional trail management plan implementation provides accountability and transparency.



Selkirk Trestle - Galloping Goose Regional Trail



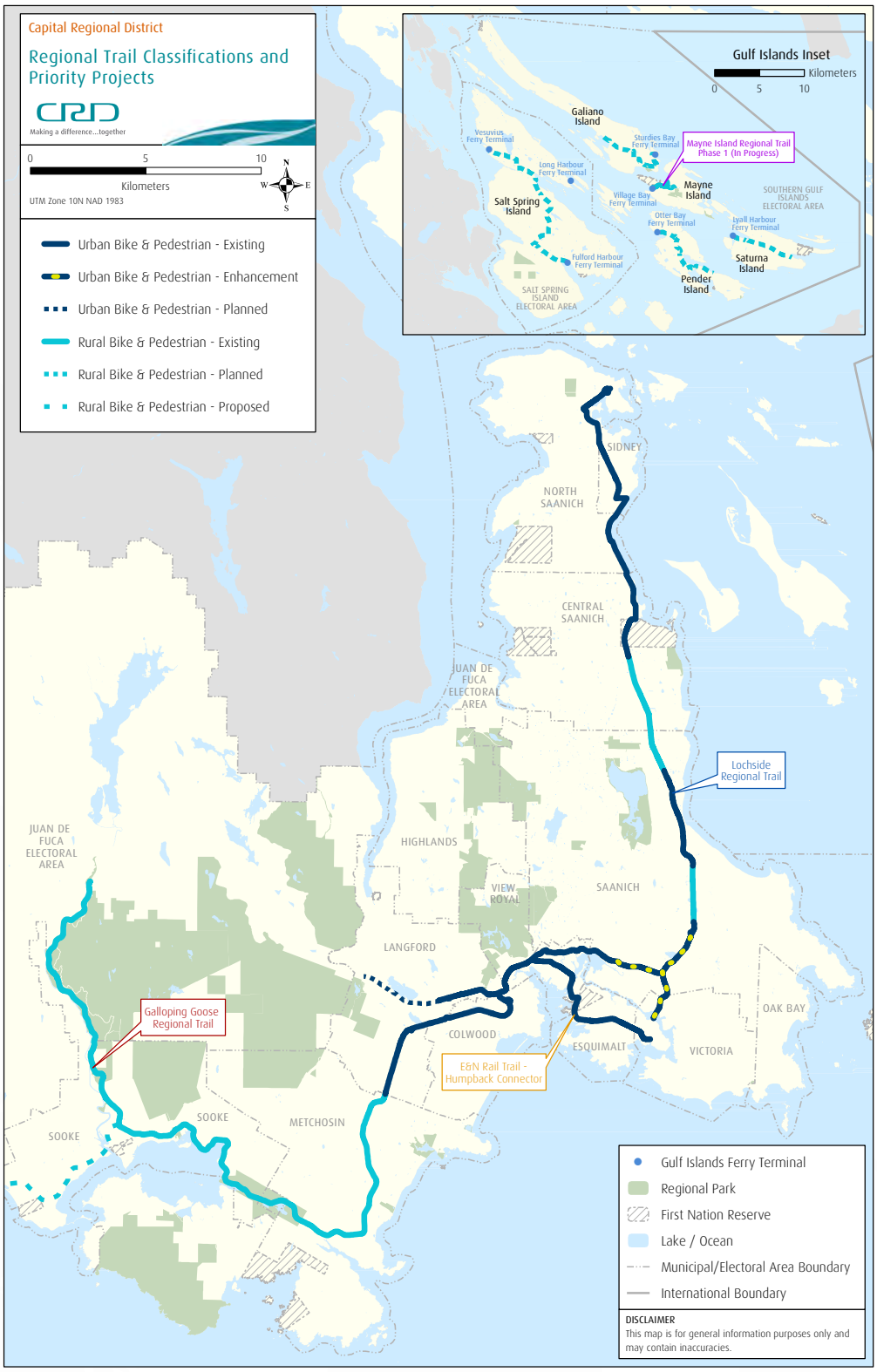
Credit: Bill Irvine

FIGURE 10. REGIONAL TRAIL CLASSIFICATIONS



Park Classification	Purpose
Urban Bike & Pedestrian	To provide an off-street trail corridor in urban areas that is primarily for high volumes of active transportation at peak travel times and accommodates regular recreational use. Trail separation and lighting design standards will be applied to areas with high user volumes and greater trail user differential.
Rural Bike & Pedestrian	To provide an off-street trail corridor in rural areas that is primarily for active transportation and recreation with higher volumes during the summer season and on weekends. Trail design will be dual-direction, shared use with gravel surface, except in areas of higher user volumes or on-street separated facilities, where a paved surface may be considered.

MAP 6. REGIONAL TRAIL CLASSIFICATIONS AND PRIORITY PROJECTS





Lochside Regional Trail

The CRD recognizes there are competing priorities for enhancing and expanding the regional trails network. The following priority projects are identified for the upcoming decade and are shown on Map 6:

- Enhance Urban Bike & Pedestrian trails in high use sections with a separated use pathway and lighting;
- Complete the E&N regional trail;
- Develop the Gulf Islands regional trail network;
- Plan for and develop an extension of the Galloping Goose to connect to Sooke and the Juan de Fuca Electoral Area.

The following criteria will be applied when prioritizing planning, enhancing and expanding the regional trails system:

- Tenure is established for the route corridor;
- Route has a greenway character that is primarily separated from motor-vehicle traffic;
- Route addresses an existing gap in the network that connects to communities;
- Public safety, regulatory requirements and critical infrastructure renewal takes precedent over regional trail expansion projects;
- User volume and user type differential data will inform where enhancements are prioritized;
- Enhancement projects can align with other planned work;
- Funding is secured.

The following guiding principles will be applied to minimize service disruptions on regional trails whenever possible:

- Isolate worksite to allow regional trail to remain open during the work activity;
- Minimize footprint of work site;
- Schedule work actvitity outside of peak visitation times;
- Provide early and ongoing communication to users;
- Provide a higher standard of care for detours on Urban Bike and Pedestrian trails.







4. Strategic Priorities

Strategic Priorities have been developed to guide the CRD towards its desired vision for regional parks and regional trails. The Strategic Priorities are presented in the following theme categories: Reconciliation; Conservation; Visitor Experience; Climate Action & Resiliency; Access & Equity. Supporting actions and timelines for implementation are provided for each priority.

Reconciliation

Goal 1: Strong, collaborative and mutually beneficial relationships with First Nations through working in partnership.

This Regional Parks and Trails Strategic Plan is a refreshed outlook on strengthening government-to-government relationships and understanding between the CRD and First Nations in the region.

The CRD commits to maintain an open dialogue with First Nations to confirm that Indigenous cultural values and cultural uses are respected and that the priorities and actions remain relevant and meaningful. The Plan will support ongoing engagement with First Nations in the operation of regional parks and regional trails in years to come. Currently, CRD staff are participating in training to better understand Indigenous harvesting rights and practices in regional parks. Work is also underway to formalize traditional use agreements with First Nations to better recognize traditional harvesting rights. At the same time, it is recognized that reconciliation initiatives will be long-lasting and evolve over time.

The CRD's Truth and Reconciliation Calls to Action Dashboard highlights a number of areas where the CRD can focus program or policy development in regional parks and regional trails to support reconciliation. The CRD recognizes that each First Nation has individual interests, needs and capacity to engage in these initiatives. In addition to the reconciliation goal and supporting priorities and actions identified here, this Plan identifies many priorities and actions related to working with First Nations.

The CRD will work with First Nations as Treaty settlements are committed and as the *Declaration on the Rights of Indigenous Peoples Act* and action plan is implemented. The CRD supports working with First Nations on common interests and recognizes that how this is achieved will be an ongoing discussion with each First Nation and will evolve as priorities, capacities, and governance structures shift over time. This Plan supports the journey towards strengthened relationships with First Nations and overall increased cultural awareness and respect to improve management of regional parks and trails.



Culturally Modified Tree

The inner bark of the western red cedar is harvested in the spring from the sunrise side of the tree to encourage healing. The bark is then prepared for weaving by soaking it in water and beating it between two stones. It can then be woven into baskets, blankets, mats and hats.

Priority 1-1

Incorporate First Nation worldviews and knowledge in the ongoing management and operation of regional parks and regional trails.

Actions	Timing
1-1a Work with First Nations to develop and implement priority initiatives related to regional parks and regional trails, such as: • Integrating First Nations stories, names and other information on park and trail signage and communications material; • Recognizing traditional place names; • Developing cooperative management agreements, traditional use protocols and access agreements; • Information sharing; • Involving First Nations in land acquisition and park management planning and operations.	Ongoing
1-1b Develop a policy for supporting and clarifying Indigenous cultural use and cultural safety in regional parks.	Short-term

Priority 1-2

Work with First Nations Governments in service delivery initiatives.

Actions	Timing
1-2a Encourage and invite First Nations interpreters in regional parks.	Ongoing
1-2b Partner with First Nations in conservation and restoration projects.	Ongoing
1-2c Support First Nations guardians in the region.	Ongoing
1-2d Support business relations with First Nations that provide value-added and compatible services in regional parks and regional trails, such as campground operations.	Ongoing

Conservation

Goal 2: Regional parks protect the region's natural assets and cultural heritage for future generations

Regional parks contribute to a large system of connected natural areas that protect natural assets, maintain ecological health, function and integrity, and provide important refuge for a diversity of species, from the threatened blue-grey taildropper slug to large carnivores, including wolves, bears and cougars. This complex and diverse system of protected areas is vital to ensuring long-term viability of natural areas, conserving biodiversity and building resilience to changing climates and increasing pressures on the landscape.

Regional parks also contribute to the protection of the region's cultural heritage and archaeological sites protected under the *Heritage Conservation Act*. These sites are culturally significant to First Nations and to post-contact settler history of the region. Careful protection and monitoring of these sites is important to ensure impacts from visitor use and climate change do not degrade their integrity. The CRD's Protection and Conservation of Heritage Sites Policy provides protocol and procedure for ground-altering works near registered archaeological sites and in areas of high potential. Increased staff awareness and involvement by First Nations in the assessment of these sites allows for traditional knowledge to be incorporated into efforts to protect these sites in perpetuity.

New approaches have been adopted by local governments across Canada to recognize that natural assets, such as forests, wetlands, lakes and streams, can provide equivalent or better services compared to engineered facilities, and at reduced costs. Through conservation efforts, the region can sustain ecosystem goods, such as clean air and water, and ecosystem services, such as nutrient cycling, water storage and purification. Important social, cultural and spiritual values can also be improved through natural asset management.



Northern Red-legged Frog Species of Special Concern (Blue listed)
Credit: Rick Eppler

The Northern Red-legged Frog *Rana aurora* can be found in many CRD Regional Parks. Frogs are often an indicator species, and when their numbers decline, it is often a sign of declining ecosystem health overall. Currently, the Northern Red-legged Frog is provincially listed as special concern in British Columbia. It is designated as a species of Special Concern in Canada.

The CRD's regional parks currently protect a number of important natural assets that provide beneficial ecosystem goods and services. Ensuring ecological health and integrity of natural assets over the long term is challenging as stressors on the park system increase, such as higher visitor use and extreme weather events related to climate change. Understanding the current ecological values and health status of regional parks is fundamental to their effective management and protection. Across the region, information about the ecology of the landscape has been documented for many years. The Sensitive Ecosystems Inventory (SEI) was conducted for East Vancouver Island and the Gulf Islands from 1993-97, and updated in 2002, providing information on rare and fragile terrestrial ecosystems. In 2008, Terrestrial Ecosystem Mapping was conducted across the CDF biogeoclimatic zone to further refine and categorize ecosystems identified in the SEI and update standards for data collection and mapping. Other information on ecological values across the CRD that supports conservation planning includes Predictive Ecosystem Mapping, Vegetation Resource Inventory and forestry data, soil mapping, terrain mapping and a number of resources on sea level rise and climate data. Additionally, many research projects have been conducted within regional parks that provide relevant local ecological information.

Traditional Ecological Knowledge is another important source of information that allows First Nations communities to apply their knowledge and practices to help protect their way of life. This knowledge is often specific to a location and includes the relationships between plants, animals, natural phenomena, landscapes and timing of events that are used for lifeways, including but not limited to fishing, hunting, trapping, berry picking, medicinal plant use, agriculture and forestry.

On a global scale, the United Nations Convention on Biological Diversity created a Strategic Plan for Biodiversity 2011-2020 that aimed to achieve global protection of at least 17% of terrestrial and inland water and 10% of coastal and marine areas. Other ambitious movements to halt loss of global biodiversity are being undertaken by organizations, including the European Union, International Union for Conservation of Nature and the High Ambition Coalition, aiming to achieve protection of at least 30% of the planet's land and water. Canada is also working to conserve 25% of the nation's land and water by 2025 and 30% by 2030.

The CRD partners with organizations to protect and conserve important species and habitats across the region. A number of local, regional, provincial and federal organizations have identified priorities and best practices for regional conservation planning, such as: the Nature Conservancy of Canada Salish Sea Natural Area Conservation Plan; the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Conservation Strategy 2015-2020; 2014 Local Government Tools Supporting Species and Ecosystems at Risk Resource Guide for South Coast of BC; and Islands Trust Conservancy Regional Conservation Plan 2018-2027.

The CRD's Regional Growth Strategy aims to protect the region's landscape character, natural heritage and biodiversity by protecting, conserving and managing lands in accordance with the guiding principles of prioritizing ecosystem health and recognizing the benefits derived from healthy ecosystems. The CRD Board Priorities for 2019-2022 reinforce the need to protect and enhance the region's natural areas to achieve environmental resilience. The CRD can directly support the protection and enhancement of the region's natural areas and cultural heritage through park land acquisition, research, monitoring and restoration.

Conservation efforts require a coordinated approach at global, national, provincial and local levels and to include traditional ecological knowledge. The CRD aims to use the most current information, both within the parks system and at a regional scale, to support monitoring and protection of ecological and cultural heritage values over time. An approach that strengthens partnerships and supports evidence-based and transparent decision-making is critical in supporting conservation priorities in regional parks. The CRD will take a leadership role to proactively manage, restore, and protect ecological and cultural values, in regional parks and to support broader conservation efforts in the region.



Deltoid balsamroot
Listed as Endangered under the Species at Risk Act
Credit: Andrea Rangel

Priority 2-1

Take action to increase protection of biodiversity, ecological integrity and natural assets in the region through improved knowledge, proactive stewardship, and land acquisition.

Actions	Timing
2-1a Complete a State of Natural Values in Regional Parks Report that includes: a review of existing ecological values and an assessment of the ecological health in regional parks.	Short-term
2-1b Prepare and implement a Natural Areas Conservation Plan that includes: an analysis of current and future ecological data needs, including traditional ecological knowledge; goals and targets for research, protection, restoration and enhancement, and watershed management; impact mitigation strategies and methods for long-term monitoring and reporting.	Medium-term
2-1c Protect, restore, enhance and mitigate impacts to important habitat and sensitive ecosystems in regional parks by developing and implementing Impact Assessment and Best Management Practice Guidelines that are informed by research and incorporate traditional ecological knowledge.	Short-term
2-1d Develop a set of Demand Management Tools to mitigate ecological, cultural and recreation carrying capacity in regional parks.	Medium-term
2-1e Support global, national and local conservation targets by increasing protection of the region's large and connected natural areas, rare and at-risk species and ecosystems, natural assets, and representation of diverse ecosystems.	Long-term
2-1f Restore and enhance disturbed and fragmented habitats and ecosystems within regional parks.	Ongoing

Priority 2-2

Respect and protect cultural heritage sites and traditional cultural use practices.

Actions	Timing
2-2a Ensure parks staff receive training to improve understanding of cultural heritage conservation and Indigenous cultural use in regional parks.	Ongoing
2-2b Invite and incorporate First Nations knowledge in the implementation of the CRD's Protection and Conservation of Heritage Sites Policy in regional parks.	Medium-term
2-2c In partnership with First Nations, develop Cultural Heritage Protection Plans to identify, protect and monitor cultural heritage sites in regional parks.	Long-term

Priority 2-3

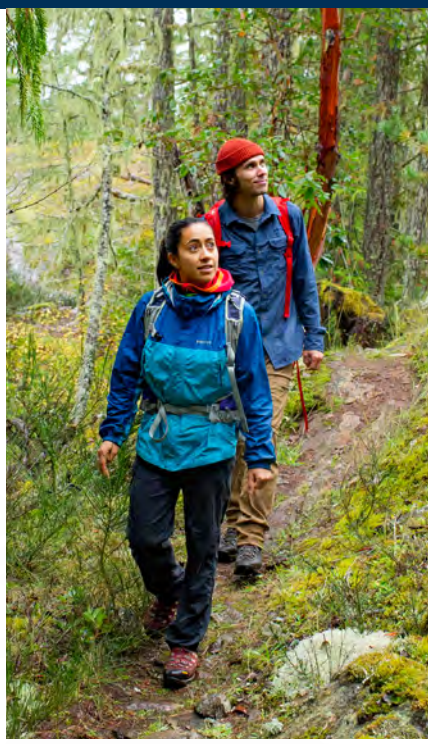
Work with partners in taking care of the region's species, habitats and natural areas.

Actions	Timing
2-3a Support, collaborate, participate and lead initiatives to share knowledge with First Nations, other levels of government, institutions and organizations on regional topics of conservation, biodiversity, species at risk, restoration, and invasive species management.	Ongoing
2-3b Enhance opportunities to and improve regional conservation knowledge by collaborating with partners to share open, transparent and accessible information on the region's natural values while respecting First Nations traditional ecological knowledge and information sharing protocols.	Long-term
2-3c Proactively seek, support and lead partnership opportunities.	Long-term
2-3d Work with First Nations to understand and monitor plants and animals of significance to Indigenous cultural use in regional parks.	Ongoing

Visitor Experience

Goal 3: Visitors to regional parks are involved in stewardship and have enjoyable outdoor recreation experiences

Outdoor recreation opportunities play an important role in the quality of life that attracts people to this region, benefiting mental and physical health, promoting social and community connectivity, and being relatively low-barrier to access. The motivating factors, or user objectives, for visiting regional parks and trails is unique to each individual and depends on the characteristics of the recreation setting. The CRD aims to support a fit for life approach in regional parks by providing a range of different opportunities for broad public use while supporting and protecting ecological values. Regional parks offer a range of visitor use experiences that benefit broad public enjoyment and that are compatible with other park users and with the natural setting.



These visitors are well prepared for a challenging hike over rugged terrain in Sea to Sea Regional Park.

Compatible outdoor activities in regional parks:

- Are immersed in the natural environment;
- Do not degrade the ecological integrity of the park;
- Are human-powered;
- Encourage an appreciation for and understanding of natural and cultural; and
- Do not significantly interfere with the enjoyment of other park users.

Non-compatible outdoor activities in regional parks:

- Require substantial artificial or built infrastructure;
- Significantly degrade areas of archaeological and cultural importance;
- Do not inspire an appreciation for nature;
- Interfere with the experience of other park or trail users;
- Generate greenhouse gas emissions, pollution, noise or other noxious substances; and
- Permanent commercial or non-park or trail uses.



With the increasing popularity of outdoor recreation come challenges for meeting user objectives, including ensuring safety, mitigating environmental damage, and resolving conflict between users. Providing quality outdoor recreation experiences can have positive impacts on increasing environmental and cultural awareness, enhancing stewardship values, and promoting user etiquette and compliance. Opportunities to encourage outdoor recreation, through group training, competitions and events supported through the permit program, are recognized as positive contributions to promoting healthy lifestyles, fostering social connections, and providing economic benefit to the region, provided such activities are sited appropriately and remain secondary to broad public use of regional parks and trails.

The involvement of not-for-profit organizations in stewardship of regional parks and trails can be mutually beneficial. Through formal agreements, organizations may contribute expertise, labour and materials to maintenance and restoration projects that result in improved facility design and user experience, and contribute by disseminating information through their membership. Stewardship opportunities in regional parks and trails offer participants an opportunity to develop a deeper understanding of park management challenges, such as human impacts on the natural environment. The CRD invites guidance in these efforts from First Nations, as long-term stewards of the land and water.

Interpretive programs offered in regional parks have a positive effect on educating the public about natural and cultural values and connect people with nature. Programs can be further improved through incorporating First Nations world views. Continued emphasis on interpretive programming and communication material, especially aimed at youth, can encourage a new generation of stewards. Effective communication and messaging, through in-person and media outlets, can also increase public awareness of human impacts on the environment, improve users' preparedness for participating in outdoor activities, and increase awareness of regional park values. Consistent messaging can also target improved behaviour of regional parks and trail users, rather than relying on compliance and enforcement. Over time, rates of voluntary compliance with park regulations are expected to increase, as a result of improved communication and education efforts.

Continued engagement with park users helps the CRD to understand visitor use trends in regional parks. In addition, data sources, such as vehicle and trail counters and resident surveys, inform planning and operational decisions that enhance enjoyment of regional parks.

Priority 3-1

Offer compatible outdoor recreation experiences that are enjoyable, healthy, safe and immersed in nature.

Actions	Timing
3-1a Develop and implement an Outdoor Recreation Plan that takes into account a range of desired user experiences, user objectives, compatibility, recreation setting characteristics, and establishes a method for long-term monitoring and reporting.	Short-term
3-1b Develop, update and implement Facility Standards and Outdoor Recreation Activity-Specific Guidelines that establish design standards, risk mitigation, and level of service requirements.	Medium-term
3-1c Undertake Resident Surveys to assess visitor use satisfaction and emerging trends related to regional parks.	Every 5 years
3-1d Update Park Use Permit opportunities giving consideration to Indigenous cultural safety, protection of cultural heritage and ecosystem integrity, park land carrying capacity, park classifications, equity, and non-tax revenue generation needs.	Medium-term
3-1e Update Emergency Response Plans for regional parks.	Ongoing
3-1f Expand compatible outdoor recreation opportunities in previously disturbed areas or areas with lower conservation values.	Long-term

Priority 3-2

Foster stewardship through program delivery, knowledge sharing and collaboration.

Actions	Timing
3-2a Develop and implement an Interpretive Program Plan and provide programs, that deliver natural and cultural heritage information, climate change education, promote health benefits of nature-based activities, and visitor compliance.	Medium-term
3-2b Develop a Volunteer Plan that includes a diversity of opportunities for individuals and organizations to participate in and contribute to regional parks.	Medium-term
3-2c Work with First Nations to provide park visitors with information about First Nations history and cultural use, and to improve cultural safety in parks.	Ongoing

Climate Action & Resiliency

Goal 4: Regional parks and regional trails are resilient and take action on climate change

The CRD Board declared a climate emergency in 2019 and has since committed to take action to address climate change within operations at the regional level and to take a leadership role to pursue carbon neutrality. The CRD's 2021 Climate Action Strategy recognizes that greenhouse gas (GHG) emissions must be reduced and sequestered. In order to respond to climate impacts, efforts must focus on understanding vulnerabilities, ensuring natural assets are resilient and ecological integrity is maintained, and preparing the region's infrastructure and lands.

The CRD can contribute to regional GHG reductions in regional parks and trails by integrating the corporate climate lens framework, making operational choices that reduce GHG emissions, and through the planning, design, and operation of the regional trails system, which serves as the anchor of the region's active transportation network. The CRD's 2014 Regional Transportation Plan put forth a multi-modal transportation network concept for the region that includes sections of regional trails functioning as separated, off-street active transportation corridors. Canada's Active Transportation Strategy, BC's South Island Transportation Plan and the CRD's Regional Growth Strategy target increased active transportation as a personal mobility choice and for enhancing individuals' health and wellbeing. As almost half of the region's GHG emissions come from transportation, the CRD can directly support a shift to low-carbon mobility choices by accelerating infrastructure improvements in regional parks and regional trails that support active transportation and low-carbon mobility choices.

Natural areas provide important ecosystem goods and services, such as carbon storage, water supply and temperature buffering functions, as well as improve resilience to extreme weather events. The CRD can manage ecosystem health and integrity in regional parks to support nature's capacity to mitigate against and adapt to a changing climate. This can be done through acquiring new lands, actively managing and restoring natural areas, building community awareness on climate action, and providing opportunities to engage in stewardship activities.



Yellow Sand-verbena
Species of Special Concern (Blue listed)
Credit: Sean Rangel

Yellow Sand-verbena *Abronia latifolia* is a Species of Special Concern that grows in coastal sandy habitats. This flowering plant is the sole source of food for the endangered Sand-verbena Moth, which is dependent on the plant for every stage of its life. Both species face further peril from rising sea levels due to climate change.

Extreme weather events such as flooding, drought and fire could have severe long-term detrimental effects on the regional parks land base, values, and fragile resources, such as archaeological sites, rare and sensitive ecosystems, outdoor recreation spaces, and critical infrastructure and facilities. Understanding and preparing for possible climate impacts to regional parks and regional trails is critical to assessing climate mitigation and adaptation measures and to making informed decisions. Information sharing and incorporating traditional ecological knowledge can further inform climate action and adaptation decisions, thereby increasing resiliency.

Effectively achieving the vision for regional parks and regional trails in the face of increased regional population growth, urban development pressure, changing visitor use expectations and use patterns, and major infrastructure renewal needs requires substantial investment and effective financial management. There are significant funding challenges and competing priorities for expenditures relating to acquiring and opening new parks, upgrading and replacing existing infrastructure, and funding programs to plan and manage the regional parks and trails system. Funding existing and future service delivery demands is also a challenge as the region becomes increasingly diverse and is exposed to disruptive and unpredictable events due to climate change.

Resident surveys conducted in 2017 provided evidence that the public supported an increase in funding to operate regional parks and regional trails and for continuation of the Land Acquisition Fund. These opinions about the level of funding demonstrate support for funding the following priorities over the next five years: repair and maintenance of facilities, environmental restoration projects, and acquisition of more parkland.

The CRD applies an asset management approach to build organizational resilience. Fundamental to adopting an asset management approach is ensuring consistent, systematic and standardized information about facilities to inform decision-making. The CRD embarked on an asset management program with the Regional Parks Sustainable Service Delivery Report Card in 2019, which focused on critical infrastructure renewal needs. Further development of an asset management program will assist with managing each facility's life cycle and determining appropriate levels of service and risk. Consideration can also be given to determining the feasibility of broadening the scope of asset management to include natural assets in the regional parks system.

It is important to balance the capacity of the CRD to operate and manage the system in a fiscally responsible manner, while continuing to expand and improve service, and to balance risks and benefits. In 2019, the CRD Board made it a priority to ensure appropriate funding for regional parks and trails infrastructure, improvements and maintenance. On finalization of this Strategic Plan, a financial plan will be prepared that will comprehensively address all aspects of the funding necessary for the CRD to achieve its vision for regional parks and regional trails.

Priority 4-1

Advance regional active transportation opportunities that contribute to greenhouse gas reduction.

Actions	Timing
4-1a Update the Regional Trails Management Plan with consideration to regional trail classifications, design standards, priority regional trail projects, and increasing connectivity.	Short-term
4-1b Plan for and implement priority regional trail enhancement and expansion projects.	Ongoing
4-1c Prepare a funding strategy to support implementation of priority regional trail enhancement and expansion projects.	Short-term
4-1d Work with municipalities to develop and implement Operational Guidelines for regional trail service disruptions.	Short-term
4-1e Develop and implement a Micromobility Policy that gives consideration to the use of electric micromobility devices, such as electric-assist bikes and electric scooters, in regional parks and regional trails.	Medium-term
4-1f Support, participate and collaborate in the planning and implementation of a regional active transportation network that improves connectivity, identifies system gaps, and establishes desired design standards and service levels.	Ongoing



Sea to Sea Regional Park
Credit: Mary Sanseverino

Priority 4-2

Support the development of complete and connected communities by improving access to regional parks by transit, electric vehicles, micromobility, walking or cycling.

Actions	Timing
4-2a Advocate for expanded transit service to regional parks.	Ongoing
4-2b Align implementation of parking fees where regional parks can be easily accessed by transit, walking or cycling as a disincentive to motor vehicle use, excluding vehicle parking for people with disabilities.	Short-term
4-2c Prioritize regional park and regional trail projects that improve multi-modal access between parks and communities.	Ongoing
4-2d Undertake a study of regional parks access points to inform parking lot safety improvements, multi-modal access, and low-carbon mobility incentives.	Medium-term
4-2e Plan for and implement Electric Vehicle and Electric Micromobility charging stations at high-use regional park accesses.	Medium-term

Priority 4-3

Align service delivery and infrastructure improvements in regional parks and regional trails with climate action.

Actions	Timing
4-3a Incorporate a Climate Action Lens into service delivery, facility development and asset renewal that prioritizes low-carbon and energy efficient investment in regional parks and regional trails.	Medium-term
4-3b Determine the feasibility of considering natural assets in an asset management plan for regional parks.	Long-term
4-3c Develop and implement an Asset Management Plan for regional parks and regional trails that achieves critical infrastructure life cycle renewal, is well-planned, managed, and funded, is consistent with legislative requirements and receives First Nations input.	Medium-term
4-3d Conduct a Service Level Review of regional trails to understand current levels of service, forecast emerging needs and required adjustments.	Medium-term



CRD Regional Parks crew putting out a fire.

Priority 4-4

Ensure the long-term and consistent management of regional parks and protected natural areas.

Actions	Timing
4-4a Implement a Park Management Planning Process that is efficient, adaptable, evidence-based, and addresses service level needs, financial implications and climate mitigation measures.	Ongoing
4-4b Engage and involve First Nations governments, stakeholders and the public in the preparation and implementation of park management plans to ensure transparency, knowledge sharing and adaptability.	Ongoing
4-4c Support protection of the CRD's Greater Victoria Water Supply Area from unauthorized activities, incompatible adjacent land uses, and from climate-related weather events through park management, land acquisition and sharing information.	Ongoing
4-4d Work with partners to share knowledge, assess and identify options to improve regional parks capacity to mitigate against and adapt to a changing climate, including ecosystem services such as carbon sequestration, water storage, and buffering severe weather events.	Medium-term
4-4e Support monitoring of ecosystem health in the CRD's Greater Victoria Water Supply Area and investigate expanding to regional parks.	Ongoing

Priority 4-5

Strategically acquire and manage natural areas to address climate mitigation, urban containment, and access to green space for a growing population.

Actions	Timing
4-5a Work with First Nations, Municipalities and Electoral Areas, and organizations to identify regionally significant parkland and determine alignment of goals and objectives.	Ongoing
4-5b Work with First Nations to update land acquisition criteria to incorporate cultural use values and areas of cultural significance.	Short-term
4-5c Update regional park land acquisition criteria and prioritize land acquisition that reflects CRD Regional Parks values, including consideration of areas that contribute to climate change mitigation, enhance biodiversity, buffer urban development, increase connectivity of natural areas, improve ecological integrity, and provide increased area and diversity of outdoor recreation opportunities.	Ongoing
4-5d Support the long-term protection of the region's natural assets through inventories, monitoring, land acquisition and partnerships.	Ongoing



Volunteers removing invasive species in Mill Hill Regional Park

Access & Equity

Goal 5: Regional parks and regional trails are inclusive and accessible

Regional parks and regional trails are a public good that belong to everyone in the region. The benefits of experiencing and interacting with nature for physical and mental well-being are felt by many. Medical professionals from the World Health Organization to Doctors of BC are advocating for equitable access to nature to safeguard the physical and psychological wellbeing of residents. Factors such as lack of access to transportation and proximity to parks can be barriers preventing members of society from enjoying the benefits of parks and trails. Increased benefits of accessing nature and public spaces can be realized when they adapt to the needs of diverse populations, such as people of all ages, ethnic backgrounds, mobility levels and income brackets. The CRD's Regional Growth Strategy supports development of complete communities that include more opportunities to walk, cycle and use public transit conveniently. Ideally, recreation and green space can be easily accessed in a 10-minute walk or 15-minute bike ride. BC's Active Transportation Guide recommends specifications to be followed in the development of active transportation infrastructure while offering design choice to improve the user experience for all ages and abilities.

The concept of equity recognizes that people may require different resources or opportunities to meet a goal, as they have different needs and circumstances. Aspects of equity relate to procedural and distributive fairness. Procedural equity is the representation of multiple perspectives in decision-making. Distributive equity refers to spatial or locational access to a service and the related social factors affecting access to those services. Efforts to increase equitable, or fair, access to parks and protected areas are being promoted by the Convention on Biological Diversity (Aichi Target 11) at the global scale to provincial initiatives offering free park passes. Understanding barriers to accessing parks and trails in the CRD is limited, but a new partnership initiative to apply a gender equity lens to regional trails is being piloted in 2022.



Accessibility mats like this one located at Thetis Lake's main beach allow for access to the water for visitors with mobility aids.





Accessibility is about creating communities and offering services that enable everyone to participate fully without barriers. The 2018 *Accessible Canada Act* aims to achieve a barrier-free Canada by 2040 by identifying, addressing and preventing accessibility obstacles. The *Accessible British Columbia Act* and upcoming regulation will require public-sector organizations to develop accessibility plans and public-feedback mechanisms. A barrier is anything that hinders the full and equal participation in society of persons with a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or functional limitation. New accessibility standards being developed and applied at the federal and provinicial levels will inform regional efforts to improve accessibility.

Priority 5-1

Enhance health and well-being by providing equitable access to regional parks and regional trails.

5-Actions	Timing
5-1a Develop and apply an Equity Lens to inform management and operation of regional parks and regional trails.	Ongoing
5-1b Conduct an Inclusion and Accessibility Assessment of regional parks and regional trails that assesses barriers and deterrents to access.	Short-term
5-1c Replace the 2003 Universal Access Plan for Regional Parks with new Accessibility Guidelines that provide objective information about the visitor experience, such as descriptions of trail terrain, length, and slope, to empower visitors to make appropriate individual choices and to better align user expectations with self-preparedness and ability.	Medium-term
5-1d Develop a Park Use Permit Policy that gives consideration to providing equitable access to programs, ensuring events and commercial activities align with CRD Regional Park values, and that fees reflect impacts on park facilities and users.	Medium-term
5-1e Work with First Nations to improve Indigenous cultural safety in regional parks.	Ongoing



East Sooke Regional Park
Credit: Rosemary Neering

5. Monitoring & Reporting

Over the next ten years, the actions contained within this Strategic Plan will form the basis of service plans and work plans that are approved by the Board annually as part of the financial planning process. Collaboration with CRD divisions, First Nations Governments, municipalities, park agencies, and stakeholders will be integral to this process.

As progress is made in the implementation of this action plan, knowledge and understanding of impacts to regional parks and regional trails will continue to develop. To remain flexible and adaptable, and to support consistent implementation over time, CRD staff will:

- Prepare a funding strategy to accompany implementation;
- Continue to identify opportunities for external grant funding and partnerships;
- Share knowledge and best practices with others;
- Participate in professional development to improve service delivery;
- Continue to monitor data to track progress over time;
- Evaluate progress and adjust actions, as needed.

5.1 Performance Indicators and Reporting

Progress on the implementation of the 10-year Regional Parks and Trails Strategic Plan will be reported annually. Figure 11 summarizes the intended reporting indicators identified for each strategic priority area proposed for annual reporting. For each goal area, an action status will reflect general progress made towards all actions supporting that goal. This helps to summarize at-a-glance progress made on actions that may not be easily measurable or reflected in another indicator, such as actions that are ongoing or taking place over a long period. For other measures, an icon is provided to indicate the desired direction of the indicator over time (increasing or decreasing), if applicable.

Minor amendments to the Strategic Plan will be brought forward when necessary to update factual information and to update the park and trail classifications, as new additions to the system are identified and established.

Major amendments to the Strategic Plan will involve First Nations, stakeholder and public engagement and will be considered by the CRD Board for approval.



Thetis Lake Regional Park

FIGURE 11. ANNUAL INTENDED REPORTING INDICATOR

Goal area	Intended reporting indicator
Goal 1: Reconciliation	1-1 Reconciliation workplans are developed with each First Nation
	1-1 Traditional use agreements are initiated with all First Nations in the region
	1-2 Increased participation in Indigenous perspectives programs and presentations
	1-2 Increased number of conservation and restoration projects in partnership with First Nations
	1-2 Increased number of economic opportunities made available to First Nations
Goal 2: Conservation	2-1 Increased area of regional park land protected
	2-1 Increased area of regional park land restored
	2-1 Increased protection of at risk species and ecosystems in regional parks
	2-2 Increased percentage of First Nations collaborating with CRD on cultural heritage protection projects
	2-2 All staff receive cultural awareness training
	2-3 Increased conservation and research partnerships

FIGURE 11. ANNUAL INTENDED REPORTING INDICATOR

Goal area	Intended reporting indicator
Goal 3: Visitor Experience	3-1 Maintain high rates of visitor satisfaction
	3-1 Increased area available for compatible outdoor recreation
	3.2 Review and update interpretive program content every 4 years
	3-2 Increased number of volunteer hours
Goal 4: Climate Action & Resiliency	4-1 Increased use of regional trails
	4-1 Completed regional trail priority projects
	4-1 Minimized regional trail service disruptions
	4-2 Increase Electric Vehicle charging stations at park accesses
	4-3 Reduced operational greenhouse gas emissions
	4-3 Maintain critical infrastructure in good condition
	4-4 Increase the percentage of parks with management plans less than 15 years old
	4-5 Increased area of regional park land
	4-5 Increased representation of all regional park classifications
Goal 5: Access & Equity	5-1 Improved accessibility to regional parks and regional trails
	5-1 Cultural awareness information is incorporated into new park kiosks



Mill Hill Regional Park

Appendix A: Glossary

Archaeological Site: A heritage site or object protected by the *Heritage Conservation Act*.

Accessibility: The quality of being easily used, approached or understood by a wide range of people and, in some cases, adapted for specific uses.

Biodiversity: The variability among living organisms from terrestrial, marine and other ecosystems, and includes variability at the genetic, species and ecosystem levels.[1]

Conservation: The practice of preserving, protecting and/or restoring the natural and cultural environment and species within for future generations.

Cultural Heritage: Includes tangible and intangible heritage embedded into artifacts, sites or monuments that have a diversity of symbolic, historic, artistic, aesthetic, ethnological, anthropological, scientific or social values.[2]

Ecosystem Goods and Services: Provision of services by natural systems that benefit the region and thereby offset, complement or, in some cases, eliminate the need for engineered solutions, such as but not limited to soil quality and stability, water treatment and storage, recharge of aquifers, and air quality regulation.

Facility: A piece of equipment, infrastructure or amenity in a regional park or regional trail, such as but not limited to: trails, signs, benches or bridges.

Fit-for-Life: Describes the majority of individuals' level of participation in an activity, where their motivation for participation is driven primarily by the enjoyment of engaging in the physical activity; participation may include recreational-level competition and training but is not the primary motivation.[3]

Invasive species: Any species not native to a particular ecosystem whose introduction causes, or is likely to cause, economic or environmental harm or harm to human health.[4]

Level of Service: a measure of the quantity, quality and reliability of service performance in relation to service performance goals, including consideration of legal requirements, community expectations and technical standards.

Micromobility Device: Small, lightweight modes of transportation designed for individual use that may have an electric motor, such as but not limited to, bicycles, electric bicycles, scooters, electric scooters, self-balancing devices.

Natural Assets: A biophysical or biological attribute of a natural ecosystem.

Outdoor Recreation: Physical, social and intellectual activities that are immersed in a natural outdoor setting, are dependent on the natural landscape, are compatible with and relatively low-impact on the natural environment, and that directly or indirectly foster appreciation for the natural environment.

Recreation Setting Characteristics: The qualities and conditions of a specific area that influence users' experiences and motivations to recreate there.[5]

Resilience: The capacity of social, economic and environmental systems to cope with a hazardous event, trend or disturbance, responding to reorganizing in ways that maintain their essential function, identify, and structure while also maintaining the capacity for adaptation, learning and transformation.[4]

Stewardship: Responsible use and protection of the environment and cultural heritage through conservation and sustainable practices to improve ecosystem resilience and human wellbeing.

Sustainable service delivery: the process of providing services to the community with the lens of economic, social and environmental well-being, today and into the future.[6]

Traditional Ecological Knowledge: The knowledge, practice and belief concerning the relationships of living beings to one another and to the physical environment that has been developed by First Nations over centuries of living as part of the environment.

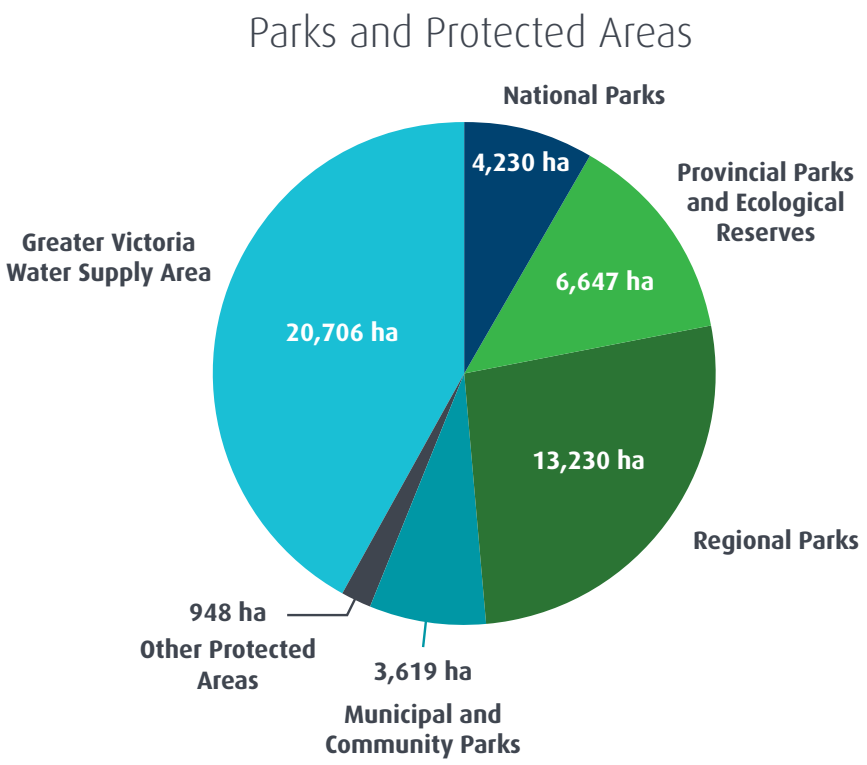
User Experience: The intrinsic reward individuals gain from participating in an activity.

User Objectives: The user experience an individual seeks or the reason why an individual chooses a particular recreation activity or location.

References:

1. IPCC, 2014, Climate Change 2014: Impacts, Adaptation, and Vulnerability.
2. Adapted from: UNESCO Institute for Statistics, 2009 UNESCO Framework for Cultural Statistics.
3. Adapted from: Sport For Life, Long-term Development in Sport and Activity Framework.
4. BC Ministry of Forests, 2008, Glossary of forestry terms in British Columbia.
5. Bureau of Land Management, Planning for Recreation and Visitor Services.
6. CRD, 2019, Corporate Asset Management Strategy.

Appendix B: Parks and Protected Areas in the CRD



PROTECTED AREA TYPE	HECTARES	% of CRD Land Base
National Parks	4,230	1.78%
Provincial Parks and Ecological Reserves	6,647	2.79%
Regional Parks	13,230	5.56%
Municipal and Community Parks	3,619	1.52%
Other Protected Areas*	948	0.40%
Greater Victoria Water Supply Area	20,706	8.7%

Total Parks and Protected Areas	49,380	20.75%

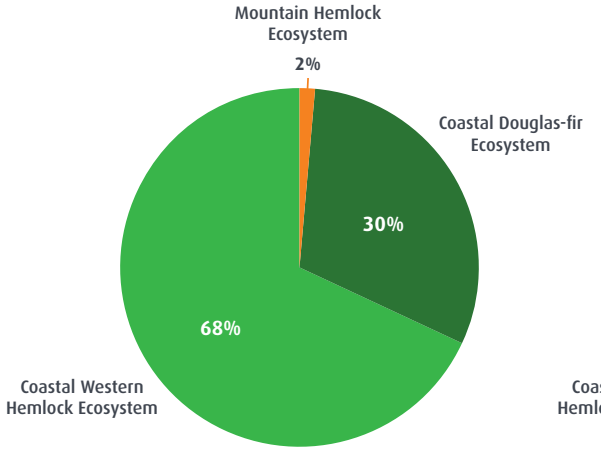
Total CRD land base	238,000

*Note, this may not include a complete data set of privately protected lands that are protected in fee simple or conservation covenants

Appendix C: Ecosystems and Species at Risk in the CRD

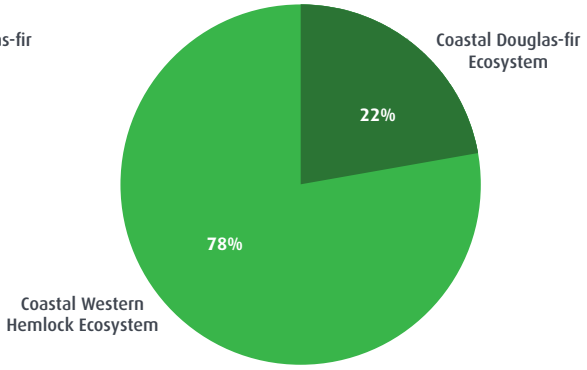
Biogeoclimatic Ecosystems

Capital Regional District



BIOGEOCLIMATIC ECOSYSTEM TYPE	HECTARES
Mountain Hemlock	3,473
Coastal Douglas-fir	72,636
Coastal Western Hemlock	162,056

Regional Parks



BIOGEOCLIMATIC ECOSYSTEM TYPE	HECTARES
Coastal Douglas-fir	2,853
Coastal Western Hemlock	10,360



Coastal Western Hemlock



Coastal Douglas-fir

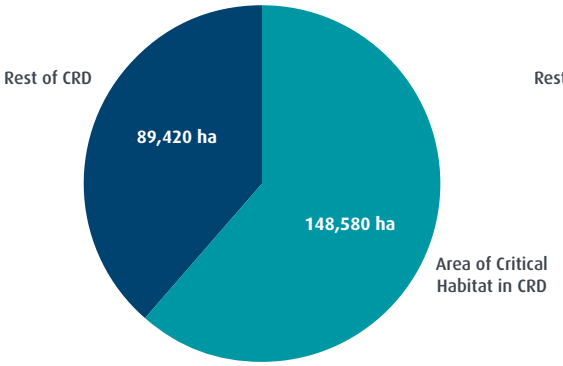


Mountain Hemlock

Appendix C: Cont.

Area of Critical Habitat designated for Species at Risk

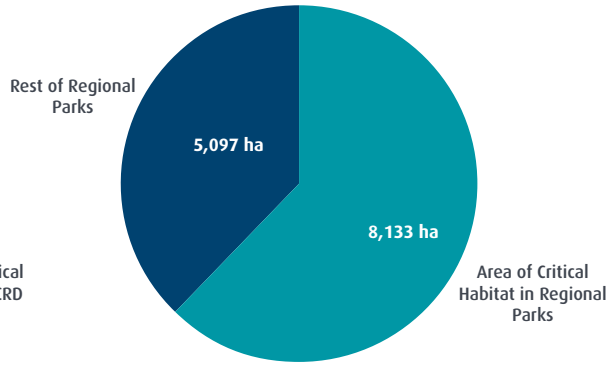
Capital Regional District



CRITICAL HABITAT (AREA)	HECTARES
Area of Critical Habitat*	148,580
Rest of CRD	89,420

* Identified for species at risk

Regional Parks



CRITICAL HABITAT (AREA)	HECTARES
Area of Critical Habitat*	8,133
Rest of Regional Parks	5,097

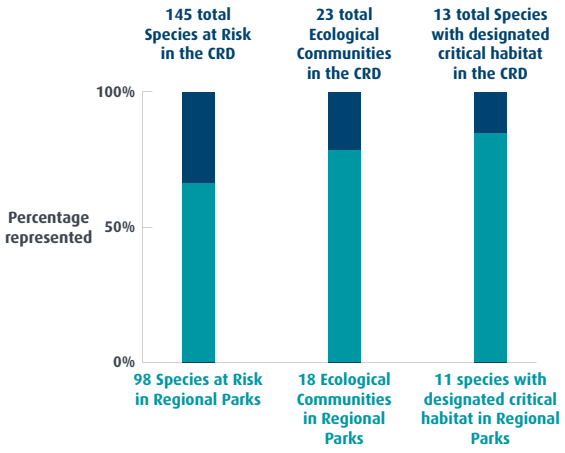
* Identified for species at risk

Regional Parks Representation of Species at Risk, Ecological Communities, and Critical Habitat in the CRD

SPECIES AT RISK	COUNT
In the CRD	145
In Regional Parks	98

ECOLOGICAL COMMUNITIES	HECTARES
In the CRD	23
In Regional Parks	18

CRITICAL HABITAT	COUNT
In the CRD	13
In Regional Parks	11



Appendix D: Related CRD Strategies and Plans

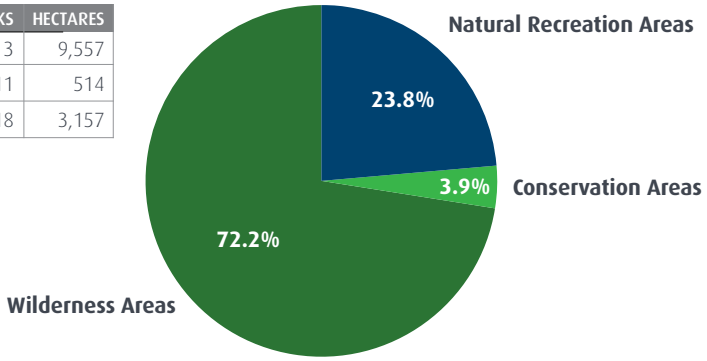
CRD Plans intersecting with regional parks and trails	Regional Parks and Trails Strategy Goal				
	1	2	3	4	5
2019-2022 Board Priorities	•	•	•	•	•
Advocacy Strategy (2019)	•	•	•	•	•
Climate Action Strategy (2021)		•	•	•	•
Corporate Asset Management Strategy (2019)			•	•	•
Corporate Plan (2019-2022)	•	•	•	•	•
First Nations Task Force Final Report (2018)	•	•		•	•
Regional Food and Agriculture Strategy (2016)				•	
Regional Green/Blue Spaces Strategy (1997)		•		•	
Regional Growth Strategy (2018)		•	•	•	•
Regional Parks Land Acquisition Strategy (2020-2021)		•	•		
Regional Parks Strategic Plan (2012-2021)		•	•	•	
Regional Trails Management Plan (2015)			•	•	•
Regional Transportation Plan (2014)			•	•	•
Regional Water Supply Strategic Plan (2017)				•	
Statement of Reconciliation	•	•		•	•

Appendix E: Regional Park Classifications

	REGIONAL PARK	CONSERVATION AREA	WILDERNESS AREA	NATURAL RECREATION AREA	HECTARES
1	Albert Head Lagoon				7
2	Ayum Creek				6.4
3	Bear Hill				48.7
4	Brooks Point				6
5	Coles Bay				3.6
6	Devonian				13.5
7	East Point				0.8
8	East Sooke				1,458
9	Elk/Beaver Lake				443
10	Francis/King				107
11	Gonzales Hill				1.8
12	Horth Hill				36
13	Island View Beach				52
14	Jordan River				100
15	Kapoor				12.6
16	Lone Tree Hill				31
17	Matheson Lake				157
18	Matthews Point				24
19	Mill Farm Reserve				315
20	Mill Hill				71.6
21	Mount Parke				91
22	Mount Wells				121
23	Mount Work				754
24	Mountain Road				19.8
25	Roche Cove				160
26	Sea to Sea				3,979
27	Sooke Hills Wilderness				4,120
28	Sooke Potholes				72
29	Sooke River Reserve				7
30	St. John Point				27
31	Thetis Lake				923
32	Witty's Lagoon				56

Regional Parks Land Base by Classification

PARK CLASSIFICATION	NUMBER OF PARKS	HECTARES
Regional Wilderness Areas	3	9,557
Regional Conservation Areas	11	514
Regional Natural Recreation Areas	18	3,157





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APPENDIX A
REVISED JULY 6, 2022

Regional Parks and Trails Strategic Plan

2022-2032



Making a difference...together

Territorial Acknowledgement

The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOḰEĆEN (Pauquachin), MÁLEXEŁ (Malahat), Pacheedaht, Pune'laxutth' (Penelakut), Sc'ianew (Beecher Bay), Songhees, SŦÁUTW (Tsawout), T'Sou-ke, WJOŁEŁP (Tsartlip), WSIKEM (Tseycum), and xʷsepsəm (Esquimalt), all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

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Cover photo credit: Andrea Rangel

Organizational Overview

The Capital Regional District (CRD) delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure, while continuing to provide core services to residents throughout the region.

Executive Summary

The Regional Parks and Trails Strategic Plan (Strategic Plan) is an overarching document that provides a long-term vision for regional parks and trails from 2022 to 2032. This updated 10-year Strategic Plan builds on the success of the Regional Parks Strategic Plan 2012-2021. It is founded on the belief that regional parks and trails provide immense benefits to the region and that it is necessary to plan today to protect those natural areas that are vital to the long-term health of the region's natural environment, cultural heritage and the health of people and of our communities.

The Capital Regional District (CRD) Board initiated an update to the Strategic Plan in December 2021 and set the initial direction for a renewed vision, mission, values and priorities for engagement. This Strategic Plan has been developed with input from First Nations, stakeholder groups and the public, and draws on corporate knowledge and linkages with other CRD strategies.

The highlights of the Strategic Plan are: a commitment to build strong relationships with First Nations in the region and support Indigenous rights; increased efforts to conserve natural areas and cultural heritage; improvements to the visitor experience; preparations for and action on climate change; improved resiliency across the service; and enhanced access to and equity in regional parks and trails.

As the Strategic Plan is implemented over the next decade, monitoring and reporting will be conducted so that the status of actions can be tracked and progress towards achieving the goals can be realized. Minor or major amendments to the Strategic Plan may be considered by the CRD Board over time, in response to shifting priorities.

1. Introduction

In 2019, the Capital Regional District (CRD) Board made it a priority to update the Regional Parks Strategic Plan 2012-2021. The CRD developed this Regional Parks and Trails Strategic Plan 2022-2032 (the Plan) between December 2021 and June 2022. The Plan updates the former strategy to reflect current challenges and opportunities affecting the region, as well as to incorporate recent CRD initiatives and priorities. The success of this Plan relies on a commitment to superior service delivery, cooperation with partners, and relationships with First Nations.

The Plan is structured as follows: the introduction sets out a renewed vision, values and principles, and mission statements and outlines the engagement process for the Plan update. Section 2 includes a review of the state of regional parks and regional trails in 2022. Section 3 establishes a classification system for regional parks and regional trails. Key priorities and initiatives for regional parks and regional trails are organized in five themes in Section 4. Section 5 outlines the monitoring and reporting structure for the Plan. A glossary of key terms is provided in Appendix A and supporting information is included in Appendices B-E.



Sea to Sea Regional Park



Mill Hill Regional Park

1.1 Vision

The vision identifies the desired future state of regional parks and regional trails in 2032:

> We have an expanded and connected system of regional parks and regional trails that are rich in biodiversity, respect Indigenous cultural heritage and use, inspire stewardship, are resilient to change, and provide enjoyable outdoor recreation experiences.

The initial direction for the vision statement was set by the CRD Board at the outset of the Strategic Plan update process and input was received from First Nations, stakeholder organizations and the public throughout the engagement process.

This vision recognizes that the CRD must play a prominent role as a leader in expanding the system of regional parks and trails, in collaboratively and respectfully stewarding natural areas, respecting cultural use, and in facilitating health and wellbeing in the face of a changing climate and a rapidly growing region. This Plan sets the course for the CRD to learn from and work with First Nations communities, as long-term stewards of these lands, achieve a rich and resilient network of parks and trails and to encourage a new generation of stewards.

Reaching the desired vision will be successful if the CRD works closely with First Nations communities, other levels of government, organizations, institutions and residents in the region. A focus on equity and accessibility in the Plan is aimed at encouraging broader participation in regional parks and trails.

1.2 Mission

The mission defines the fundamental purpose of the regional parks and regional trails system, describing why it exists, what it does, and the level of performance to be met or surpassed. The mission for regional parks and regional trails is to:

- Operate and manage a connected system of regional parks for public enjoyment.
- Foster stewardship by learning from and working with long-term land stewards and by connecting people to nature.
- Operate and manage a regional trail network for active transportation and recreation.
- Be fiscally responsible and accountable in decision-making.



Sea to Sea Regional Park

1.3 Values

The following values and guiding principles were identified during the development of this Plan. Values and principles define what is important to the CRD and will be applied to guide the implementation of this Plan:

Access: Regional parks and regional trails can be accessed by transit, micromobility, cycling and walking.

Accountability: Decision-making processes and financial management are transparent and based on the best available information.

Connectivity: Biodiversity depends on connected natural area corridors and complete communities depend on connected trail corridors and active transportation networks.

Conservation: Regional parks protect, restore and enhance the region's cultural heritage, biodiversity, and rare and unique ecosystems.

Education: Promoting literacy of the region's natural and cultural heritage increases awareness of the interconnectedness between humans and the nature and impacts of climate change.

Equity: Regional parks and regional trails are inclusive, culturally safe, and accessible to visitors of all ages, abilities and income levels.

Outdoor Recreation: Outdoor recreation benefits our health and wellbeing, connects us to each other and immerses us in nature.

Partnership: A commitment to developing meaningful partnerships with First Nations that respects Indigenous knowledge, First Nations governance and cultural use, as well as to developing partnerships with other levels of government and organizations in the region.

Reconciliation: A commitment to take action towards Indigenous reconciliation by respecting Indigenous laws and strengthening relationships with First Nations communities.

Resiliency: Regional parks and regional trails adapt to change by incorporating solutions that take action on climate change, recognize the value of Indigenous cultural knowledge, ensure sustainable service delivery and aim to benefit future generations.

Stewardship: A commitment to learning from and implementing approaches from First Nations, who are the long term land stewards, and inspiring residents and visitors to be stewards of the region's natural and cultural heritage by leading by example and showcasing best practices.

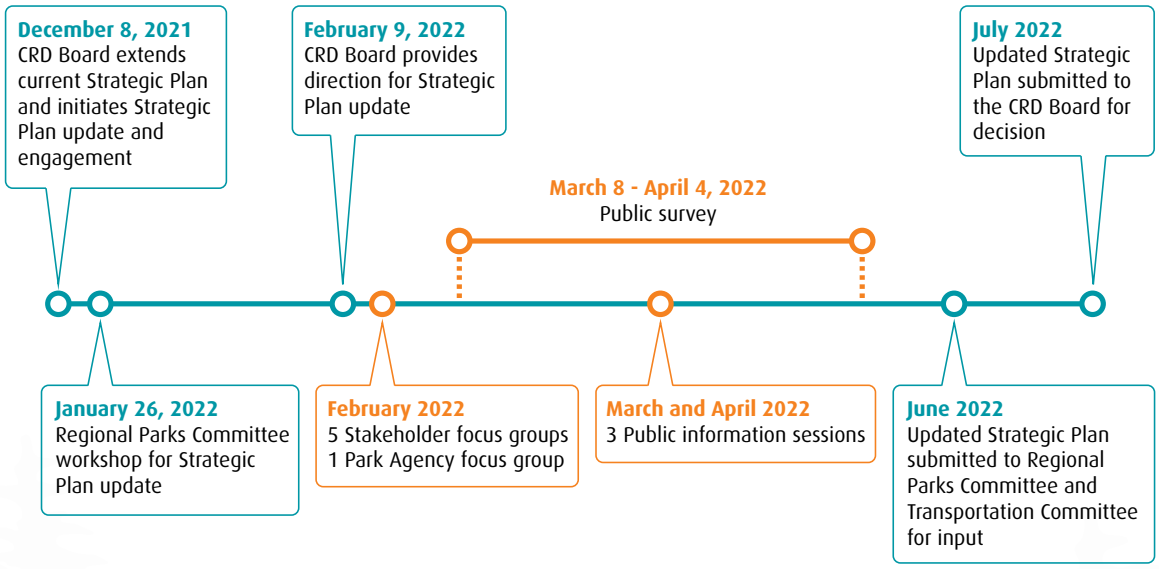


1.4 Engagement Process

In December 2021, the CRD Board initiated an update to the Regional Parks Strategic Plan 2012-2021. After initial input was received from the Regional Parks Committee and CRD Board to set the strategic direction of the Plan update, an engagement process was implemented between February and April to seek input on the Plan update from stakeholder organizations representing regional conservation, outdoor recreation and community interests, staff from other park agencies, and from the public (Figures 1 and 2). Collectively, the input received through this engagement process has contributed to the development of the vision, mission, values and principles, key priorities, initiatives and targets identified in this Plan. A complete engagement report accompanies this Plan.

The CRD's boundaries span the traditional territories of many First Nations, who have been taking care of the land since time immemorial. The CRD believes that a positive working relationship with First Nations is good for the whole region. Engagement with First Nations on the Regional Parks and Trails Strategic Plan 2022-2032 is ongoing throughout the development and implementation of this Plan. An engagement report outlining First Nations input to date accompanies this Plan.

FIGURE 1. ENGAGEMENT PROCESS TIMELINE



Engagement with First Nations on the Regional Parks and Trails Strategic Plan is ongoing.

FIGURE 2. ENGAGEMENT OVERVIEW

2,400
Visits to project webpage

44
Stakeholder groups attended
5 focus groups

1,228
Completed surveys

26
Attended 3 public information sessions

19,000
Reached on Social Media

15
First Nations invited to engage long-term



2. Regional Parks and Trails in 2022

2.1 Regional Parks Service

The CRD is the regional government for the 13 municipalities and three electoral areas that are located on the southern tip of Vancouver Island (Map 1). The CRD covers an area of approximately 238,000 hectares (ha) and extends from Port Renfrew in the west, to the Malahat and Saanich Inlet, to Victoria and the Saanich Peninsula, and Salt Spring Island and the Southern Gulf Islands in the east.

The CRD provides over 200 services in the following categories:

- Regional, where all municipalities and electoral areas are served
- Sub-regional, where two or more jurisdictions are served
- Local, in the electoral areas where the CRD is the local government

The authority to provide a regional parks and regional trails service is granted by the Province of British Columbia (BC) to the regional district primarily through provisions outlined in the *Local Government Act*.

The CRD has provided a service for the provision and maintenance of regional parks and regional trails since incorporation in 1966. The service is a regional service provided to all municipalities and electoral areas in the CRD, as per the "Regional Parks Extended Service Establishment Bylaw No. 1, 1989", CRD Bylaw No. 1749. The CRD Board is the decision-making authority for the service. The CRD Regional Parks Committee provides input to the Board on matters pertaining to regional parks and regional trails. As of 2022, the CRD Transportation Committee also provides input to the Board on regional trail matters (mobility and recreation, including land acquisition, management, operations and programs for the Galloping Goose, Lochside and E&N regional trails). Funding for the service is primarily through property tax requisition, with additional funding received from non-tax revenue sources, borrowing and grant funding.

In 2022, there are 32 regional parks and four regional trails in the system, comprising over 13,200 hectares (ha) of land (Map 2). Regional parks contribute approximately 27% to the region's network of protected natural areas (Appendix B). Map 2 shows the current extent of parks and protected areas, including federal, provincial, regional and municipal. The CRD's protected watershed lands are also included, as they comprise a significant area dedicated to protection of the region's drinking water supply.

In contrast to most municipal or community park services, regional parks in BC tend to be larger parcels of land located outside of the central urban core and having more limited recreation facilities. Regional parks generally contrast the scale of the vast provincial and federal park systems, and differ from the conservation mandate of conservancies and trust funds. In the CRD, regional parks receive high levels of visitation, offer high-quality facilities, and make up the largest type of park, covering 5.5% of the region's land base (Appendix B). Regional parks are provided for public enjoyment and are compatible with the objectives of protecting biodiversity and cultural heritage. The dynamic of establishing regional parks for the purpose of public use and enjoyment, and for conservation, will become increasingly challenging with continued population growth and development pressure in the region.

Regional trails differ from neighbourhood-scale walking and cycling infrastructure, as they span municipal boundaries and serve as off-street greenway corridors for both active transportation and recreation. Regional trails also differ from provincially-designated Recreation Trails, such as the Kludahk Trail, and iconic hiking trail experiences, such as the Provincial Juan de Fuca Marine Trail and federal West Coast Trail. Regional trails will become increasingly important in supporting the regional transportation mode-shift towards active transportation and micromobility choices, and for improving health and wellness in the region's population.



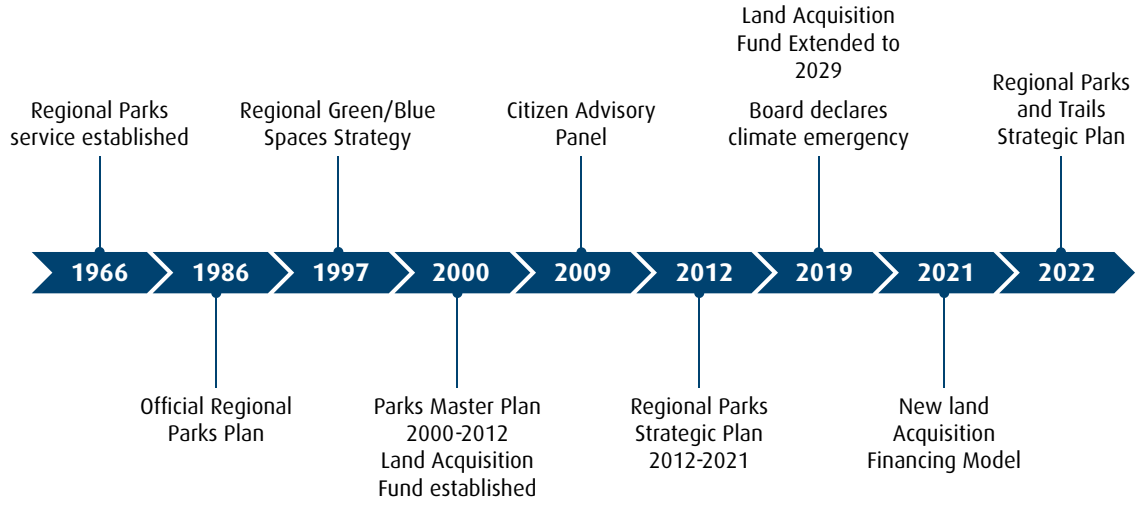




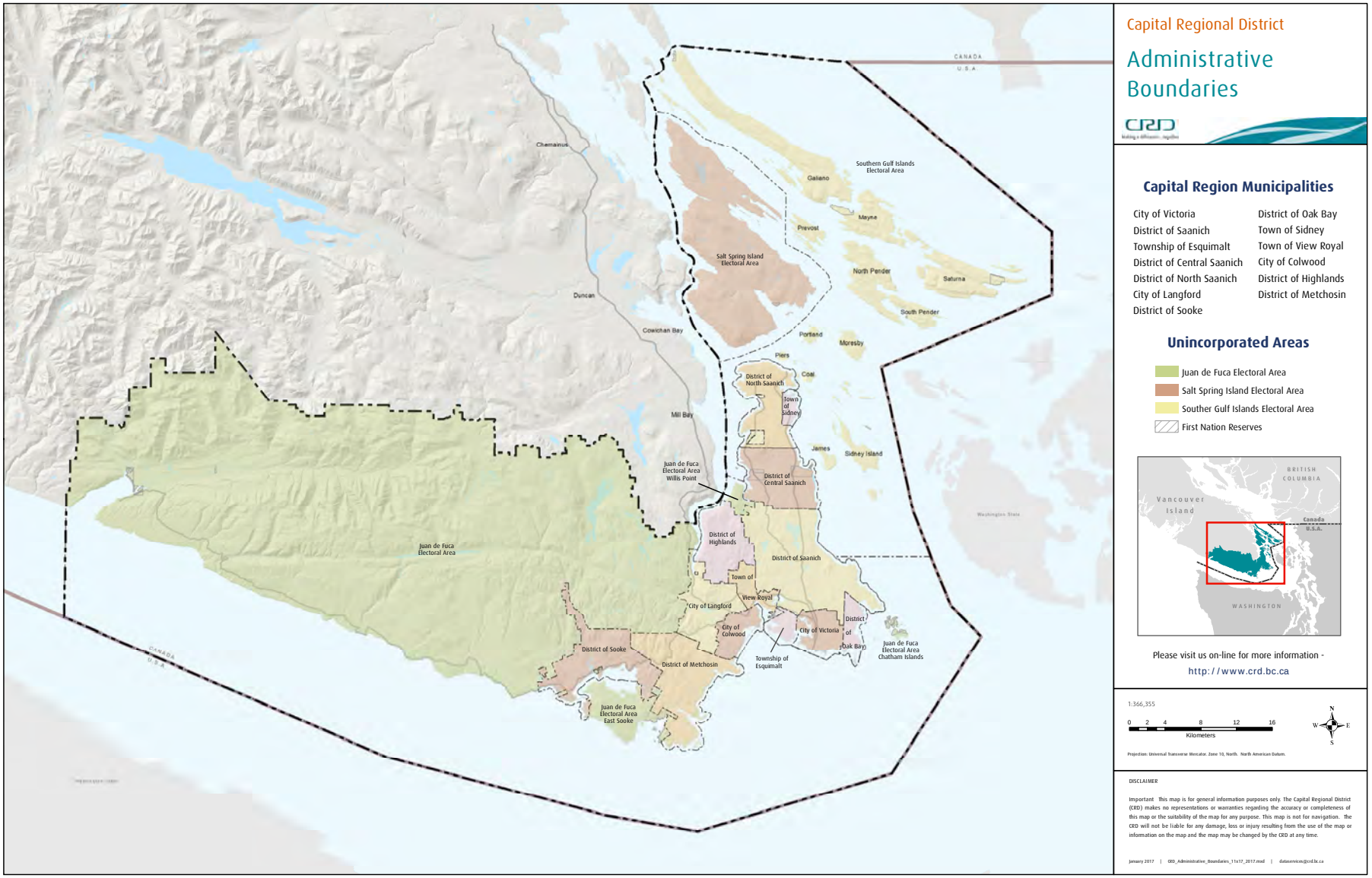
Elk/Beaver Lake Regional Park

The management of regional parks and regional trails has been guided by various plans and strategies over the years. The former Regional Parks Strategic Plan 2012-2021, developed with extensive involvement by a Citizens Advisory Panel, has provided guidance to service delivery over the past ten years. Many of the foundational principles in the former Strategic Plan are incorporated into this updated Plan, and emerging priorities over the past decade have been considered for inclusion in this updated Plan. Notable milestones impacting regional parks and regional trails are highlighted in Figure 3.

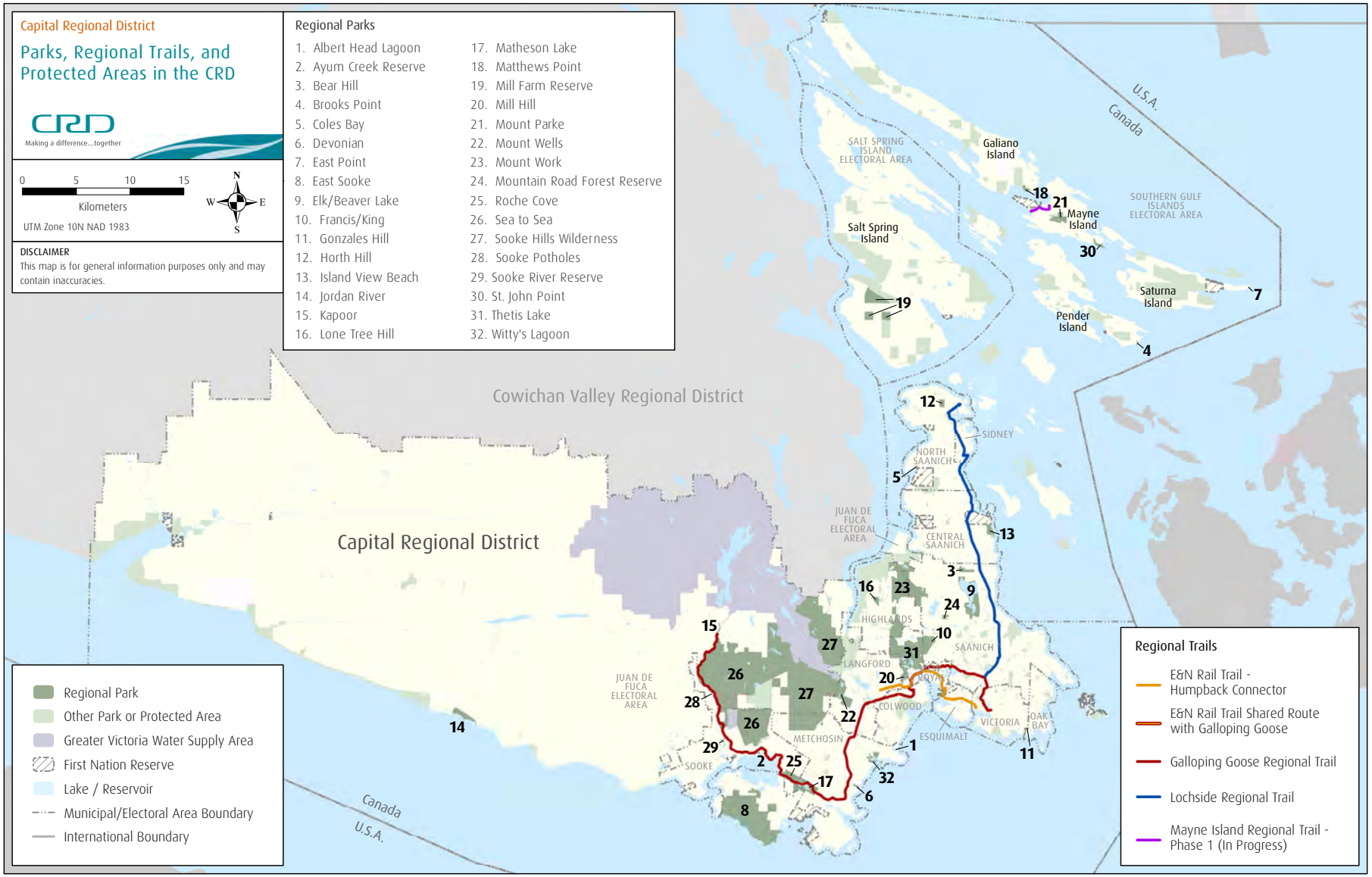
FIGURE 3. ACTION THROUGH THE YEARS



MAP 1. ADMINISTRATIVE BOUNDARIES



MAP 2. PARKS AND PROTECTED AREAS IN THE CRD





2.2 Cultural Setting

First Nations with traditional territory in the region follow Indigenous laws, assert Aboriginal Rights protected by section 35 of the *Constitution Act,* and many First Nations are also signatories of the Douglas Treaties.

The CRD's 2018 First Nations Task Force Final Report (Final Report) recommends actions and next steps for the CRD's path towards more inclusive models of governance and decision making between the CRD and First Nations governments. The CRD's Statement of Reconciliation underpins this Final Report and guides the organization's initiatives at the Board, leadership and staff level. The CRD can support reconciliation in many ways. Such opportunities are identified in the Final Report including, but not limited to, incorporating traditional knowledge in park management decisions, offering cultural acumen staff training, and involving First Nations in restoration projects. The CRD Corporate Plan 2019-2022 further identifies the need for the CRD to undertake engagement with First Nations regarding greater collaboration and parks operations.

In 2019, the Province of BC enacted the *Declaration on the Rights of Indigenous Peoples Act*, committing to upholding the human rights of Indigenous Peoples, and adopted a five-year action plan to advance reconciliation in tangible and measurable ways between 2022-27. Of particular relevance to regional parks and trails are: Article 11 that acknowledges Indigenous peoples have the right to practice and revitalize their cultural traditions and customs; and Article 31 that recognizes that Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions. These articles and actions will influence how the CRD and First Nations in the region work together over the next decade.

The CRD supports the *Heritage Conservation Act* through implementation of the CRD's Protection and Conservation of Heritage Sites Policy. The CRD recognizes the historical, cultural, scientific, spiritual and educational value of archaeological sites to First Nations, local communities, academic institutions, and the public.

Regional parks encompass many cultural heritage values that may or may not benefit from formal protection but are important in telling the history of the region. The CRD seeks to connect people to place through the delivery of interpretive programs, signs and information. An interpretive program was piloted in 2021 to explore the cultural significance of the region through a First Peoples lens. This program will be expanded in 2022.



Sooke Hills Wilderness Regional Park
Credit: Rich Mably

2.3 Physical Setting

The CRD encompasses a complex geography and climate that includes a range of rich and diverse ecosystems. Regional parks are home to a number of culturally significant plants and animals for First Nations, including camas, saskatoon berry and sword fern. The CRD is located within three Biogeoclimatic zones: Coastal Douglas-fir (CDF), Coastal Western Hemlock (CWH) and Mountain Hemlock (MH) (Map 3).

The CDF zone is home to the highest number of species and ecosystems at risk in BC, of which many are ranked globally as imperiled or critically imperiled. Only 0.3% of BC consists of CDF zone and it is the least protected zone in BC, with many of the protected areas being small, isolated parcels surrounded by development. A significant portion of the total CDF land base has been converted or altered by forestry, agriculture, mining and residential development (Map 4). There is only one subzone of CDF, recognized as CDFmm (Moist Maritime). The CRD currently protects 4% (2,850 ha) of the CDF occurring within the region, which comprises approximately 40% of the regional parks system as a whole (Appendix C).

The CWH zone covers approximately 11% of the province and is comprised of ten subzones, of which three occur within the CRD. While the CWH is relatively well protected across BC, two subzones that occur within the CRD are more heavily disturbed and less protected across their range, including CWH xm1 (very dry maritime - eastern) and CWH sm2 (very dry maritime-western). The CRD currently protects 6.4% (10,360 ha) of the region's CWH, which comprises 60% of the regional parks system (Appendix C).

The MH zone occupies approximately 4% of the province, along higher elevations (900-1,800 m above sea level) of the BC Coast. It consists of three subzones, of which only MH mm1 (moist maritime) occurs within the CRD in an area of 3,473 ha in size. The MH mm1 zone is generally well protected across BC, but is not currently protected by the regional parks system.

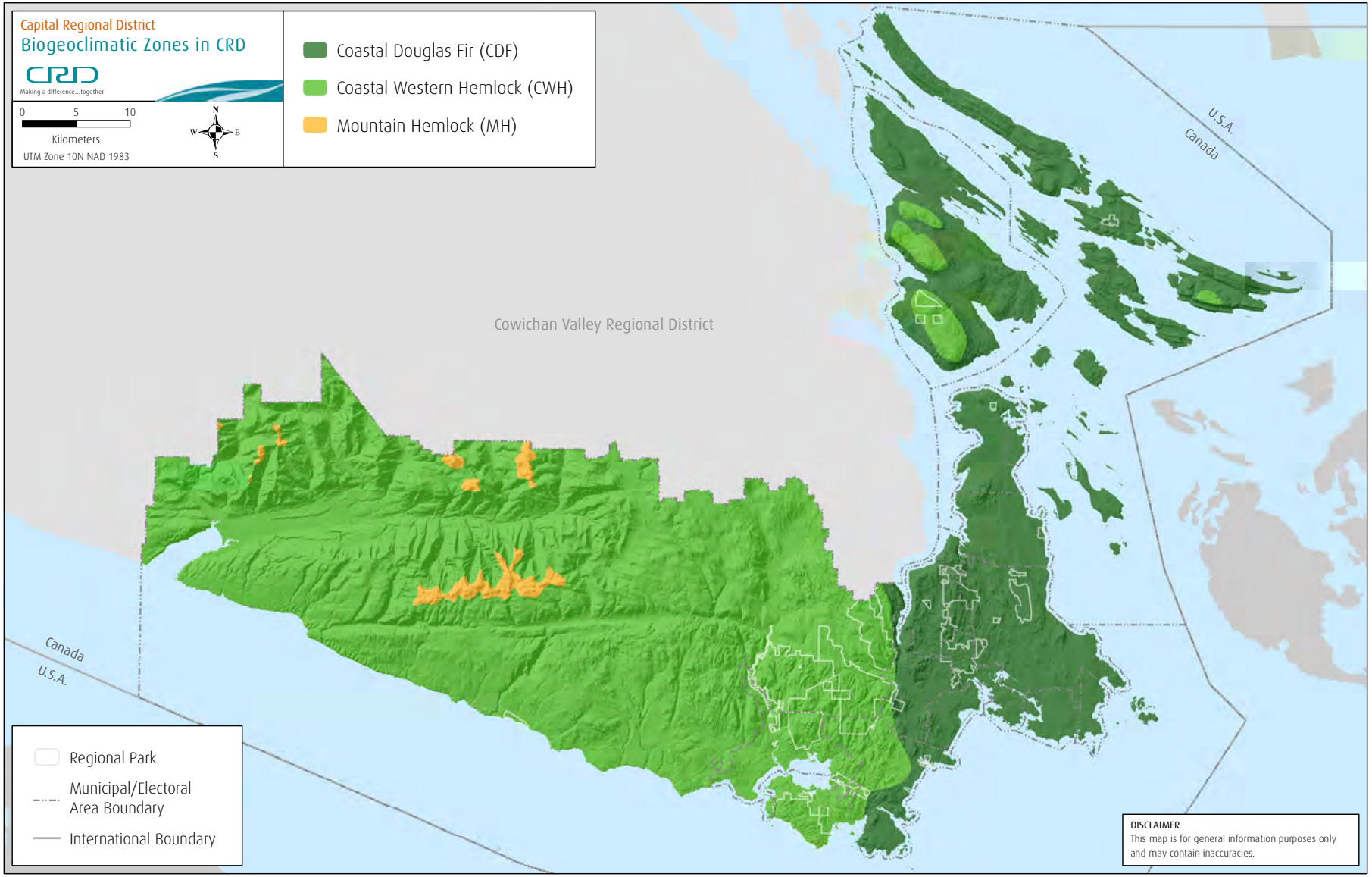
There are several species and ecological communities within the CRD at risk of becoming extinct. The *Species at Risk Act* (SARA) provides federal legal protection for species at risk, and their associated critical habitat, in an effort to recover the species. Critical habitat is identified under SARA to protect habitat necessary for the survival or recovery of species at risk. While SARA applies largely to federal lands, the CRD is effectively responsible for providing protection for species at risk within regional parks. The BC Ministry of Environment Conservation Data Centre conducts provincial assessments of species and ecological communities at risk. The CRD supports conservation by complying with provincial and federal legislation for at risk species and ecological communities in regional parks.

Both federally and provincially listed species at risk, and ecological communities occur across the CRD. Federally, 72 species are known or expected to occur within region parks, comprising 88% of all at-risk species across the Capital Region. Critical habitat has been proposed or confirmed for 11 of those species, covering over 60% of existing regional parks land base. Provincially, 61 species at risk and 18 ecological communities at risk occur within regional parks, comprising 51% and 78% of all species and ecological communities in the Capital Region, respectively. This data may exclude some omitted information due to privacy or data sensitivity purposes.

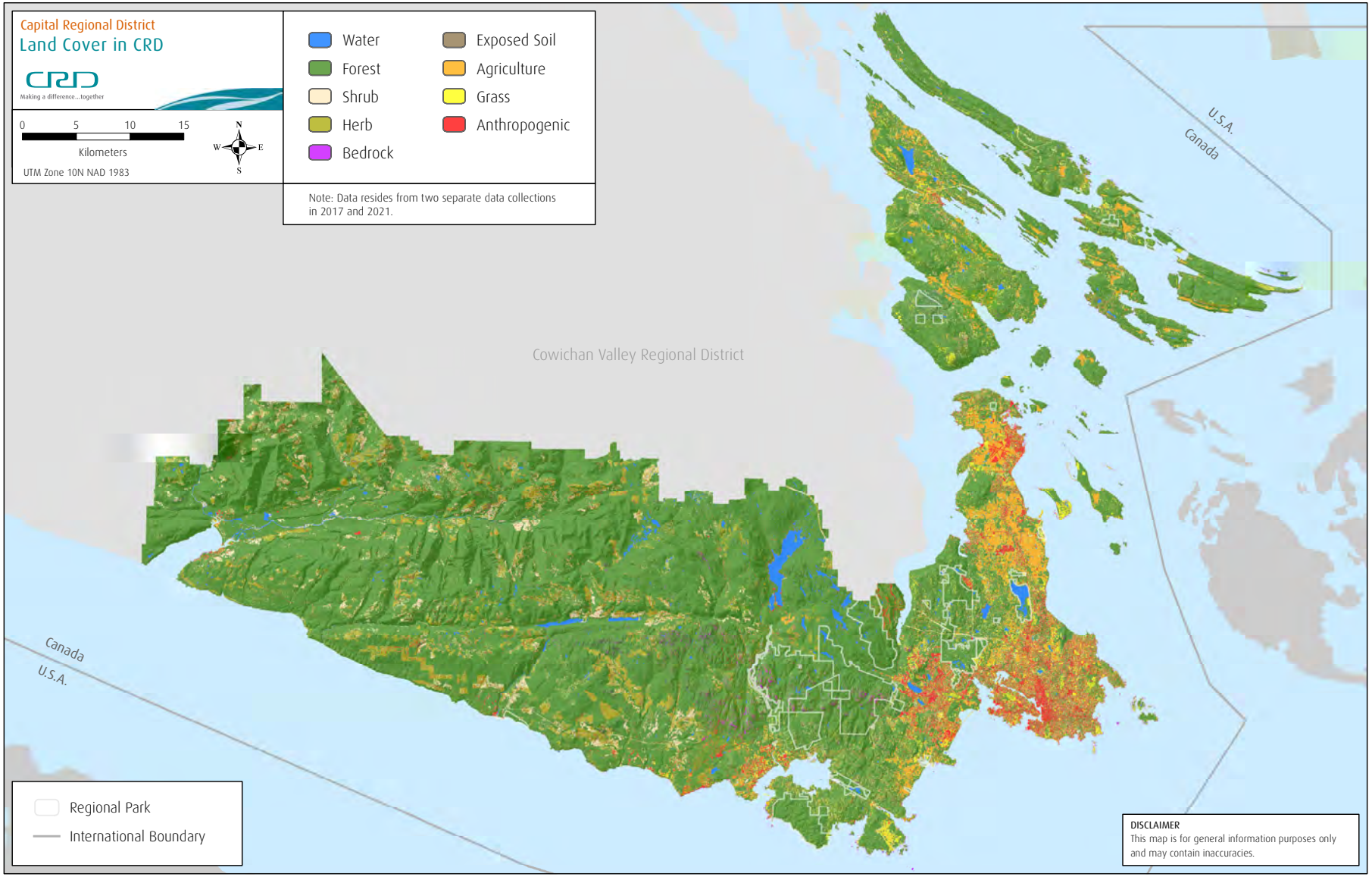
The region includes a mosaic of different land cover types that have changed significantly over the years. Map 4 provides a snapshot in time of the land cover categories comprising the region. The majority of regional park land is dominated by forest land cover (86%) with herb and water (lakes, streams and wetlands) comprising about 8% of regional parks. The remaining land cover in regional parks includes bedrock, grass and shrubs, and very minimal modern anthropogenic features (roads, built infrastructure). Although land cover and land use is in constant flux at the local level, the character of the region is not anticipated to change significantly on a broad scale over the next decade. The urban containment boundary identified in the CRD's Regional Growth Strategy plays a key role in protecting natural areas from outward urban expansion, as has the strategic acquisition of the green/blue belt over the past twenty years.

Regional parks are vulnerable to a number of stressors that threaten the ecological health, function and integrity of important ecological values, both within regional parks and the surrounding land. Threats to the region’s ecological values include invasive species, hyperabundant species, urban development, industrial and agricultural land use, and significant or extreme weather events, such as fire, flood, drought, wind, and sea level rise. Ecological values are also vulnerable to pressures within regional parks related to facility development and visitor use. The CRD addresses and mitigates threats to ecological values in regional parks and trails through research, planning, active management, stewardship, monitoring and enforcement in collaboration with First Nations, community members, regional and provincial partners.

MAP 3. BIOGEOCLIMATIC ZONES IN CRD



MAP 4. LAND COVER ANALYSIS



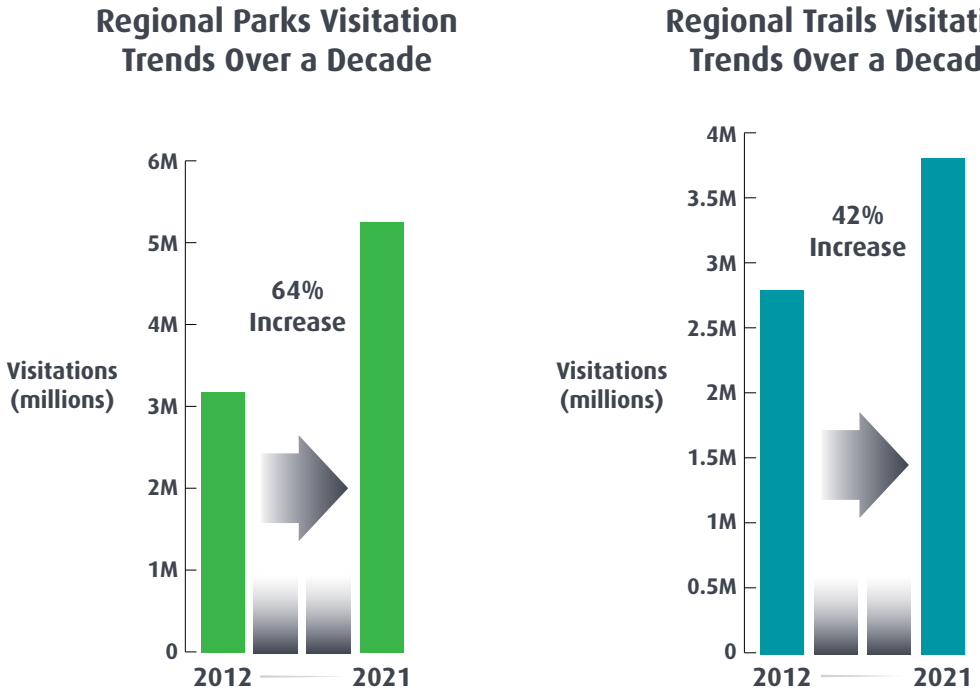
2.4 Visitor Experience

Regional parks and regional trails are vital to the region, supporting health and wellbeing, offering social connections, and improving quality of life. Regional parks provide over 300 kilometres (km) of trails and a range of opportunities for outdoor recreation, experiencing nature, learning about natural and cultural heritage, participating in park stewardship, and gathering for events. Regional parks primarily offer day-use activities, but there are currently three campgrounds operating in the system. The regional parks system includes near-urban, rural, and remote opportunities to access nature. Regional parks receive routine maintenance and improvements to address public safety, such as waste removal, vegetation clearing, and hazard assessments.

Regional trails are a separated, primarily off-street pathway system connecting urban and rural communities across the region. There are over 100 km of regional trails available for use 24 hours a day, 365 days per year. Regional trails serve as the anchor for the region's active transportation network and recreational greenway corridors.

System-wide visitation to regional parks and regional trails has increased by 54% since 2012. In 2021, regional trails received over 3.7 million visits and regional parks received over 5 million visits (Figure 4). Visitation rates are determined by a series of vehicle counters at parking lots and trail counters at various locations.

FIGURE 4. 10 YEAR VISITATION TRENDS



Residents of the region value the importance of regional parks and regional trails. The CRD's 2017 Regional Parks Resident Survey results indicate that the public supports outdoor recreation activities in regional parks provided there is no negative impact to conservation values and that the most popular recreational activities in regional parks are hiking, walking, horseback riding, cycling, camping, swimming, paddling, fishing and nature study. Regional trail use is predominantly by cyclists (80%) and pedestrians (20%) in the urban areas, with peak use to weekday morning and afternoon commute times. Regional trail use in the rural areas receives lower volumes and seasonal use, and includes cyclists, pedestrian and equestrians with peak use occurring on weekends and midday.

The CRD offers interpretive programs that deliver education and outreach about natural and cultural values in regional parks. In 2019, prior to the COVID-19 pandemic, interpretive programs reached over 3,600 students through school programs, 6,600 park visitors through public programs and park events, and over 2,000 residents through community outreach events. In addition, the CRD operates two nature centres in regional parks that are open to the public and, on average, see over 8,000 visitors a year. In 2021, the CRD piloted an interpretive program in regional parks that explores the cultural significance of the region through a First Peoples lens and is expanding the program in 2022. The CRD supports reinstating Indigenous place names through the regional park naming policy and interpretive signage.









Many opportunities are available for volunteers to be involved in regional parks and trails. The CRD offers volunteer positions as park naturalists, park stewards, mountain biking stewards, and trail ambassadors. There are also opportunities for volunteers to contribute to projects, such as park clean-ups, invasive species removal, restoration and vegetation planting. In 2021, approximately 460 volunteers committed over 5,500 hours to regional parks and trails. Additionally, the CRD holds two license agreements with community organizations for stewardship of mountain-biking trails in two regional parks. Expertise, in-kind contributions, and financial donations contribute to the overall enhancement of regional parks and regional trails and, through working with First Nations, volunteers and organizations, the CRD can strengthen connections with community members and better understand the visitor experience.

Certain uses may be allowed in regional parks and trails on a limited basis, subject to permit, as outlined in CRD Bylaw No. 3675, the "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010". In 2021, 38 special event permits were issued for activities such as festivals and competitions, 63 commercial permits were issued for activities such as filming, training, dog-walking, use of picnic shelters, and research. The CRD recognizes the benefits of enhanced opportunities in regional parks and trails provided that, overall, natural areas and other park users are not negatively impacted.

The CRD delivers a compliance and enforcement program in regional parks and regional trails that emphasizes use of education to gain voluntary compliance leading to better protection of park and trail assets, safer and more enjoyable experiences, and better informed park and trail users. This work is conducted through community outreach, promotional campaigns, volunteers and the park ranger program. In 2021, park rangers conducted over 2,700 hours of patrols and CRD bylaw officers conducted over 1,800 hours of patrols to promote compliance with the "Capital Regional District Parks Regulation Bylaw No. 1, 2018", CRD Bylaw No. 4225. While voluntary compliance far exceeds the number of ticket violations, the main infractions tend to be related to illegal parking, camping in unauthorized areas, possession of alcohol, off-leash dogs and failure to obey signs. The use of regional parks and regional trails is summarized in Figure 5.

FIGURE 5. USE IN REGIONAL PARKS AND REGIONAL TRAILS





Todd Creek Trestle - Galloping Goose Regional Trail

2.5 Park and Trail Facilities

The CRD's system of regional parks and regional trails is comprised of both natural assets and facilities, including over 13,200 ha of land and 300 km of park trails in 32 regional parks, and approximately 100 km of paved and gravel regional trails.

The CRD's 2019 Corporate Asset Management Strategy outlines how the CRD will apply an integrated approach, evidence-based decision-making, and life cycle management to renew infrastructure and determine appropriate levels of service for regional parks and regional trails.

The CRD's 2019 Regional Parks Sustainable Service Delivery Plan Report Card provides a summary of the condition of assets in regional parks and trails and a snapshot of the services' financial state to help inform a future asset renewal program and ensure appropriate levels of service delivery.

There were an estimated 273 major engineered assets in regional parks and trails in 2019. Although the majority of engineered assets in both regional parks and regional trails are in good or very good condition, infrastructure such as dams, buildings and bridges have high replacement costs, need to meet public safety standards, and are critical for continued public use. Facilities such as trails, furniture and signage have varying lifespans and renewal needs but are also essential for providing a high quality experience to visitors.

Staff plan, implement, operate and maintain infrastructure in regional parks and regional trails to provide an appropriate duty of care and deliver the service to visitors. This work requires adequate numbers of skilled staff plus equipment, vehicles and supplies. The CRD typically retains contractors to conduct more significant construction and repair projects.

2.6 Investment

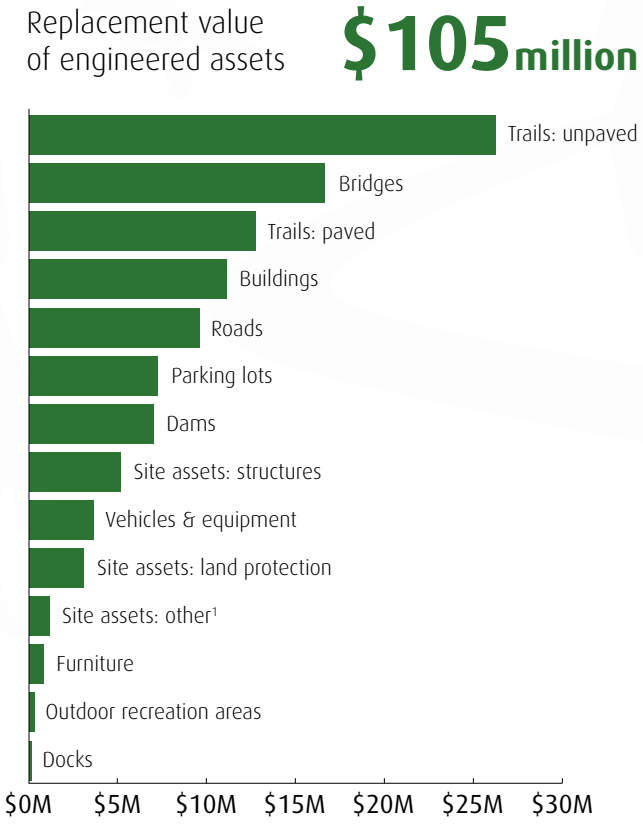
The regional parks and regional trails service is funded primarily through a regional property tax requisition. In 2022, the annual operating budget for regional parks and regional trails was $16.7 million. The CRD Board Strategic Plan 2019-2022 prioritizes ensuring appropriate funding for parks and trails infrastructure, improvements and maintenance. The CRD Board has also endorsed the appropriateness of the property tax requisition as the primary revenue source for operating costs and continues to seek ways to relieve affordability pressure for taxpayers.

Non-tax revenue does provide a portion of the funding stream for regional parks and trails. Non-tax revenue is generated through the fees and permit provisions in CRD Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010". Other sources of non-tax revenue may include: donations, facility rentals or lease agreements, bylaw infraction fines, and external grant funding. The CRD conducted a revenue generation review for regional parks in 2019 and determined approximately $575,000, not including grant funding and bylaw infraction fines, was generated from non-tax sources. In 2022, non-tax revenue comprises approximately 3% of the annual budget for regional parks and trails. In 2022, tax requisition funded $15.5 million towards the total annual operating budget of $16.7 million. Additionally, grant funding enhances the overall budget but is dependent on available opportunities and successful applications.

The total 2019 replacement value for all built infrastructure over the current lifespan was estimated at $105 million. The value of regional trails infrastructure costs make up over 40% of asset replacement value (approximately $40 million) (Figure 6). These estimates were based on an estimated condition assessment and valuation of existing built assets and do not include enhanced or expanded assets already committed or contemplated in this Plan. Inflation, cost and availability of materials will continue to influence the estimated replacement value of built infrastructure. Due to these factors, the estimated 2022 replacement values for all built infrastructure in regional parks and regional trails over the current lifespan is estimated at $120,750,000.

Additional financial resources are required to meet critical infrastructure renewal demands, as well as to address expansions to the regional parks and trails system, enhanced protection and monitoring of ecosystems and cultural heritage, improved facility design, planning, monitoring, engagement and outreach efforts. Although grant funding is typically relied upon to develop new facilities, there is increasing need to secure reliable and sustainable funds to support future enhancement to, and renewal of, regional parks and trails.

FIGURE 6. 2019 REPLACEMENT VALUE OF ENGINEERED ASSETS



Number of major engineered assets[2]

273

Portion of assets associated with regional trails[3]

43.5%

[1]The category of Site assets: other includes water systems, sign posts and utilities.
[2]The total number of major and minor assets is 3,700.
[3]Assets in the regional trails service include asphalt and gravel pavement, bridges and culverts, fencing, pit toilets, and amenities such as rest and water stations.

2.7 Land Acquisition

The CRD Board established a Land Acquisition Fund (LAF) in 2000 for the sole purpose of acquiring regional park land. The LAF was initially set at a rate of $10 per average residential household and has increased over time. In 2010, the LAF was renewed and an increase of $1 per year was approved. In November 2019, the Board extended the LAF to 2029 at the rate of $20 per average residential household, with rates set to increase by $1 each year through 2025 to a maximum of $25 per average residential household. The LAF collected approximately $4 million in 2021 for regional park land acquisition.

The CRD's 2022 Financial Plan incorporates a new approach to land acquisition that leverages borrowing capacity to purchase land that would otherwise be unattainable on a pay-as-you-go savings model. The new borrowing-power approach recognizes that, given the current economic development reality and high land costs in the region, land acquisition decisions need to accommodate opportunistic acquisitions of important lands versus saving for a cash purchase. This financing structure is anticipated to create a revenue stream that can be used to debt service up to $50 million of land purchases over 15 years, thereby leveraging a net increase in land values in excess of $100 million. The financing structure is aimed at managing revenue and cash flow to increase land acquisition capacity and provide value-added service delivery. Costs incurred for the securement and development of new regional park lands are considered at time of acquisition, and when a park management plan is developed, and are brought forward as budget increases.

The CRD's Regional Parks Land Acquisition Strategy (LAS) identifies criteria for selecting desirable parcels of the land to purchase as regional park. The LAS strives to achieve a 20% contribution of land acquisition funds from partners. To date, the CRD, with support of partners, has acquired approximately 4,800 ha of land since 2000. In that time, the regional park system has grown from 8,400 ha to more than 13,200 ha.

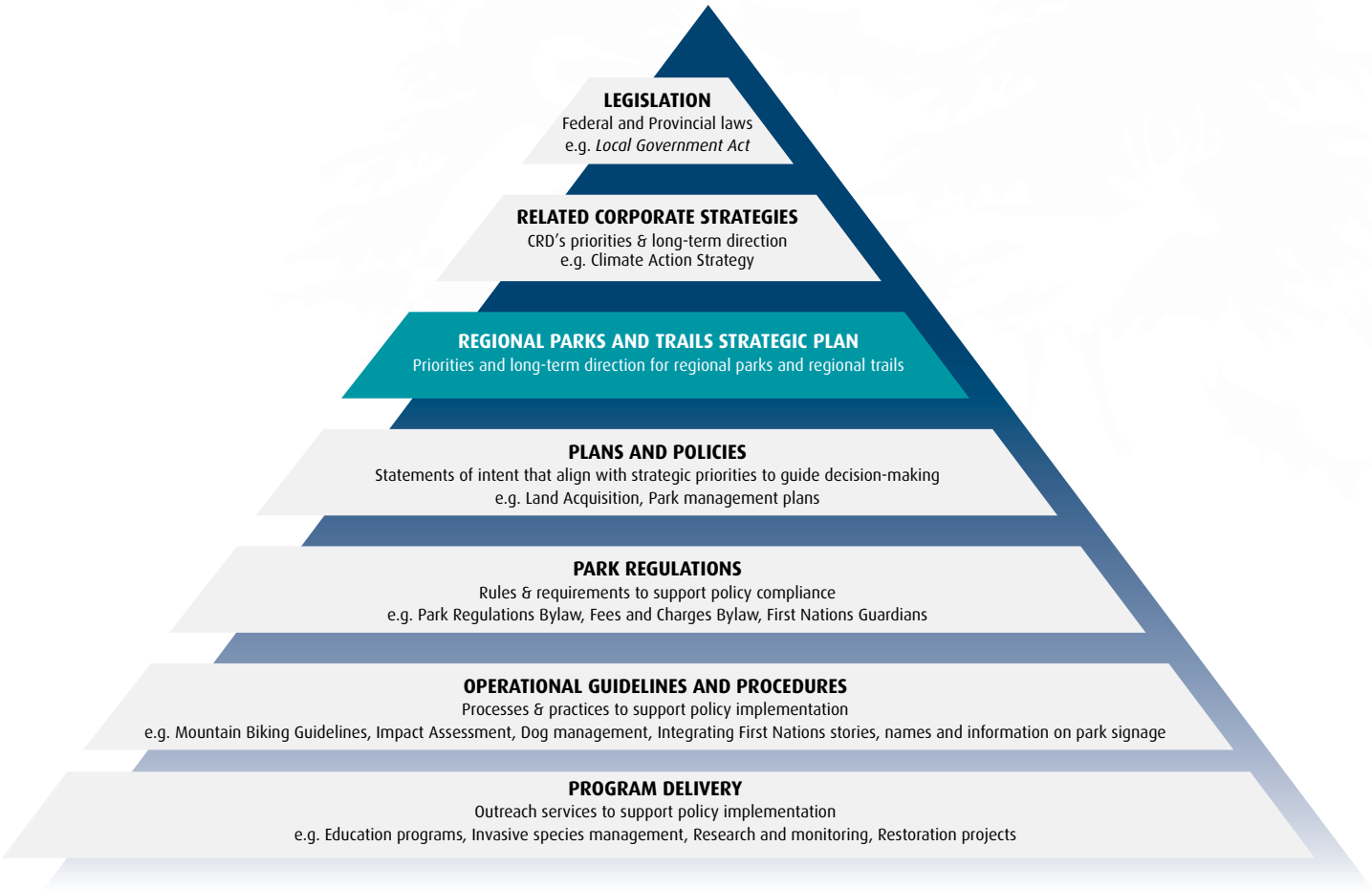
The CRD’s Regional Growth Strategy (RGS) requires municipalities to identify regionally significant park lands in the municipal context statements in their Official Community Plans. The CRD is committed to having meaningful discussions with First Nations, municipal, provincial and federal parks agencies operating in the region, as well as with land conservancy organizations and other potential partners when entering into land acquisition decisions.

3. Planning Framework

This updated Strategic Plan will help the CRD set priorities, respond to complex challenges, and guide the organization in making decisions that move towards a desired future state for regional parks and regional trails. This Plan will benefit staff, the Regional Parks Committee, Transportation Committee and the Board in making decisions that advance the vision. The updated Strategic Plan will provide better opportunities for First Nations engagement by providing a framework for collaborating on regional parks and trails initiatives with First Nations. The updated Strategic Plan is also intended to create a greater understanding of the CRD's priorities and commitments for regional parks and regional trails going forward.

This Plan applies to the overall management of regional parks and regional trails. The Plan's vision, mission, values and principles, priorities, actions and targets will be implemented through the various plans, policies, regulations and programs guiding regional parks and regional trails (Figure 7). Where existing park plans and policies are inconsistent with the Strategic Plan, updates will be undertaken to bring them into alignment. Financial support for implementation will be determined through operating and capital budgets approved by the Board.

FIGURE 7. STRATEGIC PLAN WITHIN THE HIERARCHY OF OTHER PLANNING DOCUMENTS



Since 2012, the CRD has adopted a number of key strategies, including the Regional Growth Strategy and Climate Action Strategy, and has committed to support reconciliation with First Nations that have traditional territory in the region. This Plan reflects how the regional parks and regional trails system can support the current CRD Board priorities 2019-2022, and the initiatives identified in the related CRD strategies identified in Figure 8 (Appendix D). Related CRD strategies are available at: www.crd.bc.ca/plans

FIGURE 8. CRD STRATEGIES WITH STRONG LINKS TO THE REGIONAL PARKS AND TRAILS STRATEGIC PLAN





East Sooke Regional Park

3.1 Regional Park Classifications

A park classification system establishes the intended purpose for each park type. The concept of establishing a spectrum of regional park classifications was first adopted in the Official Regional Park Plan, 1987, and continued in the CRD Parks Master Plan, 2000, and the Regional Parks Strategic Plan 2012-2021. The regional park classification system is established in Figure 9. Existing regional parks are classified as shown on Map 5, and Appendix E, and include: 11 Conservation Areas, 3 Wilderness Areas, and 18 Natural Recreation Area parks. Appendix E shows the current proportion of the regional parks system by classification type. A new Conservancy Area classification has been established in anticipation of emerging interests to protect natural or cultural features, primarily for their intrinsic value to First Nations. Consideration of a new park classification by the CRD Board would constitute a major amendment to this Plan. Consideration of classifying new regional park land or reclassifying existing lands by the CRD Board will constitute a minor amendment to this Plan.

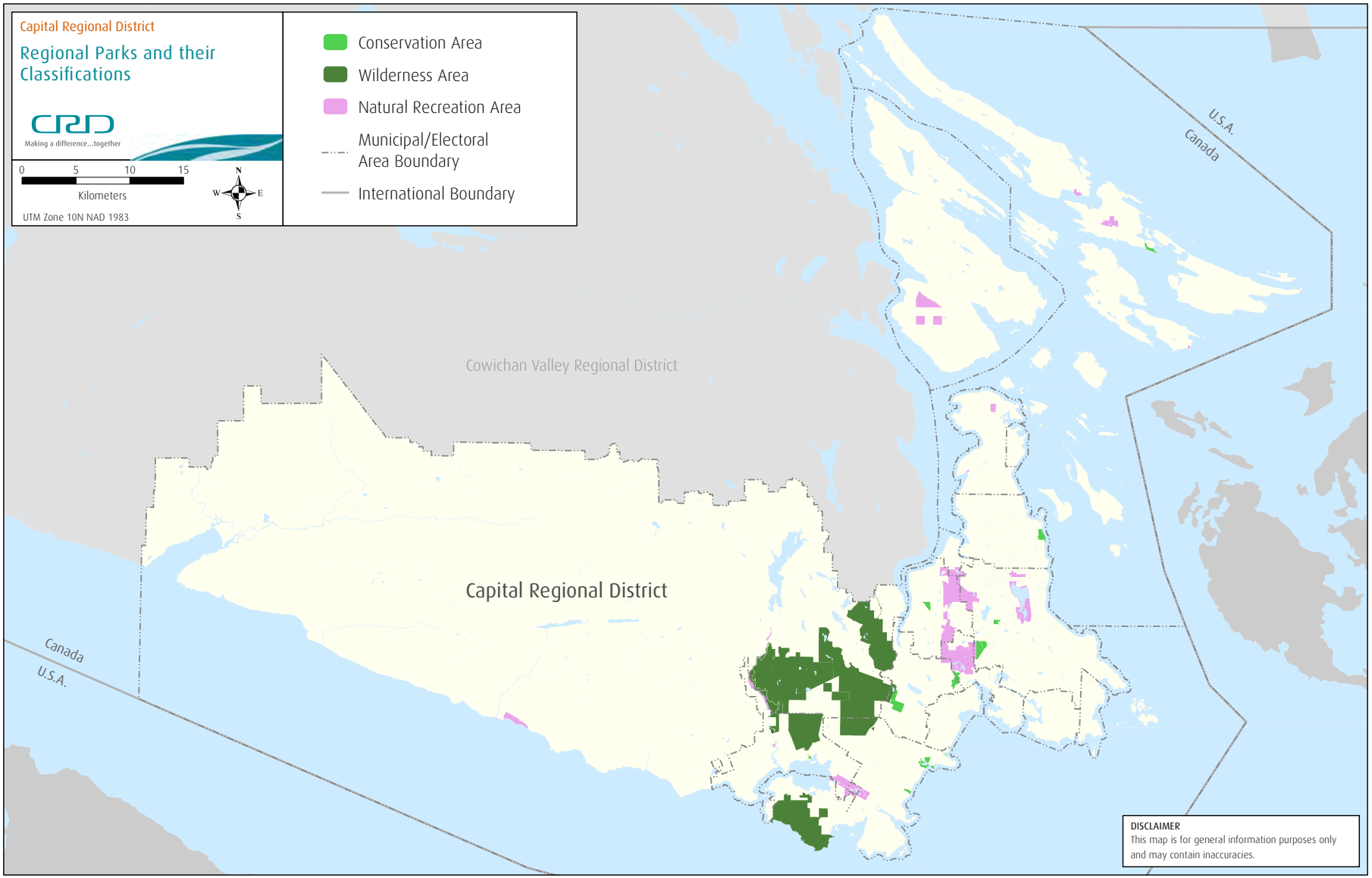
Park management plans set the policy approach for regional parks and will be reviewed and updated to align with this Plan. Of the 32 regional parks in the system in 2022, 18 have management plans, 1 has interim management guidelines, and 13 are without management plans. Of the 18 management plans, 8 have been approved within the past 15 years. Upon acquisition, a park is dedicated by bylaw and a park management plan is prepared and approved by the CRD Board to guide how that park is to be developed and what services will be offered. Park management plans that are informed by assessments of what regional park values are present, input from First Nations, stakeholder groups and the public provide a foundation for evidence-based decision-making and reflect current and future visitor use of regional parks in order to anticipate future pressures on the park and to respect interests and values. Park zoning is used to define appropriate uses, facilities and services offered within different areas of a park based on the present values. It is important that park management plans forecast challenges and opportunities that may impact a park over time, and include mitigation measures and financial considerations to guide decision-making. Regular monitoring and reporting on park management plan implementation provides accountability and transparency.

FIGURE 9. REGIONAL PARK CLASSIFICATIONS



Park Classification	Purpose
Conservation Area	To protect species or ecological communities at risk and to offer visitor experiences that are primarily focused on interpretation of natural and cultural features.
Wilderness Area	To protect large, connected tracts of natural areas and to offer visitor experiences that are primarily focused on remote and secluded outdoor recreation activities.
Conservancy Area	To protect natural assets and areas primarily for their intrinsic cultural use value where there is a traditional use agreement in place and to offer visitor experiences that enhance understanding and appreciation for Indigenous cultural use.
Natural Recreation Area	To protect a connected system of natural areas and to offer visitor experiences that are primarily focused on outdoor recreation activities.

MAP 5. REGIONAL PARK CLASSIFICATIONS



3.2 Regional Trail Classifications

A trail classification system establishes the intended purpose for each regional trail type. This Plan builds on the regional trail classification system established in the Regional Parks Strategic Plan 2012-2021 and is established in Figure 10. Existing regional trails are classified as shown on Map 6 and include: Urban Bike and Pedestrian and Rural Bike and Pedestrian. Consideration of a new trail classification by the CRD Board would constitute a major amendment to this Plan. Consideration of classifying new regional trails or reclassifying existing regional trails by the CRD Board will constitute a minor amendment to this Plan.

The CRD's 2016 Regional Trails Management Plan and 2018 Gulf Islands Regional Trails Management Plan set the current policy approach for regional trails and will be reviewed and updated to align with this Plan. Regional trail management plans are prepared to guide how regional trails will be developed and what facilities are offered. Regional trail management plans are informed by the classification system, as well as by related strategies such as the CRD's 2014 Regional Transportation Plan, input from First Nations, interest groups and the public, and are approved by the CRD Board. It is important the regional trail management plans forecast challenges and opportunities that may impact the regional trails over time and include financial considerations to guide decision-making. Regular monitoring and reporting on regional trail management plan implementation provides accountability and transparency.



Selkirk Trestle - Galloping Goose Regional Trail



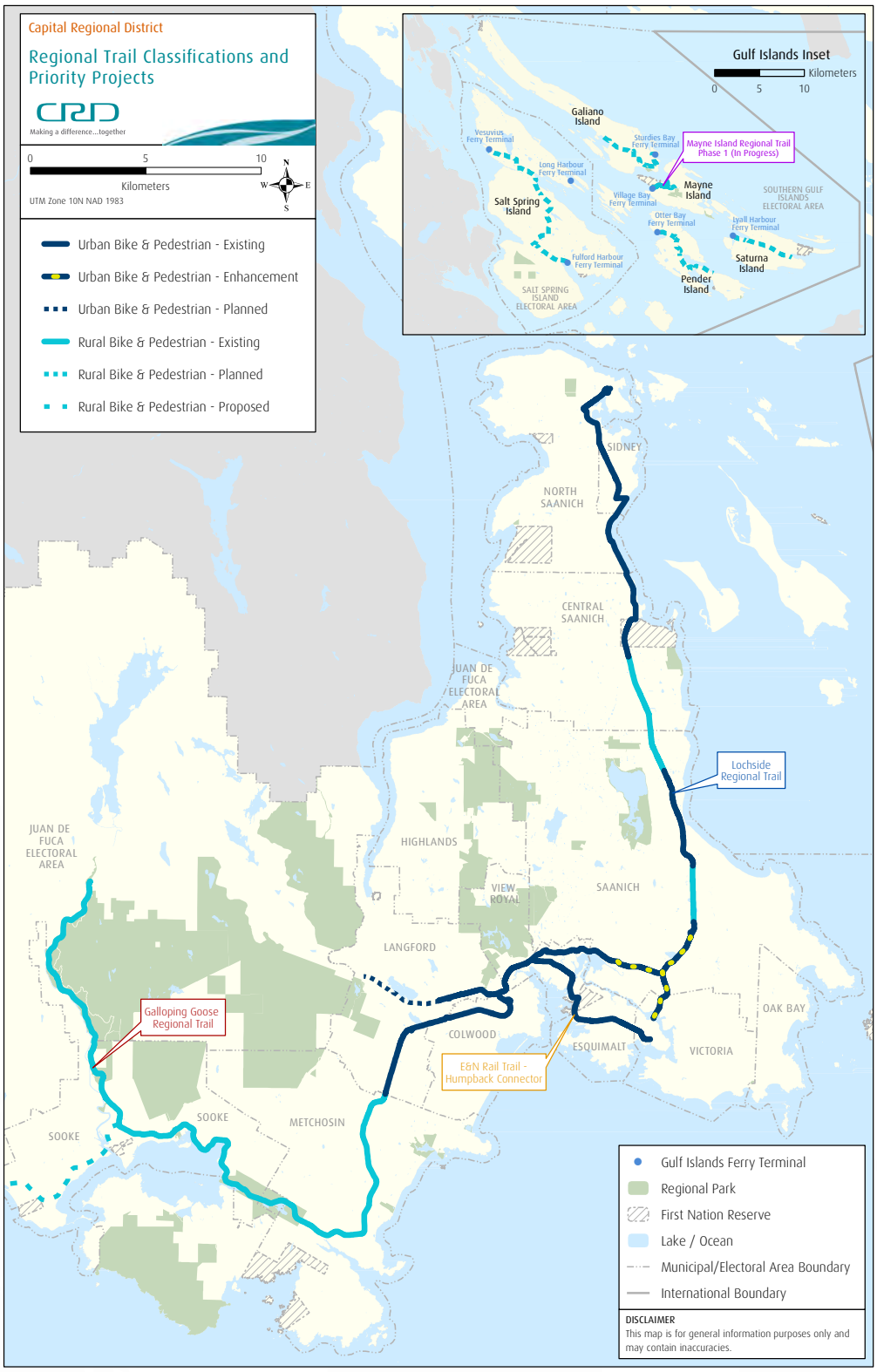
Credit: Bill Irvine

FIGURE 10. REGIONAL TRAIL CLASSIFICATIONS



Trail Classification	Purpose
Urban Bike & Pedestrian	To provide an off-street trail corridor in urban areas that is primarily for high volumes of active transportation at peak travel times and accommodates regular recreational use. Trail separation and lighting design standards will be applied to areas with high user volumes and greater trail user differential.
Rural Bike & Pedestrian	To provide an off-street trail corridor in rural areas that is primarily for active transportation and recreation with higher volumes during the summer season and on weekends. Trail design will be dual-direction, shared use with gravel surface, except in areas of higher user volumes or on-street separated facilities, where a paved surface may be considered.

MAP 6. REGIONAL TRAIL CLASSIFICATIONS AND PRIORITY PROJECTS





Lochside Regional Trail

The CRD recognizes there are competing priorities for enhancing and expanding the regional trails network. The following priority projects are identified for the upcoming decade and are shown on Map 6:

- Enhance Urban Bike & Pedestrian trails in high use sections with a separated use pathway and lighting;
- Complete the E&N regional trail;
- Develop the Gulf Islands regional trail network;
- Plan for and develop an extension of the Galloping Goose to connect to Sooke and the Juan de Fuca Electoral Area.

The following criteria will be applied when prioritizing planning, enhancing and expanding the regional trails system:

- Tenure is established for the route corridor;
- Route has a greenway character that is primarily separated from motor-vehicle traffic;
- Route addresses an existing gap in the network that connects to communities;
- Public safety, regulatory requirements and critical infrastructure renewal takes precedent over regional trail expansion projects;
- User volume and user type differential data will inform where enhancements are prioritized;
- Enhancement projects can align with other planned work;
- Funding is secured.

The following guiding principles will be applied to minimize service disruptions on regional trails whenever possible:

- Isolate worksite to allow regional trail to remain open during the work activity;
- Minimize footprint of work site;
- Schedule work actvitity outside of peak visitation times;
- Provide early and ongoing communication to users;
- Provide a higher standard of care for detours on Urban Bike and Pedestrian trails.







4. Strategic Priorities

Strategic Priorities have been developed to guide the CRD towards its desired vision for regional parks and regional trails. The Strategic Priorities are presented in the following theme categories: Reconciliation; Conservation; Visitor Experience; Climate Action & Resiliency; Access & Equity. Supporting actions and timelines for implementation are provided for each priority.

Reconciliation

Goal 1: Strong, collaborative and mutually beneficial relationships with First Nations through working in partnership.

This Regional Parks and Trails Strategic Plan is a refreshed outlook on strengthening government-to-government relationships and understanding between the CRD and First Nations in the region.

The CRD commits to maintain an open dialogue with First Nations to confirm that Indigenous cultural values and cultural uses are respected and that the priorities and actions remain relevant and meaningful. The Plan will support ongoing engagement with First Nations in the operation of regional parks and regional trails in years to come. Currently, CRD staff are participating in training to better understand Indigenous harvesting rights and practices in regional parks. Work is also underway to formalize traditional use agreements with First Nations to better recognize traditional harvesting rights. At the same time, it is recognized that reconciliation initiatives will be long-lasting and evolve over time.

The CRD's Truth and Reconciliation Calls to Action Dashboard highlights a number of areas where the CRD can focus program or policy development in regional parks and regional trails to support reconciliation. The CRD recognizes that each First Nation has individual interests, needs and capacity to engage in these initiatives. In addition to the reconciliation goal and supporting priorities and actions identified here, this Plan identifies many priorities and actions related to working with First Nations.

The CRD will work with First Nations as Treaty settlements are committed and as the *Declaration on the Rights of Indigenous Peoples Act* and action plan is implemented. The CRD supports working with First Nations on common interests and recognizes that how this is achieved will be an ongoing discussion with each First Nation and will evolve as priorities, capacities, and governance structures shift over time. This Plan supports the journey towards strengthened relationships with First Nations and overall increased cultural awareness and respect to improve management of regional parks and trails.



Culturally Modified Tree

The inner bark of the western red cedar is harvested in the spring from the sunrise side of the tree to encourage healing. The bark is then prepared for weaving by soaking it in water and beating it between two stones. It can then be woven into baskets, blankets, mats and hats.

Priority 1-1

Incorporate First Nation worldviews and knowledge in the ongoing management and operation of regional parks and regional trails.

Actions	Timing
1-1a Work with First Nations to develop and implement priority initiatives related to regional parks and regional trails, such as: • Integrating First Nations stories, names and other information on park and trail signage and communications material; • Recognizing traditional place names; • Developing cooperative management agreements, traditional use protocols and access agreements; • Information sharing; • Involving First Nations in land acquisition and park management planning and operations.	Ongoing
1-1b Develop a policy for supporting and clarifying Indigenous cultural use and cultural safety in regional parks.	Short-term

Priority 1-2

Work with First Nations Governments in service delivery initiatives.

Actions	Timing
1-2a Encourage and invite First Nations interpreters in regional parks.	Ongoing
1-2b Partner with First Nations in conservation and restoration projects.	Ongoing
1-2c Support First Nations guardians in the region.	Ongoing
1-2d Support business relations with First Nations that provide value-added and compatible services in regional parks and regional trails, such as campground operations.	Ongoing

Conservation

Goal 2: Regional parks protect the region's natural assets and cultural heritage for future generations

Regional parks contribute to a large system of connected natural areas that protect natural assets, maintain ecological health, function and integrity, and provide important refuge for a diversity of species, from the threatened blue-grey taildropper slug to large carnivores, including wolves, bears and cougars. This complex and diverse system of protected areas is vital to ensuring long-term viability of natural areas, conserving biodiversity and building resilience to changing climates and increasing pressures on the landscape.

Regional parks also contribute to the protection of the region's cultural heritage and archaeological sites protected under the *Heritage Conservation Act*. These sites are culturally significant to First Nations and to post-contact settler history of the region. Careful protection and monitoring of these sites is important to ensure impacts from visitor use and climate change do not degrade their integrity. The CRD's Protection and Conservation of Heritage Sites Policy provides protocol and procedure for ground-altering works near registered archaeological sites and in areas of high potential. Increased staff awareness and involvement by First Nations in the assessment of these sites allows for traditional knowledge to be incorporated into efforts to protect these sites in perpetuity.

New approaches have been adopted by local governments across Canada to recognize that natural assets, such as forests, wetlands, lakes and streams, can provide equivalent or better services compared to engineered facilities, and at reduced costs. Through conservation efforts, the region can sustain ecosystem goods, such as clean air and water, and ecosystem services, such as nutrient cycling, water storage and purification. Important social, cultural and spiritual values can also be improved through natural asset management.



Northern Red-legged Frog Species of Special Concern (Blue listed)
Credit: Rick Eppler

The Northern Red-legged Frog *Rana aurora* can be found in many CRD Regional Parks. Frogs are often an indicator species, and when their numbers decline, it is often a sign of declining ecosystem health overall. Currently, the Northern Red-legged Frog is provincially listed as special concern in British Columbia. It is designated as a species of Special Concern in Canada.

The CRD's regional parks currently protect a number of important natural assets that provide beneficial ecosystem goods and services. Ensuring ecological health and integrity of natural assets over the long term is challenging as stressors on the park system increase, such as higher visitor use and extreme weather events related to climate change. Understanding the current ecological values and health status of regional parks is fundamental to their effective management and protection. Across the region, information about the ecology of the landscape has been documented for many years. The Sensitive Ecosystems Inventory (SEI) was conducted for East Vancouver Island and the Gulf Islands from 1993-97, and updated in 2002, providing information on rare and fragile terrestrial ecosystems. In 2008, Terrestrial Ecosystem Mapping was conducted across the CDF biogeoclimatic zone to further refine and categorize ecosystems identified in the SEI and update standards for data collection and mapping. Other information on ecological values across the CRD that supports conservation planning includes Predictive Ecosystem Mapping, Vegetation Resource Inventory and forestry data, soil mapping, terrain mapping and a number of resources on sea level rise and climate data. Additionally, many research projects have been conducted within regional parks that provide relevant local ecological information.

Traditional Ecological Knowledge is another important source of information that allows First Nations communities to apply their knowledge and practices to help protect their way of life. This knowledge is often specific to a location and includes the relationships between plants, animals, natural phenomena, landscapes and timing of events that are used for lifeways, including but not limited to fishing, hunting, trapping, berry picking, medicinal plant use, agriculture and forestry.

On a global scale, the United Nations Convention on Biological Diversity created a Strategic Plan for Biodiversity 2011-2020 that aimed to achieve global protection of at least 17% of terrestrial and inland water and 10% of coastal and marine areas. Other ambitious movements to halt loss of global biodiversity are being undertaken by organizations, including the European Union, International Union for Conservation of Nature and the High Ambition Coalition, aiming to achieve protection of at least 30% of the planet's land and water. Canada is also working to conserve 25% of the nation's land and water by 2025 and 30% by 2030.

The CRD partners with organizations to protect and conserve important species and habitats across the region. A number of local, regional, provincial and federal organizations have identified priorities and best practices for regional conservation planning, such as: the Nature Conservancy of Canada Salish Sea Natural Area Conservation Plan; the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Conservation Strategy 2015-2020; 2014 Local Government Tools Supporting Species and Ecosystems at Risk Resource Guide for South Coast of BC; and Islands Trust Conservancy Regional Conservation Plan 2018-2027.

The CRD's Regional Growth Strategy aims to protect the region's landscape character, natural heritage and biodiversity by protecting, conserving and managing lands in accordance with the guiding principles of prioritizing ecosystem health and recognizing the benefits derived from healthy ecosystems. The CRD Board Priorities for 2019-2022 reinforce the need to protect and enhance the region's natural areas to achieve environmental resilience. The CRD can directly support the protection and enhancement of the region's natural areas and cultural heritage through park land acquisition, research, monitoring and restoration.

Conservation efforts require a coordinated approach at global, national, provincial and local levels and to include traditional ecological knowledge. The CRD aims to use the most current information, both within the parks system and at a regional scale, to support monitoring and protection of ecological and cultural heritage values over time. An approach that strengthens partnerships and supports evidence-based and transparent decision-making is critical in supporting conservation priorities in regional parks. The CRD will take a leadership role to proactively manage, restore, and protect ecological and cultural values, in regional parks and to support broader conservation efforts in the region.



Deltoid balsamroot
Listed as Endangered under the Species at Risk Act
Credit: Andrea Rangel

Priority 2-1

Take action to increase protection of biodiversity, ecological integrity and natural assets in the region through improved knowledge, proactive stewardship and land acquisition.

Actions	Timing
2-1a Complete a State of Natural Values in Regional Parks Report that includes: a review of existing ecological values and an assessment of the ecological health in regional parks.	Short-term
2-1b Prepare and implement a Natural Areas Conservation Plan that includes: an analysis of current and future ecological data needs, including traditional ecological knowledge; goals and targets for research, protection, restoration and enhancement, and watershed management; impact mitigation strategies and methods for long-term monitoring and reporting.	Medium-term
2-1c Protect, restore, enhance and mitigate impacts to important habitat and sensitive ecosystems in regional parks by developing and implementing Impact Assessment and Best Management Practice Guidelines that are informed by research and incorporate traditional ecological knowledge.	Short-term
2-1d Develop a set of Demand Management Tools to mitigate ecological, cultural and recreation carrying capacity in regional parks.	Medium-term
2-1e Support global, national and local conservation targets by increasing protection of the region's large and connected natural areas, rare and at-risk species and ecosystems, natural assets, and representation of diverse ecosystems.	Long-term
2-1f Restore and enhance disturbed and fragmented habitats and ecosystems within regional parks.	Ongoing

Priority 2-2

Respect and protect cultural heritage sites and traditional cultural use practices.

Actions	Timing
2-2a Ensure parks staff receive training to improve understanding of cultural heritage conservation and Indigenous cultural use in regional parks.	Ongoing
2-2b Invite and incorporate First Nations knowledge in the implementation of the CRD's Protection and Conservation of Heritage Sites Policy in regional parks.	Medium-term
2-2c In partnership with First Nations, develop Cultural Heritage Protection Plans to identify, protect and monitor cultural heritage sites in regional parks.	Long-term

Priority 2-3

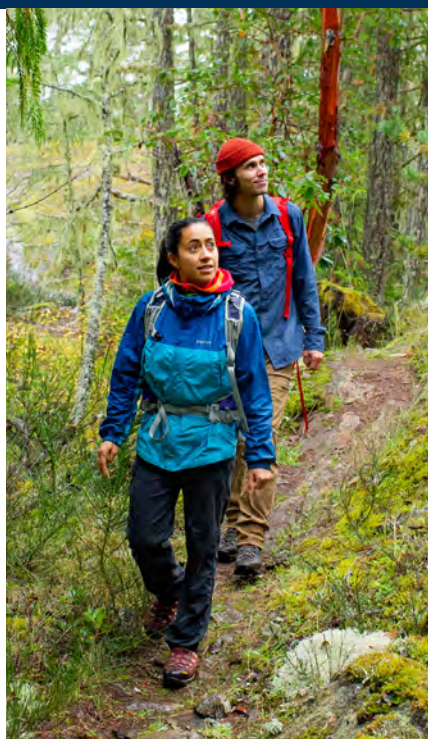
Work with partners in taking care of the region's species, habitats and natural areas.

Actions	Timing
2-3a Support, collaborate, participate and lead initiatives to share knowledge with First Nations, other levels of government, institutions and organizations on regional topics of conservation, biodiversity, species at risk, restoration and invasive species management.	Ongoing
2-3b Enhance opportunities to improve regional conservation knowledge by collaborating with partners to share open, transparent and accessible information on the region's natural values while respecting First Nations traditional ecological knowledge and information sharing protocols.	Long-term
2-3c Proactively seek, support and lead partnership opportunities.	Long-term
2-3d Work with First Nations to understand and monitor plants and animals of significance to Indigenous cultural use in regional parks.	Ongoing

Visitor Experience

Goal 3: Visitors to regional parks are involved in stewardship and have enjoyable outdoor recreation experiences

Outdoor recreation opportunities play an important role in the quality of life that attracts people to this region, benefiting mental and physical health, promoting social and community connectivity, and being relatively low-barrier to access. The motivating factors, or user objectives, for visiting regional parks and trails is unique to each individual and depends on the characteristics of the recreation setting. The CRD aims to support a fit for life approach in regional parks by providing a range of different opportunities for broad public use while supporting and protecting ecological values. Regional parks offer a range of visitor use experiences that benefit broad public enjoyment and that are compatible with other park users and with the natural setting.



These visitors are well prepared for a challenging hike over rugged terrain in Sea to Sea Regional Park.

Compatible outdoor activities in regional parks:

- Are immersed in the natural environment;
- Do not degrade the ecological integrity of the park;
- Are human-powered;
- Encourage an appreciation for and understanding of natural and cultural values; and
- Do not significantly interfere with the enjoyment of other park users.

Non-compatible outdoor activities in regional parks:

- Require substantial artificial or built infrastructure;
- Significantly degrade areas of archaeological and cultural importance;
- Do not inspire an appreciation for nature;
- Interfere with the experience of other park or trail users;
- Generate greenhouse gas emissions, pollution, noise or other noxious substances; and
- Permanent commercial or non-park or trail uses.



With the increasing popularity of outdoor recreation come challenges for meeting user objectives, including ensuring safety, mitigating environmental damage, and resolving conflict between users. Providing quality outdoor recreation experiences can have positive impacts on increasing environmental and cultural awareness, enhancing stewardship values, and promoting user etiquette and compliance. Opportunities to encourage outdoor recreation, through group training, competitions and events supported through the permit program, are recognized as positive contributions to promoting healthy lifestyles, fostering social connections, and providing economic benefit to the region, provided such activities are sited appropriately and remain secondary to broad public use of regional parks and trails.

The involvement of not-for-profit organizations in stewardship of regional parks and trails can be mutually beneficial. Through formal agreements, organizations may contribute expertise, labour and materials to maintenance and restoration projects that result in improved facility design and user experience, and contribute by disseminating information through their membership. Stewardship opportunities in regional parks and trails offer participants an opportunity to develop a deeper understanding of park management challenges, such as human impacts on the natural environment. The CRD invites guidance in these efforts from First Nations, as long-term stewards of the land and water.

Interpretive programs offered in regional parks have a positive effect on educating the public about natural and cultural values and connect people with nature. Programs can be further improved through incorporating First Nations world views. Continued emphasis on interpretive programming and communication material, especially aimed at youth, can encourage a new generation of stewards. Effective communication and messaging, through in-person and media outlets, can also increase public awareness of human impacts on the environment, improve users' preparedness for participating in outdoor activities, and increase awareness of regional park values. Consistent messaging can also target improved behaviour of regional parks and trail users, rather than relying on compliance and enforcement. Over time, rates of voluntary compliance with park regulations are expected to increase, as a result of improved communication and education efforts.

Continued engagement with park users helps the CRD to understand visitor use trends in regional parks. In addition, data sources, such as vehicle and trail counters and resident surveys, inform planning and operational decisions that enhance enjoyment of regional parks.

Priority 3-1

Offer compatible outdoor recreation experiences that are enjoyable, healthy, safe and immersed in nature.

Actions	Timing
3-1a Develop and implement an Outdoor Recreation Plan that takes into account a range of desired user experiences, user objectives, compatibility, recreation setting characteristics, and establishes a method for long-term monitoring and reporting.	Short-term
3-1b Develop, update and implement Facility Standards and Outdoor Recreation Activity-Specific Guidelines that establish design standards, risk mitigation and level of service requirements.	Medium-term
3-1c Undertake Resident Surveys to assess visitor use satisfaction and emerging trends related to regional parks and regional trails.	Every 5 years
3-1d Update Park Use Permit opportunities giving consideration to Indigenous cultural safety, protection of cultural heritage and ecosystem integrity, park land carrying capacity, park classifications, equity and non-tax revenue generation needs.	Medium-term
3-1e Update Emergency Response Plans for regional parks.	Ongoing
3-1f Expand compatible outdoor recreation opportunities in previously disturbed areas or areas with lower conservation values.	Long-term

Priority 3-2

Foster stewardship through program delivery, knowledge sharing and collaboration.

Actions	Timing
3-2a Develop and implement an Interpretive Program Plan and provide programs that deliver natural and cultural heritage information, climate change education, promote health benefits of nature-based activities and visitor compliance.	Medium-term
3-2b Develop a Volunteer Plan that includes a diversity of opportunities for individuals and organizations to participate in and contribute to regional parks.	Medium-term
3-2c Work with First Nations to provide park visitors with information about First Nations history and cultural use and to improve cultural safety in regional parks.	Ongoing

Climate Action & Resiliency

Goal 4: Regional parks and regional trails are resilient and take action on climate change

The CRD Board declared a climate emergency in 2019 and has since committed to take action to address climate change within operations at the regional level and to take a leadership role to pursue carbon neutrality. The CRD's 2021 Climate Action Strategy recognizes that greenhouse gas (GHG) emissions must be reduced and sequestered. In order to respond to climate impacts, efforts must focus on understanding vulnerabilities, ensuring natural assets are resilient and ecological integrity is maintained, and preparing the region's infrastructure and lands.

The CRD can contribute to regional GHG reductions in regional parks and trails by integrating the corporate climate lens framework, making operational choices that reduce GHG emissions, and through the planning, design, and operation of the regional trails system, which serves as the anchor of the region's active transportation network. The CRD's 2014 Regional Transportation Plan put forth a multi-modal transportation network concept for the region that includes sections of regional trails functioning as separated, off-street active transportation corridors. Canada's Active Transportation Strategy, BC's South Island Transportation Plan and the CRD's Regional Growth Strategy target increased active transportation as a personal mobility choice and for enhancing individuals' health and wellbeing. As almost half of the region's GHG emissions come from transportation, the CRD can directly support a shift to low-carbon mobility choices by accelerating infrastructure improvements in regional parks and regional trails that support active transportation and low-carbon mobility choices.

Natural areas provide important ecosystem goods and services, such as carbon storage, water supply and temperature buffering functions, as well as improve resilience to extreme weather events. The CRD can manage ecosystem health and integrity in regional parks to support nature's capacity to mitigate against and adapt to a changing climate. This can be done through acquiring new lands, actively managing and restoring natural areas, building community awareness on climate action, and providing opportunities to engage in stewardship activities.



Yellow Sand-verbena
Species of Special Concern (Blue listed)
Credit: Sean Rangel

Yellow Sand-verbena *Abronia latifolia* is a Species of Special Concern that grows in coastal sandy habitats. This flowering plant is the sole source of food for the endangered Sand-verbena Moth, which is dependent on the plant for every stage of its life. Both species face further peril from rising sea levels due to climate change.

Extreme weather events such as flooding, drought and fire could have severe long-term detrimental effects on the regional parks land base, values, and fragile resources, such as archaeological sites, rare and sensitive ecosystems, outdoor recreation spaces, and critical infrastructure and facilities. Understanding and preparing for possible climate impacts to regional parks and regional trails is critical to assessing climate mitigation and adaptation measures and to making informed decisions. Information sharing and incorporating traditional ecological knowledge can further inform climate action and adaptation decisions, thereby increasing resiliency.

Effectively achieving the vision for regional parks and regional trails in the face of increased regional population growth, urban development pressure, changing visitor use expectations and use patterns, and major infrastructure renewal needs requires substantial investment and effective financial management. There are significant funding challenges and competing priorities for expenditures relating to acquiring and opening new parks, upgrading and replacing existing infrastructure, and funding programs to plan and manage the regional parks and trails system. Funding existing and future service delivery demands is also a challenge as the region becomes increasingly diverse and is exposed to disruptive and unpredictable events due to climate change.

Resident surveys conducted in 2017 provided evidence that the public supported an increase in funding to operate regional parks and regional trails and for continuation of the Land Acquisition Fund. These opinions about the level of funding demonstrate support for funding the following priorities over the next five years: repair and maintenance of facilities, environmental restoration projects, and acquisition of more parkland.

The CRD applies an asset management approach to build organizational resilience. Fundamental to adopting an asset management approach is ensuring consistent, systematic and standardized information about facilities to inform decision-making. The CRD embarked on an asset management program with the Regional Parks Sustainable Service Delivery Report Card in 2019, which focused on critical infrastructure renewal needs. Further development of an asset management program will assist with managing each facility's life cycle and determining appropriate levels of service and risk. Consideration can also be given to determining the feasibility of broadening the scope of asset management to include natural assets in the regional parks system.

It is important to balance the capacity of the CRD to operate and manage the system in a fiscally responsible manner, while continuing to expand and improve service, and to balance risks and benefits. In 2019, the CRD Board made it a priority to ensure appropriate funding for regional parks and trails infrastructure, improvements and maintenance. On finalization of this Strategic Plan, a financial plan will be prepared that will comprehensively address all aspects of the funding necessary for the CRD to achieve its vision for regional parks and regional trails.

Priority 4-1

Advance regional active transportation opportunities that contribute to greenhouse gas reduction.

Actions	Timing
4-1a Update the Regional Trails Management Plan with consideration to regional trail classifications, design standards, priority regional trail projects and increasing connectivity.	Medium-term
4-1b Plan for and implement priority regional trail enhancement and expansion projects.	Ongoing
4-1c Prepare a funding strategy to support implementation of priority regional trail enhancement and expansion projects.	Short-term
4-1d Work with municipalities to develop and implement Operational Guidelines for regional trail service disruptions.	Short-term
4-1e Develop and implement a Micromobility Policy that gives consideration to the use of electric micromobility devices, such as electric-assist bikes and electric scooters, in regional parks and regional trails.	Medium-term
4-1f Support, participate and collaborate in the planning and implementation of a regional active transportation network that improves connectivity, identifies system gaps and establishes desired design standards and service levels.	Ongoing



Sea to Sea Regional Park
Credit: Mary Sanseverino

Priority 4-2

Support the development of complete and connected communities by improving access to regional parks by transit, electric vehicles, micromobility, walking or cycling.

Actions	Timing
4-2a Advocate for expanded transit service to regional parks.	Ongoing
4-2b Align implementation of parking fees where regional parks can be easily accessed by transit, walking or cycling as a disincentive to motor vehicle use, excluding vehicle parking for people with disabilities.	Short-term
4-2c Prioritize regional park and regional trail projects that improve multi-modal access between parks and communities.	Ongoing
4-2d Undertake a study of regional parks access points to inform parking lot safety improvements, multi-modal access and low-carbon mobility incentives.	Medium-term
4-2e Plan for and implement bike parking and E-Bike, Electric Vehicle and Electric Micromobility charging stations at high-use regional park accesses.	Medium-term

Priority 4-3

Align service delivery and infrastructure improvements in regional parks and regional trails with climate action.

Actions	Timing
4-3a Incorporate a Climate Action Lens into service delivery, facility development and asset renewal that prioritizes low-carbon and energy efficient investment in regional parks and regional trails.	Medium-term
4-3b Determine the feasibility of considering natural assets in an asset management plan for regional parks.	Long-term
4-3c Develop and implement an Asset Management Plan for regional parks and regional trails that achieves critical infrastructure life cycle renewal, is well-planned, managed and funded, is consistent with legislative requirements and receives First Nations input.	Medium-term
4-3d Conduct a Service Level Review of regional trails to understand current levels of service, forecast emerging needs and required adjustments.	Short-term



CRD Regional Parks crew putting out a fire.

Priority 4-4

Ensure the long-term and consistent management of regional parks and protected natural areas.

Actions	Timing
4-4a Implement a Park Management Planning Process that is efficient, adaptable, evidence-based and addresses service level needs, financial implications and climate mitigation measures.	Ongoing
4-4b Engage and involve First Nations governments, stakeholders and the public in the preparation and implementation of park management plans to ensure transparency, knowledge sharing and adaptability.	Ongoing
4-4c Support protection of the CRD's Greater Victoria Water Supply Area from unauthorized activities, incompatible adjacent land uses, and from climate-related weather events through park management, land acquisition and sharing information.	Ongoing
4-4d Work with partners to share knowledge, assess and identify options to improve regional parks capacity to mitigate against and adapt to a changing climate, including ecosystem services such as carbon sequestration, water storage and buffering severe weather events.	Medium-term
4-4e Support monitoring of ecosystem health in the CRD's Greater Victoria Water Supply Area and investigate expanding to regional parks.	Ongoing

Priority 4-5

Strategically acquire and manage natural areas to address climate mitigation, urban containment and access to green space for a growing population.

Actions	Timing
4-5a Work with First Nations, Municipalities and Electoral Areas, and organizations to identify regionally significant park land and determine alignment of goals and objectives.	Ongoing
4-5b Work with First Nations to update land acquisition criteria to incorporate cultural use values and areas of cultural significance.	Short-term
4-5c Update regional park land acquisition criteria and prioritize land acquisition that reflects the values in this Plan, including consideration of areas that contribute to climate change mitigation, enhance biodiversity, buffer urban development, increase connectivity of natural areas, improve ecological integrity and provide increased area and diversity of outdoor recreation opportunities.	Ongoing
4-5d Support the long-term protection of the region's natural assets through inventories, monitoring, land acquisition and partnerships.	Ongoing



Volunteers removing invasive species in Mill Hill Regional Park

Access & Equity

Goal 5: Regional parks and regional trails are inclusive and accessible

Regional parks and regional trails are a public good that belong to everyone in the region. The benefits of experiencing and interacting with nature for physical and mental well-being are felt by many. Medical professionals from the World Health Organization to Doctors of BC are advocating for equitable access to nature to safeguard the physical and psychological wellbeing of residents. Factors such as lack of access to transportation and proximity to parks can be barriers preventing members of society from enjoying the benefits of parks and trails. Increased benefits of accessing nature and public spaces can be realized when they adapt to the needs of diverse populations, such as people of all ages, ethnic backgrounds, mobility levels and income brackets. The CRD's Regional Growth Strategy supports development of complete communities that include more opportunities to walk, cycle and use public transit conveniently. Ideally, recreation and green space can be easily accessed in a 10-minute walk or 15-minute bike ride. BC's Active Transportation Guide recommends specifications to be followed in the development of active transportation infrastructure while offering design choice to improve the user experience for all ages and abilities.

The concept of equity recognizes that people may require different resources or opportunities to meet a goal, as they have different needs and circumstances. Aspects of equity relate to procedural and distributive fairness. Procedural equity is the representation of multiple perspectives in decision-making. Distributive equity refers to spatial or locational access to a service and the related social factors affecting access to those services. Efforts to increase equitable, or fair, access to parks and protected areas are being promoted by the Convention on Biological Diversity (Aichi Target 11) at the global scale to provincial initiatives offering free park passes. Understanding barriers to accessing parks and trails in the CRD is limited, but a new partnership initiative to apply a gender equity lens to regional trails is being piloted in 2022.



Accessibility mats like this one located at Thetis Lake's main beach allow for access to the water for visitors with mobility aids.





Accessibility is about creating communities and offering services that enable everyone to participate fully without barriers. The 2018 *Accessible Canada Act* aims to achieve a barrier-free Canada by 2040 by identifying, addressing and preventing accessibility obstacles. The *Accessible British Columbia Act* and upcoming regulation will require public-sector organizations to develop accessibility plans and public-feedback mechanisms. A barrier is anything that hinders the full and equal participation in society of persons with a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or functional limitation. New accessibility standards being developed and applied at the federal and provinicial levels will inform regional efforts to improve accessibility.

Priority 5-1

Enhance health and well-being by providing equitable access to regional parks and regional trails.

5-Actions	Timing
5-1a Develop and apply an Equity Lens to inform management and operation of regional parks and regional trails.	Ongoing
5-1b Conduct an Inclusion and Accessibility Assessment of regional parks and regional trails that assesses barriers and deterrents to access.	Short-term
5-1c Replace the 2003 Universal Access Plan for Regional Parks with new Accessibility Guidelines that provide objective information about the visitor experience, such as descriptions of trail terrain, length and slope to empower visitors to make appropriate individual choices and to better align user expectations with self-preparedness and ability.	Medium-term
5-1d Develop a Park Use Permit Policy that gives consideration to providing equitable access to programs, ensuring events and commercial activities align with the values in this Plan, and that fees reflect impacts on park facilities and users.	Medium-term
5-1e Work with First Nations to improve Indigenous cultural safety in regional parks.	Ongoing



East Sooke Regional Park
Credit: Rosemary Neering

5. Monitoring & Reporting

Over the next ten years, the actions contained within this Strategic Plan will form the basis of service plans and work plans that are approved by the Board annually as part of the financial planning process. Collaboration with CRD divisions, First Nations Governments, municipalities, park agencies, and stakeholders will be integral to this process.

As progress is made in the implementation of this action plan, knowledge and understanding of impacts to regional parks and regional trails will continue to develop. To remain flexible and adaptable, and to support consistent implementation over time, CRD staff will:

- Prepare a funding strategy to accompany implementation;
- Continue to identify opportunities for external grant funding and partnerships;
- Share knowledge and best practices with others;
- Participate in professional development to improve service delivery;
- Continue to monitor data to track progress over time;
- Evaluate progress and adjust actions, as needed.

5.1 Performance Indicators and Reporting

Progress on the implementation of the 10-year Regional Parks and Trails Strategic Plan will be reported annually. Figure 11 summarizes the intended reporting indicators identified for each strategic priority area proposed for annual reporting. For each goal area, an action status will reflect general progress made towards all actions supporting that goal. This helps to summarize at-a-glance progress made on actions that may not be easily measurable or reflected in another indicator, such as actions that are ongoing or taking place over a long period. For other measures, an icon is provided to indicate the desired direction of the indicator over time (increasing or decreasing), if applicable.

Minor amendments to the Strategic Plan will be brought forward when necessary to update factual information and to update the park and trail classifications, as new additions to the system are identified and established.

Major amendments to the Strategic Plan will involve First Nations, stakeholder and public engagement and will be considered by the CRD Board for approval.



Thetis Lake Regional Park

FIGURE 11. ANNUAL INTENDED REPORTING INDICATOR

Goal area	Intended reporting indicator
Goal 1: Reconciliation	1-1 Reconciliation workplans are developed with each First Nation
	1-1 Traditional use agreements are initiated with all First Nations in the region
	1-2 Increased participation in Indigenous perspectives programs and presentations
	1-2 Increased number of conservation and restoration projects in partnership with First Nations
	1-2 Increased number of economic opportunities made available to First Nations
Goal 2: Conservation	2-1 Increased area of regional park land protected
	2-1 Increased area of regional park land restored
	2-1 Increased protection of at risk species and ecosystems in regional parks
	2-2 Increased percentage of First Nations collaborating with CRD on cultural heritage protection projects
	2-2 All staff receive cultural awareness training
	2-3 Increased conservation and research partnerships
Goal 3: Visitor Experience	3-1 Maintain high rates of visitor satisfaction
	3-1 Increased area available for compatible outdoor recreation
	3-2 Review and update interpretive program content every 4 years
	3-2 Increased number of volunteer hours

FIGURE 11. ANNUAL INTENDED REPORTING INDICATOR

Goal area	Intended reporting indicator
Goal 4: Climate Action & Resiliency	↑ 4-1 Increased use of regional trails
	↑ 4-1 Completed regional trail priority projects
	↓ 4-1 Minimized regional trail service disruptions
	↑ 4-2 Increase Electric Vehicle charging stations at park accesses
	↓ 4-3 Reduced operational greenhouse gas emissions
	○ 4-3 Maintain critical infrastructure in good condition
	4-4 Increase the percentage of parks with management plans less than 15 years old
	↑ 4-5 Increased area of regional park land
	↑ 4-5 Increased representation of all regional park classifications
Goal 5: Access & Equity	↑ 5-1 Improved accessibility to regional parks and regional trails
	↑ 5-1 Cultural awareness information is incorporated into new park kiosks



Mill Hill Regional Park

Appendix A: Glossary

Archaeological Site: A heritage site or object protected by the *Heritage Conservation Act*.

Accessibility: The quality of being easily used, approached or understood by a wide range of people and, in some cases, adapted for specific uses.

Biodiversity: The variability among living organisms from terrestrial, marine and other ecosystems, and includes variability at the genetic, species and ecosystem levels.[1]

Conservation: The practice of preserving, protecting and/or restoring the natural and cultural environment and species within for future generations.

Cultural Heritage: Includes tangible and intangible heritage embedded into artifacts, sites or monuments that have a diversity of symbolic, historic, artistic, aesthetic, ethnological, anthropological, scientific or social values.[2]

Ecosystem Goods and Services: Provision of services by natural systems that benefit the region and thereby offset, complement or, in some cases, eliminate the need for engineered solutions, such as but not limited to soil quality and stability, water treatment and storage, recharge of aquifers and air quality regulation.

Facility: A piece of equipment, infrastructure or amenity in a regional park or regional trail, such as but not limited to: trails, signs, benches or bridges.

Fit-for-Life: Describes the majority of individuals' level of participation in an activity, where their motivation for participation is driven primarily by the enjoyment of engaging in the physical activity; participation may include recreational-level competition and training but is not the primary motivation.[3]

Invasive species: Any species not native to a particular ecosystem whose introduction causes, or is likely to cause, economic or environmental harm or harm to human health.[4]

Level of Service: a measure of the quantity, quality and reliability of service performance in relation to service performance goals, including consideration of legal requirements, community expectations and technical standards.

Micromobility Device: Small, lightweight modes of transportation designed for individual use that may have an electric motor, such as but not limited to, bicycles, electric bicycles, scooters, electric scooters and self-balancing devices.

Natural Assets: A biophysical or biological attribute of a natural ecosystem.

Outdoor Recreation: Physical, social and intellectual activities that are immersed in a natural outdoor setting, are dependent on the natural landscape, are compatible with and relatively low-impact on the natural environment, and that directly or indirectly foster appreciation for the natural environment.

Recreation Setting Characteristics: The qualities and conditions of a specific area that influence users' experiences and motivations to recreate there.[5]

Resilience: The capacity of social, economic and environmental systems to cope with a hazardous event, trend or disturbance, responding to reorganizing in ways that maintain their essential function, identify, and structure while also maintaining the capacity for adaptation, learning and transformation.[4]

Stewardship: Responsible use and protection of the environment and cultural heritage through conservation and sustainable practices to improve ecosystem resilience and human wellbeing.

Sustainable service delivery: the process of providing services to the community with the lens of economic, social and environmental well-being, today and into the future.[6]

Traditional Ecological Knowledge: The knowledge, practice and belief concerning the relationships of living beings to one another and to the physical environment that has been developed by First Nations over centuries of living as part of the environment.

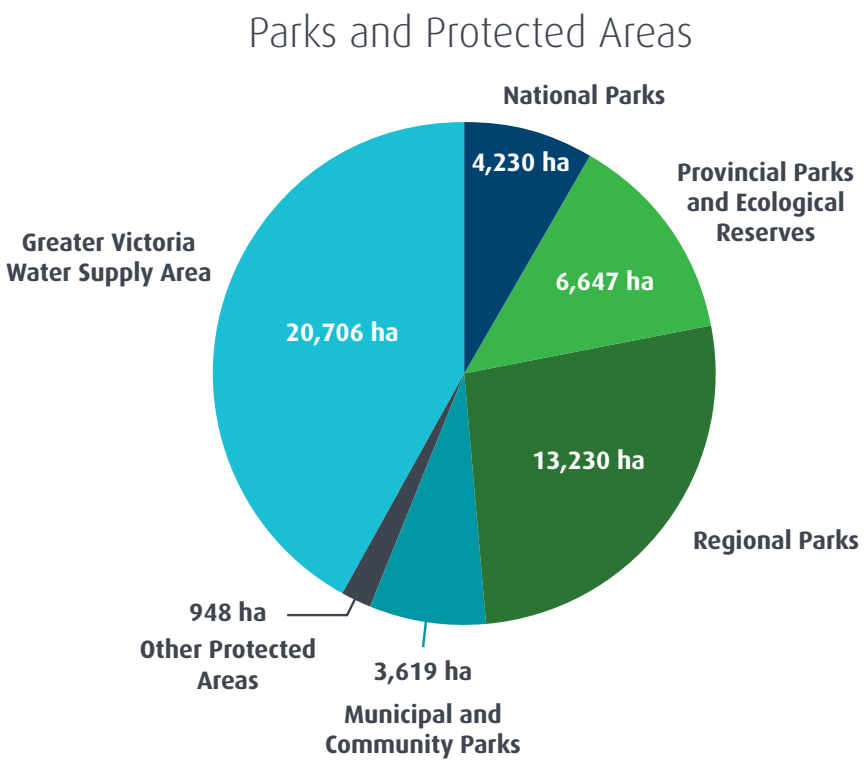
User Experience: The intrinsic reward individuals gain from participating in an activity.

User Objectives: The user experience an individual seeks or the reason why an individual chooses a particular recreation activity or location.

References:

1. IPCC, 2014, Climate Change 2014: Impacts, Adaptation, and Vulnerability.
2. Adapted from: UNESCO Institute for Statistics, 2009 UNESCO Framework for Cultural Statistics.
3. Adapted from: Sport For Life, Long-term Development in Sport and Activity Framework.
4. BC Ministry of Forests, 2008, Glossary of forestry terms in British Columbia.
5. Bureau of Land Management, Planning for Recreation and Visitor Services.
6. CRD, 2019, Corporate Asset Management Strategy.

Appendix B: Parks and Protected Areas in the CRD



PROTECTED AREA TYPE	HECTARES	% of CRD Land Base
National Parks	4,230	1.78%
Provincial Parks and Ecological Reserves	6,647	2.79%
Regional Parks	13,230	5.56%
Municipal and Community Parks	3,619	1.52%
Other Protected Areas*	948	0.40%
Greater Victoria Water Supply Area	20,706	8.7%

Total Parks and Protected Areas	49,380	20.75%

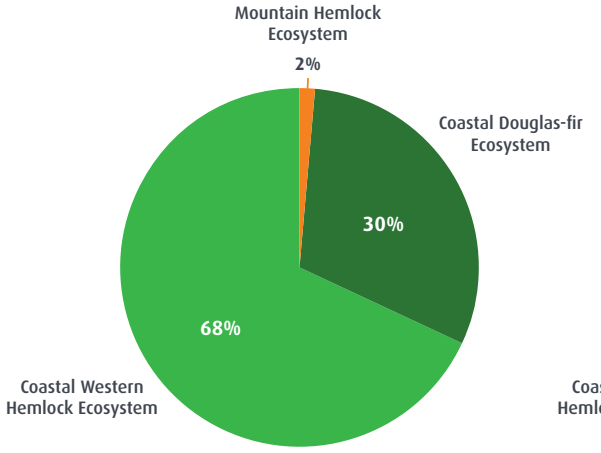
Total CRD land base	238,000

*Note, this may not include a complete data set of privately protected lands that are protected in fee simple or conservation covenants

Appendix C: Ecosystems and Species at Risk in the CRD

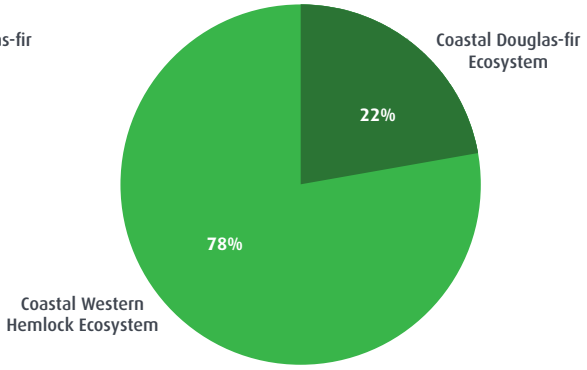
Biogeoclimatic Ecosystems

Capital Regional District



BIOGEOCLIMATIC ECOSYSTEM TYPE	HECTARES
Mountain Hemlock	3,473
Coastal Douglas-fir	72,636
Coastal Western Hemlock	162,056

Regional Parks



BIOGEOCLIMATIC ECOSYSTEM TYPE	HECTARES
Coastal Douglas-fir	2,853
Coastal Western Hemlock	10,360



Coastal Western Hemlock



Coastal Douglas-fir

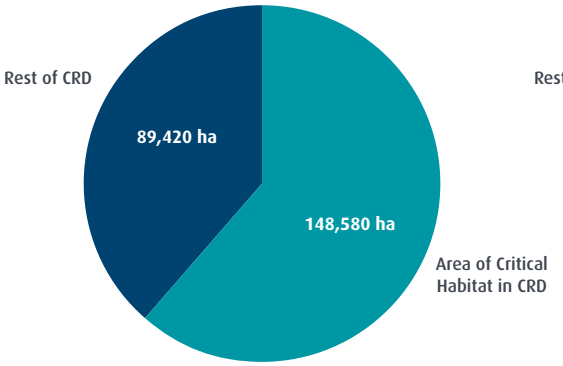


Mountain Hemlock

Appendix C: Cont.

Area of Critical Habitat designated for Species at Risk

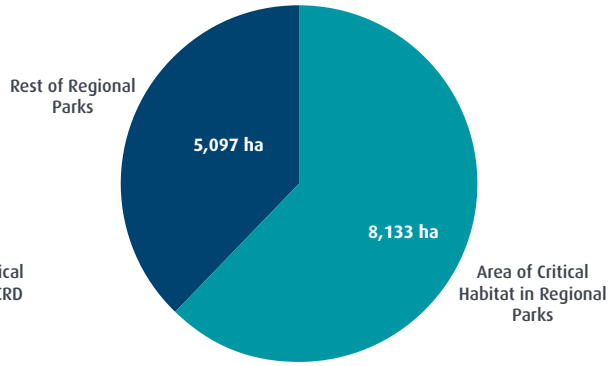
Capital Regional District



CRITICAL HABITAT (AREA)	HECTARES
Area of Critical Habitat*	148,580
Rest of CRD	89,420

* Identified for species at risk

Regional Parks



CRITICAL HABITAT (AREA)	HECTARES
Area of Critical Habitat*	8,133
Rest of Regional Parks	5,097

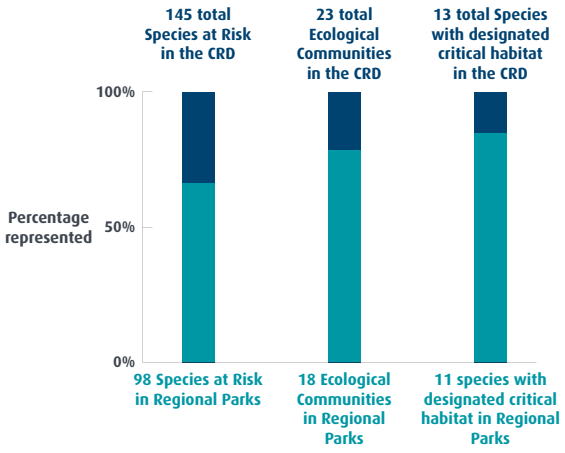
* Identified for species at risk

Regional Parks Representation of Species at Risk, Ecological Communities, and Critical Habitat in the CRD

SPECIES AT RISK	COUNT
In the CRD	145
In Regional Parks	98

ECOLOGICAL COMMUNITIES	HECTARES
In the CRD	23
In Regional Parks	18

CRITICAL HABITAT	COUNT
In the CRD	13
In Regional Parks	11



Appendix D: Related CRD Strategies and Plans

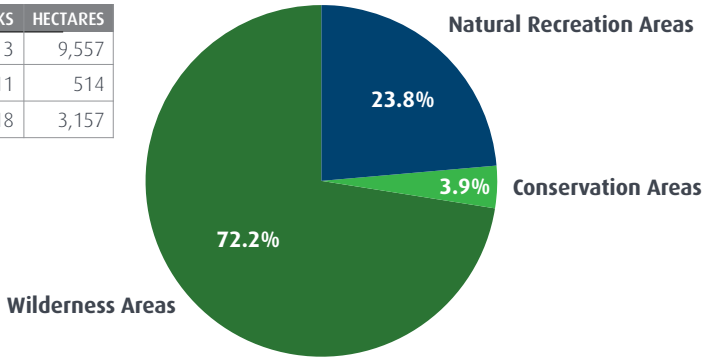
CRD Plans intersecting with regional parks and trails	Regional Parks and Trails Strategy Goal				
	1	2	3	4	5
2019-2022 Board Priorities	•	•	•	•	•
Advocacy Strategy (2019)	•	•	•	•	•
Climate Action Strategy (2021)		•	•	•	•
Corporate Asset Management Strategy (2019)			•	•	•
Corporate Plan (2019-2022)	•	•	•	•	•
First Nations Task Force Final Report (2018)	•	•		•	•
Regional Food and Agriculture Strategy (2016)				•	
Regional Green/Blue Spaces Strategy (1997)		•		•	
Regional Growth Strategy (2018)		•	•	•	•
Regional Parks Land Acquisition Strategy (2020-2021)		•	•		
Regional Parks Strategic Plan (2012-2021)		•	•	•	
Regional Trails Management Plan (2015)			•	•	•
Regional Transportation Plan (2014)			•	•	•
Regional Water Supply Strategic Plan (2017)				•	
Statement of Reconciliation	•	•		•	•

Appendix E: Regional Park Classifications

	REGIONAL PARK	CONSERVATION AREA	WILDERNESS AREA	NATURAL RECREATION AREA	HECTARES
1	Albert Head Lagoon				7
2	Ayum Creek				6.4
3	Bear Hill				48.7
4	Brooks Point				6
5	Coles Bay				3.6
6	Devonian				13.5
7	East Point				0.8
8	East Sooke				1,458
9	Elk/Beaver Lake				443
10	Francis/King				107
11	Gonzales Hill				1.8
12	Horth Hill				36
13	Island View Beach				52
14	Jordan River				100
15	Kapoor				12.6
16	Lone Tree Hill				31
17	Matheson Lake				157
18	Matthews Point				24
19	Mill Farm Reserve				315
20	Mill Hill				71.6
21	Mount Parke				91
22	Mount Wells				121
23	Mount Work				754
24	Mountain Road				19.8
25	Roche Cove				160
26	Sea to Sea				3,979
27	Sooke Hills Wilderness				4,120
28	Sooke Potholes				72
29	Sooke River Reserve				7
30	St. John Point				27
31	Thetis Lake				923
32	Witty's Lagoon				56

Regional Parks Land Base by Classification

PARK CLASSIFICATION	NUMBER OF PARKS	HECTARES
Regional Wilderness Areas	3	9,557
Regional Conservation Areas	11	514
Regional Natural Recreation Areas	18	3,157





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Making a difference...together

Regional Parks & Trails Strategic Plan

Public Engagement Report

Capital Regional District | June 2022



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1. Executive Summary

The Capital Regional District (CRD) Board initiated an update of the Regional Parks Strategic Plan 2012–2021 in December 2021. The Regional Parks Committee conducted a workshop to set the direction for the Strategic Plan update in January 2022 and the CRD Board approved this material for engagement in February 2022.

Engagement opportunities on the Strategic Plan update were provided between February and May 2022. The aim of the engagement process was to inform First Nations, stakeholder groups and the public about the park strategic planning process–to seek input and information from affected First Nations, agencies, stakeholder groups and individuals about the proposed vision, mission, values and key priorities to guide regional parks and trails over the next decade. This report includes a summary of the engagement process and responses received. A separate report is provided outlining engagement with First Nations.

Key stakeholder organizations were invited to participate in a series of focus groups on the Strategic Plan update in February 2022. In total, 44 stakeholder groups participated in one of five focus groups. Agencies with interest in parks and protected areas were invited to participate in a focus group or interview. Staff from seven agencies participated in a focus group and an interview. Three interviews were held with user groups who self-identified as having interest in the Strategic Plan update. An online survey was available between March 8 and April 4, 2022. A total of 1,228 surveys were completed. Three online information sessions were held with 26 members of the public participating.

Feedback received from the engagement process is highlighted in the Response section of this report. The Moving Forward section discusses the key concepts that were considered for incorporating into the updated CRD Regional Parks and Trails Strategic Plan.

2. Introduction

The Regional Parks Strategic Plan 2012-2021 has set the overall vision, goals and objectives for regional parks service delivery over the past 10 years. The 2012-2021 Strategic Plan was primarily led by a volunteer Citizens Advisory Panel (CAP) and included extensive engagement with stakeholders, the public, government, First Nations and other park agencies. The Strategic Plan considered many of the trends, challenges and values that are still relevant today, such as increased visitation to regional parks and trails and the need for increased environmental protection. At the same time, many things have changed in the region since the adoption of the plan in 2012. For example, climate action and reconciliation with First Nations are key priorities of the CRD.

The CRD Board initiated an update of the Regional Parks Strategic Plan 2012-2021 on December 8, 2021 and a workshop was held with the Regional Parks Committee in January, 2022 to set the direction for the Strategic Plan update. On February 9, 2022 the CRD Board directed staff to seek input from First Nations, stakeholders, other agencies and the general public on a proposed vision, values, mission statement, and priorities and to apply a lens of conservation and protection of biodiversity to the priorities and process.

A new Regional Parks & Trails Strategic Plan will be brought forward in July 2022 that will set the direction for regional parks and trails over the next decade.

3. Purpose of the Engagement Report

The purpose of this report is to summarize the engagement process and to highlight responses and key themes received related to the CRD Regional Parks & Trails Strategic Plan update.

The goal of engagement is to receive feedback from First Nations, stakeholders, user groups and the public on the proposed vision, values, mission, and key priorities that were approved by the CRD Board in February, 2022 to be considered in the CRD Regional Parks & Trails Strategic Plan update (Appendix A). Feedback received through the engagement process from government agencies, stakeholder groups and the public is summarized and analyzed in this report and considered in the updated Strategic Plan. A separate report includes feedback received from First Nations.

The CRD is committed to involving First Nations, stakeholders, agencies and the public in the development of strategic plan. The aim of the engagement process was to inform First Nations, stakeholder groups, agencies and the public about the CRD Regional Parks & Trails Strategic Plan update process, and to seek input and information from affected individuals and groups to assist the CRD with setting the future direction for regional parks and trails. Other goals of the engagement process included information sharing, dialogue and discussion, building ongoing relationships, developing understanding and trust, and producing a Strategic Plan that reflects organizational needs and public interests. The engagement process allowed interested individuals and groups to actively contribute to the Strategic Plan before the plan was updated. Engagement was one of the early steps in the update process and used to gather traditional and local knowledge about regional parks and trails, learn what is important to people,

identify issues and priorities, and to seek a range of suggestions for what should be considered in updating the CRD Regional Parks & Trails Strategic Plan 2022-2032.

4. Engagement Period

This report includes a summary of the engagement activities completed and responses received between February and May 2022 from stakeholder groups, government agencies and the general public. A separate report includes a summary of engagement with First Nations.

The engagement process for the CRD Regional Parks & Trails Strategic Plan update commenced in February 2022 with a media release and the launch of a project site on the "get involved" webpage: www.getinvolved.crd.bc.ca (hereafter 'project webpage'). Focus groups and interviews were held between February and March 2022. An online survey was available from March 8 to April 4, 2022. Information sessions were offered online on March 1, March 16 and April 1, 2022. Communication materials were published through the engagement process on the project webpage, on social media and in newspapers. Engagement with First Nations was facilitated by a consultant beginning in February 2022.

5. Who Was Engaged

5.1. First Nations

Fifteen First Nations whose traditional territory lies within the CRD boundary were invited to participate in the Strategic Plan update process. A separate engagement report outlines the First Nations engagement process.

5.2. Park Agencies

Six agencies with direct or overarching jurisdiction, or a related interest in the CRD Regional Parks & Trails Strategic Plan update, were invited to provide input and expertise. These included: Parks Canada; Cowichan Valley Regional District; BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development (BC Parks and BC Recreation Sites and Trails); Islands Trust Conservancy; and BC Parks and Recreation Association. Representatives of these agencies received written notification of the Strategic Plan update and an invitation to participate in an interview and/or focus group session to share information and provide feedback.

5.3. Stakeholders

A total of 85 stakeholder groups were identified for participation in focus groups. Three broad categories of stakeholder groups to be invited to participate in the focus groups were identified, as follows: cultural/social interests, conservation interests and outdoor recreation interests. A balance of stakeholders from each category were invited to each focus group to promote a diversity of perspectives in the discussion. A list of the stakeholder groups selected to participate in the focus groups is provided in Appendix B.

5.4. User Groups

Approximately 200 user groups known by the CRD to have an interest in regional parks and trails were notified by email about the Strategic Plan engagement process and opportunities for input. The user groups were selected

from a master contact list maintained by Regional Parks and includes organizations that may represent a recreation, conservation, youth, or accessibility interest, and are currently active. Private businesses were not selected to be contacted.

Additional groups identified through the snowball sampling technique that did not meet the stakeholder selection criteria but who self-identified as having a special interest in participating in the Strategic Plan update were invited to participate in an interview. These user groups included:

- South Island Disc Golf Society
- Vancouver Island Slackline Association
- Local experts.

5.5. General Public

An online survey was made available to the general public through a link on the project webpage between March 8 and April 4, 2022. The survey included 16 questions with both quantitative and qualitative responses. A total of 1,228 surveys were completed. Survey methodology is outlined in Appendix B and survey responses are included in Appendix D.

The general public in the CRD were notified of the CRD Regional Parks & Trails Strategic Plan update via media releases, newspaper advertisements and social media. The public was directed to the project webpage and had the opportunity to register to receive notifications about the CRD Regional Parks & Trails Strategic Plan update. Between February 9, 2022 and May 1, 2022, there were approximately 2,400 visits to the project webpage, with 1,228 visitors engaging by taking the survey, 1,400 informed by viewing photos, downloading documents, and visiting the FAQ page, and 2,200 becoming aware about the project by viewing at least one page (Figure 1). Visitation peaked in March and April 2022 when the online survey and information sessions were available.

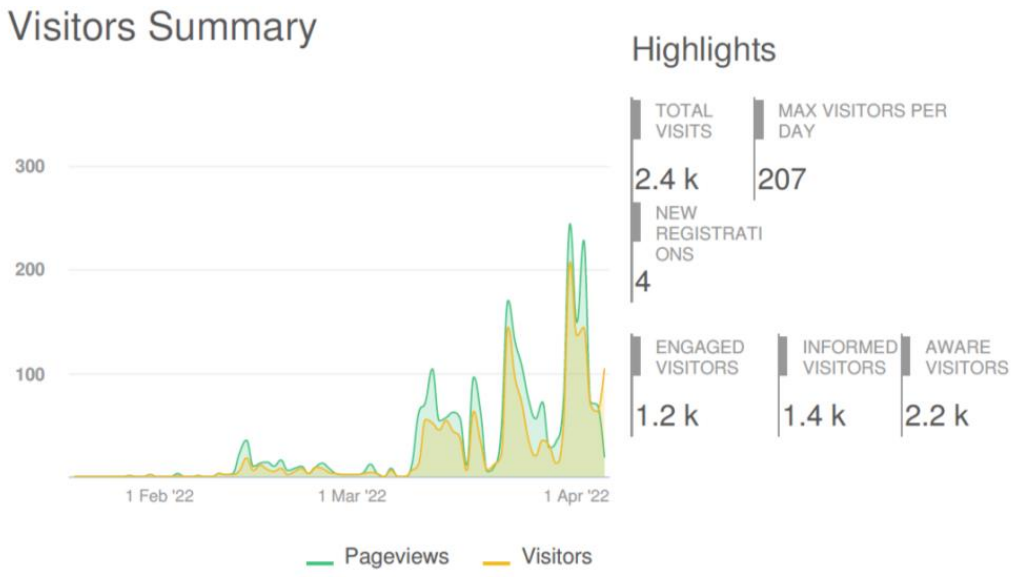


Figure 1: Visitation to project webpage between February 9 and May 1, 2022.

6. Engagement Methods

The project scope and engagement process for the CRD Regional Parks & Trails Strategic Plan update were approved by the CRD Board in February 2022. A number of tools and approaches were used to engage First Nations, agencies, stakeholders, user groups and the public including: focus groups, interviews, an online survey, public information sessions, advertising, a project webpage and social media. The engagement methods are outlined in detail in Appendix B.

7. Responses

The following is a summary of the feedback received related to the CRD Regional Parks & Trails Strategic Plan update.

7.1. First Nations

See separate First Nations engagement report.

7.2. Park Agencies

A focus group and an interview were held with staff representatives from Cowichan Valley Regional District, Islands Trust Conservancy, Parks Canada (Gulf Islands), BC Parks, Recreation Sites and Trails BC, and the BC Parks and Recreation Association. While these agencies preferred not to offer comments about the values and principles, vision, mission and priorities proposed for the CRD Regional Parks & Trails Strategic Plan as it was beyond their capacity and role, comments and suggestions were offered about how to strengthen partnerships, align desired outcomes between groups, clarify roles and responsibilities of the different agencies and enhance information sharing.

7.3. Stakeholders

7.3.1. Feedback about the Values and Principles

Overall, stakeholders were supportive of the proposed values and principles. Minor changes to the wording and additional values were offered by stakeholders, including leadership, partnership, stewardship, connectivity, education, and accountability.

7.3.2. Feedback about the Vision

Stakeholders suggested the proposed vision statement encompasses too many ideas and concepts, potentially making it difficult for CRD Regional Parks to achieve. Stakeholders indicated that the term ‘exceptional’ is too subjective to be included in the vision. Stakeholders also pointed out the importance of including the word ‘compatible’ in front of outdoor recreation. Stakeholders proposed moving some of the important concepts into the mission and value statements, such as cooperation, respect, resiliency, and cultural heritage. The following new concepts were proposed by stakeholders to strengthen the vision: connectivity, active transportation, inspiring stewardship and education. These concepts are already present in the Regional Parks Strategic Plan 2012-2021 and stakeholders suggested they become prominent in the updated plan.

7.3.3. Feedback about the Mission

Stakeholders suggested the mission statements could be simplified and should better reflect the dynamic relationship between conservation and compatible outdoor recreation. The function of regional trails for active transportation was suggested to be highlighted, as well as the role the CRD plays in providing environmental education and leadership. Additionally, stakeholders stressed the importance of incorporating a lens of First Nations reconciliation, accessibility, equity, and climate action in all the services the CRD provides, where feasible.

7.3.4. Feedback on the Priorities

Stakeholders reviewed a series of priority statements that focused on the following themes: conservation and recreation; access and equity; climate action and resiliency; and reconciliation. The proposed themes were generally supported and aligned with stakeholder's views. However, the priority statements were deemed by some stakeholders as too complex and needing to be broken down. While the compatibility of conservation and outdoor recreation was debated, stakeholders shared common views towards the role of both conservation and compatible outdoor recreation in developing nature stewardship. Stakeholders indicated the need for incorporating research, best practices and education to ensure protection of biodiversity and to provide quality compatible outdoor recreation opportunities. Other suggestions offered by stakeholders included: more responsive park management and planning; expanding land acquisitions; buffering development; active transportation and transit opportunities; consideration of commercial activity in parks; improving facility design; improving transparency and accountability; and taking a leadership role in research, collaboration, and promotion of parks through marketing and communications. Prioritizing reconciliation with First Nations was supported by stakeholders and perceived as most appropriate to determine through direct engagement with First Nations. Stakeholders expressed general interest in learning about cultural heritage and reconciliation activities, where appropriate.

7.3.5. Additional Comments

Stakeholders were given the opportunity to add any further comments about regional parks and trails. The majority of the comments were about general support and appreciation for regional parks and trails and about opportunities to network with other stakeholder groups. Other comments focused specifically on: obtaining clarification about regional park bylaws and management processes; different levels of government jurisdiction across the region; impact of humans and increasing visitation; land acquisition criteria; and specific facility development, among others. It was stressed by the facilitator that the focus group was on the Strategic Plan update and those important comments would be noted and redirected to the appropriate planning processes concerning regional parks and trails. Comments from the stakeholder focus groups are listed by theme in Appendix C.

7.4. User Groups and Public

A total of 1,228 online surveys were completed and submitted. The main themes reflected in the comments include:

- Respondents' age was evenly split between categories, with the exception of younger people whose participation was lower. The majority of respondents to the survey live in Saanich (27%), Victoria (19%) and Langford (11%) and are couples with dependent children (41%), followed by parent(s) with one or more dependent children (28%) and adults living alone (14%).

- The majority of participants to the survey responded that it is very important to have the proposed values and principles of conservation (80%) and recreation (80%) in the CRD Regional Parks & Trails Strategic Plan, followed by resiliency (74%), equity (66%), accessibility (62%) and reconciliation (58%).
- More than half of the respondents to the survey identified stewardship (52%) and education (43%) as additional values to be included in the CRD Regional Parks & Trails Strategic Plan update.
- The majority of respondents (83%) support to strongly support the proposed vision for the CRD Regional Parks & Trails Strategic Plan.
- All five mission statements proposed for the CRD Regional Parks & Trails Strategic Plan obtained more than 65% of respondents support to strongly support.
- When asked what should the CRD Regional Parks & Trails Strategic Plan give priority to over the next 10 years, the themes that scored the highest support were: land acquisition (High=66%), biodiversity protection (High=58%), and providing buffers between parks and urban development (High=50%). All other priorities scored lower, ranging between medium-high to medium-low priority.
- Respondents were given the opportunity to provide comments about how CRD Regional Parks can support reconciliation with First Nations. A total of 734 comments were received. The opportunities most commonly identified by respondents were: promoting the sharing of Indigenous knowledge through education, interpretation, and programing (n=266) and consulting First Nations directly in regard to regional parks and trails management (N=153) so to ensure their priorities are met.
- Respondents were given the opportunity to provide additional comments about regional parks and trails. A total of 932 comments were received, with many providing multiple feedback statements and suggestions about the CRD Regional Parks & Trails Strategic Plan update. For conservation, respondents were concerned about the overuse and impacts they witnessed in the regional parks and trails (n=65) and suggested to focus on biodiversity and ecosystem preservation (n=132) and land acquisition (n=100). For outdoor recreation, respondents suggested, in general, to offer more opportunities to recreate in regional parks and trails (n=83), with some specific stakeholder groups advocating for more disc golfing (n=138), mountain biking (n=120) and horse riding (n=47) opportunities. Respondents (n=113) took also the opportunity to express their appreciation towards the CRD and the possibility to participate in the survey.

7.4.1 Additional Input from User Groups

Three interviews were conducted with representatives from user groups who self-identified as having interest or knowledge in the Strategic Plan update. The main themes reflected in these interviews were: compatible outdoor recreation; stewardship; decision-making processes; conservation and protection of biodiversity; research and evidence-based decision-making.

A total of 15 public comments were submitted to the parksplanning@crd.bc.ca email. The main themes reflected in these submissions include: the engagement process; park development and park uses; conservation; regional trails; climate change; health and well-being; and governance.

The feedback obtained aligned with previous comments provided by stakeholders through the focus groups and by the public through the survey.

7.4.2 Additional Input from Municipalities

A letter was received from the District of Metchosin, dated May 3, 2022, regarding the Strategic Plan update (Appendix E). The main themes reflected in this submission include: conservation and biodiversity lens, protection of wildland areas, biodiversity, carbon sequestration, and securing habitat for apex predators.

8. Moving Forward

The Regional Parks Committee held a workshop in January 2022 to set the direction for engagement on the Regional Parks Strategic Plan update. At its February 9, 2022 meeting, the CRD Board proposed a renewed vision, mission, values and principles, and strategic priorities based on the themes of conservation & recreation, access & equity, climate action & resiliency, and reconciliation. This material was presented to First Nations, stakeholder groups and the public for feedback between February and May 2022. At its meeting of April 20, 2022, the Transportation Committee recommended the Plan be called Regional Parks & Trails Strategic Plan and that specific content relating to regional trails be included. This emphasis on the regional trails function of the CRD regional parks service has been strengthened throughout the Plan and particularly through the concepts of connectivity, mobility, active transportation and accessibility.

While engagement results indicated overall support for the proposed vision, stakeholder feedback suggested the desired future state of regional parks and trails should be simplified in an attempt to make the vision more obtainable. Based on this feedback, the concept of cooperation has been removed from the vision but inserted into sections of the Plan that address stewardship and partnerships. The concept of respecting Indigenous cultural use and cultural heritage has been strengthened. Stakeholder feedback about the vision suggested adding concepts of connectivity, active transportation, inspiring stewardship and education. The vision has been amended to add the concept of connectivity to reflect the function of regional trails, active mobility in general, and the importance of connected greenspaces. The vision has also been amended to add the concept of inspiring stewardship, of which an element is education. A glossary has been included in the updated Strategic Plan to clarify terms used throughout the document.

Throughout the engagement process, the values of conservation and outdoor recreation received the most support. The other proposed values and principles (accessibility, equity, reconciliation and resiliency) received support as well. Refinements to the wording of the values and principles has been done in an attempt to better reflect their meaning. The additional values and principles of accountability, connectivity, education, leadership, partnerships, and stewardship were suggested by stakeholders and incorporated into the pubic survey questions. The public survey results indicate strong support for including education and stewardship as values in the updated Strategic Plan. The values of accountability and connectivity received less support overall but have been included as they provide a stronger foundation for the Plan and were themes heard throughout the engagement process. These values and principles have been developed and incorporated into the updated Strategic Plan. Edits to the values and principles have also been made to better reflect the role of regional trails in the CRD.

While more than 65% of public survey respondents support or strongly support all five mission statements proposed for the CRD Regional Parks & Trails Strategic Plan, stakeholders suggested the mission statements should be simplified to better reflect the dynamic relationship between conservation and compatible outdoor recreation, reflect the function of regional trails for active transportation, as well as how regional parks provide opportunities for environmental education and stewardship. The mission statements have been revised to highlight these core functions of the service. All other concepts originally proposed in the mission statements have been removed as they are adequately represented elsewhere in the Plan and their importance is not lost.

The engagement materials presented a series of priority statements that focused on the following themes: conservation & recreation; access & equity; climate action & resiliency; and reconciliation. Overall, the engagement process indicated that the priority statements were deemed as too complex and needing to be broken down or streamlined.

Overall, the engagement process highlighted that prioritizing reconciliation was perceived as most appropriate to determine through direct engagement with First Nations. The engagement process also revealed general public interest in learning about cultural heritage and reconciliation actions, where appropriate. The priorities for reconciliation have been given prominence in the Plan and the proposed actions support ongoing engagement with First Nations to determine how to strengthen relationships, respect Indigenous laws and cultural use, and make tangible progress towards reconciliation. Continued efforts by the CRD to deliver cultural awareness education and adhere to cultural heritage protection are also included in the Plan.

The main topic of interest and importance throughout the engagement process was the dynamic between conservation and recreation. Many common views were expressed about the role of both conservation and compatible outdoor recreation in developing nature stewardship. The Plan attempts to focus on how conservation and recreation may be compatible to achieve the mutual goal of nature stewardship and how to address causes of tension between conservation and outdoor recreation through improving research, planning and monitoring to improve transparency, protection of natural assets and cultural heritage, and improve outdoor recreation experiences. The concepts of conservation and visitor experience have been addressed separately in the Plan in order to ensure each is given due consideration and the duality between the concepts does not detract from their importance. The conservation priorities of land acquisition and environmental restoration and monitoring are highlighted in the Plan, and were the priorities with highest rates of support by public and stakeholders. The outdoor recreation priorities of developing partnerships, incorporating best practices/improving facility design, and doing responsive park planning are highlighted in the Plan, and were the priorities with the highest rates of support by public and stakeholders. Also, knowledge sharing, improved communication and education are key elements raised in the engagement process and have been incorporated into the Plan.

Climate action and resiliency ranked of high interest to participants in the engagement process. The key priorities suggested by participants include: buffering urban development with new park land, working with government agencies to connect green spaces and apply a climate action lens to service provision. These aspects have been incorporated into the Plan.

Of the priorities presented under the access and equity theme, feedback received through the engagement process indicated the highest level of support for providing accessibility to parks and trails for people of different ages, abilities and incomes and for enhancing connectivity between communities and parks. The role of regional trails and transit in providing low-barrier access between communities and parks was highlighted throughout the engagement process, and have been incorporated into the Plan.

In addition to the input received through the engagement process, staff have also incorporated relevant priorities and actions from related CRD strategies and corporate commitments into the updated Strategic Plan. These related CRD strategies underwent separate engagement processes and have been approved by the CRD Board. Staff expertise has also been incorporated into the updated Strategic Plan to refine terms, review for consistency and alignment between divisions.

How the input received to date from First Nations has been incorporated into the Strategic Plan update is included in a separate report.

9. Limitations

The CRD Regional Parks & Trails Strategic Plan update was initiated in December 2021 and the delivery of an updated Strategic Plan was set for June/July 2022. It is possible that such a short timeline may limit the engagement abilities of participants. Significant limitations to in-person engagement were experienced due to COVID-19 public safety measures. Many of the typical community events and open houses utilized during a planning process were not feasible. Technological tools were heavily relied on during this engagement process due to COVID-19 public safety measures. Lack of access to, and knowledge of, technology can be a limitation to those wishing to participate. Finally, the project timeline and allocated resources constrain the project to an extent.

Appendix A: Engagement Materials

Regional Parks Strategic Plan Update 2022



March - April, 2022
Public Input

Setting Direction

Vision 2032

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.



Setting Direction

Mission



Ensure regional parks and trails are resilient by delivering a sustainable service that is adaptable and takes action on climate change.



Foster stewardship of ecological and cultural resources by informing, engaging and collaborating with the public, volunteers, partners, and First Nations.



Provide access to regional parks and trails that facilitates healthy, safe and enjoyable outdoor recreation experiences for all.



Secure a diverse and connected system of regional parks and trails that protect and restore the integrity of our region's biodiversity and cultural landscapes.



Work with First Nations in taking care of the land and water.

Setting Direction

Values and Principles

Accessibility – We provide access to nature for all ages and abilities

Conservation – We work together to protect, restore and celebrate the region's natural and cultural landscapes

Equity – We work together to ensure regional parks and trails are inclusive and maintained as a common good

Reconciliation – We are committed to work towards reconciliation with First Nations

Recreation – We offer outdoor recreation experiences that improve our health and well-being

Resiliency – We take action on climate change by being adaptive and using resources sustainably with a view to benefiting future generations

Additional Values and Principles:

- Leadership
- Partnership
- Stewardship
- Connectivity
- Education
- Accountability

Priority Statements

Conservation & Recreation

- Conserve biodiversity
- Enable outdoor recreation
- Work with partners
- Foster stewardship



Access & Equity

- Enhance health & well-being
- Promote complete and connected communities
- Ensure economic fairness
- Accessibility & equity lens



Priority Statements

Climate Action & Resiliency

- Align sustainable service delivery with climate action
- Advance regional active transportation
- Develop partnerships
- Acquire and manage natural areas



Reconciliation

- Incorporate First Nations reconciliation objectives
- Provide space for cultural use
- Strengthen engagement
- Support shared prosperity



KEY PRIORITY STATEMENTS
REGIONAL PARKS STRATEGIC PLAN

February 2022

Conservation & Recreation

- Take action to conserve biodiversity through acquiring land, restoration and monitoring of ecosystems across the region (UN; LAS; RGS, 2.1; RPSP, p.9)
- Enable users to recreate and have outdoor recreation experiences that are enjoyable, safe and compatible (RPSP, p.9 & 12)
- Work with partners in taking care of the land and water and providing sustainable outdoor recreation (Board, #6d & #6b-1 & #6b-2; RPSP, p.10; LAS)
- Foster stewardship through program delivery, knowledge sharing and leading by example (RPSP, p.10)

Access & Equity

- Enhance health and well-being by providing nature and outdoor recreation experiences for all ages and abilities (Board, #6e; RPSP, p.9)
- Promote complete and connected communities by ensuring recreation, parks and green space can be easily accessed by transit, walking or cycling (RGS, 3.1 & 4.1; RPSP, p.9)
- Ensure economic fairness by managing regional parks and trails as a common good (RGS 5.1; Revenue, p.4)
- Strengthen an accessibility and equity lens in service delivery

Climate Action & Resiliency

- Align sustainable service delivery and infrastructure improvements with climate action (RGS 7.1; CAS, 1.1 & 5.1; RPSP)
- Advance regional active transportation opportunities that contribute to greenhouse gas reduction (CAS, 3.7; RPSP; RGS, 4)
- Develop partnerships for the long-term consistent and connected management of green space and ecosystem services (RPSP; Board, #5a-5).
- Strategically acquire and manage natural areas to address climate mitigation, urban containment and access to green space for a growing population (RGS 7.1, CAS, 5.1; RPSP)

Reconciliation

- Incorporate First Nation worldviews, knowledge and reconciliation objectives in the management of natural assets and cultural heritage (Board, #3a-3 & #6d; RPSP; FNSR; RNTF, p.44-45)
- Provide space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names (Board, #3a-3 & #6d; RPSP; FNSR; FNTF, p.44-45)
- Strengthen engagement with First Nations in service delivery initiatives (Board, #3a-3 & #6d; RPSP; FNSR; FNTF, p.44-45; LAS)
- Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals (Board, #3a-3 & #6d; RPSP; FNSR; FNTF, p.44-45)

Reference Abbreviations:

Board	Capital Regional District 2019-2021 Board Priorities
CAS	Climate Action Strategy 2021
FNSR	First Nations Statement of Reconciliation
FNTF	First Nations Task Force Final Report, 2018
LAS	Land Acquisition Strategy 2020-2021
RGS	Regional Growth Strategy (RGS), Bylaw No. 4017, 2018
RPSP	Regional Parks Strategic Plan (RPSP) 2012-2021
Revenue	Draft Revenue Generation Strategy, 2021
UN	United Nations Decade on Ecosystem Restoration 2021-2030

Appendix B: Engagement Methods

Interviews

Interviews were offered by CRD Regional Parks staff to representatives from park agencies with interest in the region who could not attend a focus group, and with experts or representatives from user groups who did not meet the stakeholder selection criteria and self-identified as having interest in the Strategic Plan update. Four interviews were conducted in February and March 2022. Interviews were held by phone or virtually by Zoom or Teams and lasted approximately one hour. CRD staff took notes during the interviews for later analysis and review.

Project Webpage

A project webpage was established on the CRD's Get Involved online platform in February 2022 and was updated for the duration of the Strategic Plan update (https://getinvolved.crd.bc.ca/regional-parks-strategic-plan-update). The project webpage includes an overview of the Strategic Plan update process, the proposed vision, values, mission statements, and priorities accepted by the CRD Board for engagement, as well as outlines opportunities for input, CRD staff contact information, frequently asked questions (FAQs), and key documents informing the Strategic Plan update.

Information Sessions

Three online information sessions were held via the Zoom platform on March 11, March 16 and April 1, 2022. Each session included a presentation about the CRD Regional Parks & Trails Strategic Plan update and a question and answer session. Each webinar lasted one hour. A total of 26 participants attended the three webinars.

Letters/Emails

Email notices were sent to approximately 200 user groups with potential interest or expertise related to regional parks and trails. Email notices were also sent to seven park agencies with a direct interest in the Strategic Plan update.

A project email account was created for receiving comments and inquiries about the Strategic Plan update: parksplanning@crd.bc.ca . A total of 15 email submissions were received from members of the public or individuals representing a user group or special interest group. One letter was received from the District of Metchosin (Appendix F). Delegations and written submissions provided to the CRD Board are not included in this report.

Social Media

Social media posts were made on the CRD's Facebook and Twitter accounts during February, March and April 2022, directing people to the project webpage and online survey. These posts went out to 7,813 followers on Twitter and 5,500 followers on Facebook. As well, some stakeholder and user groups shared information and links to the project webpage on their own channels. Facebook ads were boosted throughout the survey process, with a link to the project webpage to complete the online survey. The targeted demographic for these ads were people living in the region aged 18-65+. Figure 2 outlines the level of engagement with the Facebook ads.

Reach	Reactions	Shares	Link Clicks	Comments

19,356	44	25	911	7

Figure 2: Facebook Ad Engagement

Advertising

Two media releases were issued by the CRD on February 9 and March 18, 2022 outlining the Strategic Plan update and engagement process, and encouraging the public to complete the online survey. Multiple news outlets received the media release. An article was published by Black Press Media on March 11, 2022.

Print ads were published in multiple newspapers during March and April 2022, while the online survey was available (Figure 3). The ads directed readers to the project webpage to complete the online survey. Ads were posted in Black Press Media papers and the Times Colonist (Figure 4).

Publication	Date
Oak Bay News	March 10, 2022
Peninsula News	March 10, 2022
Sooke News Mirror	March 10, 2022
Goldstream News Gazette	March 10, 2022
Saanich News	March 10, 2022
Times Colonist	March 8, 2022

Figure 3: Newspaper Ad Dates



Figure 4: Newspaper Advertisement

Online Survey

An online survey was made available through a link on the project webpage from March 8 to April 4, 2022. The survey included 17 questions with both quantitative and qualitative responses. Some survey questions had multiple statements to be completed.

Close-ended questions were measured through a five-point rating scale ranging from strongly support to strongly oppose or by offering pre-determined categories. Close-ended questions were used to reduce the response burden for participants. Open-ended questions were also included to allow respondents the option to offer additional comments and clarify their responses. Questions about participants' demographic characteristics (i.e., age, residency) were also included in the questionnaire.

Analysis

The Engagement HQ's analytics framework provided by the Get Involved platform was used to analyze descriptive statistics, which are reported as a percentage for all quantitative questions of the survey. Content analysis was performed to analyze qualitative comments provided by participants in a replicable and systematic manner. Specifically, all qualitative data were categorized using codes, which allowed identifying code themes and response patterns.

Rationale

It is important to acknowledge that the aim of the survey was to offer an easy-to-access venue for the public to provide input about the CRD Regional Parks & Trails Strategic Plan update. The information obtained through this participation tool is not intended to be representative of the whole population of the capital region. Hence, the data reported in this document will not be generalized to the broader population.

The survey was used to ensure that insights, concerns and experiences of participants interested in the CRD Regional Parks & Trails Strategic Plan update dialogue are documented and considered. The information retrieved through this participatory tool complement the insights provided by the other engagement approaches reported in this document. The data in this report should therefore be interpreted in conjunction with the overall engagement process outcomes.

Freedom of Information and Protection of Privacy Act and Privacy Impact Assessment

All responses in the survey were voluntary, thus participants had the choice to skip any question they did not wish to answer. All information was collected in compliance with the *Freedom of Information and Protection of Privacy Act* (see https://www.crd.bc.ca/freedom-of-information). A Privacy Impact Assessment (CRD PIA #21-055) was developed for this project to ensure research involving humans was conducted in compliance with ethics and local legislation.

Stakeholder Focus Groups

Focus groups are an ideal participation methodology to involve stakeholders in providing feedback on a defined topic through facilitated discussion. Participants are encouraged to engage on topics as well as to respond to and reflect on narratives conveyed by other participants in the group.

Key stakeholder groups were invited to participate in one of five focus group sessions to provide feedback on the proposed vision, values, mission, issues and key priorities to be included in the Strategic Plan update. A diversity of perspectives and experiences was sought for participation in each focus group. Each focus group aimed to include 18-20 participants representing different stakeholder interest groups.

Staff developed objective criteria to select key stakeholders for participation in a series of focus group discussions about the Strategic Plan update in February 2022. Stakeholder groups were selected from a master contact list compiled by Regional Parks. The master contact list is updated by staff based on local knowledge, previous contacts, past participation in engagement activities, referrals, and general interest inquiries. The master contact list currently identifies approximately 200 stakeholder groups in the CRD, British Columbia and Canada potentially interested in the CRD's regional parks management and projects.

The rationale and criteria for stakeholder selection were provided in the stakeholder engagement report provided to the February 9, 2022, CRD Board meeting. The rationale was to achieve a diversity of perspectives and experiences for participation in focus groups discussions about the Strategic Plan update. The following selection criteria were applied to evaluate the suitability of stakeholder groups for participation in the focus groups:

- being located in the CRD (yes=1 or no=0).
- representing a broad outdoor recreation, conservation/nature and/or cultural/social interest (yes=2 or no=0).
- having knowledge and experience related to CRD Regional Parks (yes=2 or no=0).
- having an interest and experience in working in multi-stakeholder groups (yes=1 or no=0).
- self-identifying as a First Nation (yes=1 or no=0).

Similar criteria have been successfully applied by the CRD to engage a diversity of stakeholder groups in previous engagement processes, including, recently, the Mountain Biking Advisory Committee and the Land Evaluation project.

A snowball technique was also used to expand the list of possible interest groups. Snowball sampling is a recruitment technique in which invited stakeholders are asked to assist in identifying other potential subjects that may have been missed from initial screening. The same criteria used to select the initial stakeholders was applied to potential subjects for consistency in selection.

Stakeholder groups receiving a score between five and seven were selected to be invited to participate in focus groups. A list of the stakeholder groups invited to participate in focus groups about the CRD Regional Parks & Trails Strategic Plan update are included in Table 1. Of the 88 stakeholder groups invited, 44 participated in a focus group session.

Targeted emails/phone calls were used to invite stakeholders to the focus groups. Through the invitation, CRD staff explained the purpose of the focus group and requested confirmation of interest to participate. If no interest was expressed, other stakeholder groups representing a similar interest, but possibly having lower scoring criteria, were invited to participate to ensure representativeness in opinion across groups participating to the focus groups. An online poll was circulated to all interested stakeholder groups offering a range of 18 possible dates and times to participate in a focus group. Dates and times for the five focus group sessions were selected by CRD staff based on the availability of participants.

A total of five focus groups were conducted with stakeholders in February 2022. Each focus group was held virtually on Zoom and lasted approximately two hours. The focus groups were attended by 44 stakeholder groups: 27 representing outdoor recreation groups, 12 representing conservation groups, and 5 representing community groups.

An additional focus group was conducted with representatives from seven park agencies with interest in the region. This focus group was held virtually on Zoom and lasted approximately one hour. Representatives from five agencies attended.

The focus group sessions were taped for later analysis and review by CRD staff. The results of the focus group sessions will be used to inform further public engagement, to incorporate into the Strategic Plan update, and will be provided to the Regional Parks Committee and CRD Board for consideration.

Table 1: Stakeholders selected to participate in focus groups

Community Interests	Stakeholder Group [* indicates the stakeholder group participated]
Economic	Greater Victoria Chamber of Commerce Tourism Victoria Urban Development Institute Tourism Association Vancouver Island
Community	Greater Victoria Placemaking Network* Creating Community Wellness Society South Island Prosperity Project Parks and Recreation Foundation Victoria Metchosin Foundation Victoria Foundation Community Social Planning Council

	Sooke Region Communities Health Network
Education	**Royal BC Museum***
	YMCA-YWCA of Vancouver Island
	Shaw Centre for the Salish Sea
Accessibility & Equity	Victoria Disability Resource Centre
	Community Living Victoria*
	SPARC BC
	Power To Be
	Building Bridges Community Support*
Youth & Family	Post-secondary Student Societies
	Camosun College Student Society*
	Family Services of Greater Victoria
Conservation	**Stakeholder Group**
Nature Stewardship	**Victoria Natural History Society***
	Greater Victoria Nature Hood*
	Gorge Waterway Action Society (GWAS)
	Swan Lake Christmas Hill Nature Sanctuary*
	Raincoast Conservation Foundation
	Pacific Wild Alliance
	Salt Spring Island Conservancy
	Galiano Conservancy Association
Land Stewardship	Greater Victoria Greenbelt Society
	Habitat Acquisition Trust (HAT)*
	The Land Conservancy (TLC)*
	Ancient Forest Alliance
	Land Trust Alliance of British Columbia
Wildlife	**Juan de Fuca Salmon Restoration Society***
	SeaChange Conservation Society
	Wilderness Committee
	Peninsula Streams Society*
	Goldstream Volunteer Salmon Enhancement Association*
	Rocky Point Bird Observatory
	World Fisheries Trust
	Watershed Watch Salmon Society
	Coexistence with Carnivore Alliance*
Invasive Species	**Coastal Invasive Species Committee***

Experts	University of Victoria* Camosun College Royal Roads University* Vancouver Island University University of British Columbia
Outdoor Recreation	Stakeholder Group
Rock Climbing	South Island Climbing Association (SICA)* Climbers' Access Society of British Columbia*
Hiking & Running	Southern Vancouver Island Nature Trails Society* Alpine Club of Canada* Vancouver Island Trail Association Kludahk Outdoors Club* Juan de Fuca Community Trails Association* RunVictoria* Outdoor Club of Victoria Victoria Club Tread* Salt Spring Island Trail & Nature Club*
Geocaching & Orienteering	Victoria Orienteering Club*
Horse Riding	Backcountry Horsemen of BC - South Vancouver Island* Capital Regional Equestrians* Elk Beaver Lake Equestrian Society*
Dog Walkers and Associations	Capital Region Association of Dog Professionals* Citizen Canine Dog Owners Association*
Mountain Biking & Cycling	Sooke Bike Club* South Island Mountain Biking Society (SIMBS)* Dirty Girlz Bike Club* Capital Bike (formerly Greater Victoria Cycling Coalition and Greater Victoria Bike to Work Society)* Wheelhouse Cycling Society* Cycling BC*

Water Sports	Surfrider Foundation Vancouver Island* Victoria City Rowing Club Rowing BC* Freshwater Fisheries Society of BC Amalgamated Conservation Society Diving Industry of Victoria Association South Island Sea Kayaking Association* Victoria Canoe and Kayak Club (VCKC) Victoria Fish and Game Protective Association* (snowball)
Youth & Community	Victoria Youth Paddling Club* Greater Victoria Youth Rowing Society* KidSport YMCA/YWCA Vancouver Island Outdoor Recreation Council of BC

Appendix C: Focus Group Responses

Focus group recordings were transcribed and any personal information that would make persons or organizations recognizable was removed. All the comments provided during the focus groups are listed in Table 2. Comments are divided based on the proposed strategic plan material, listed in no particular order, and grouped into broad categories for the purpose of analyzing themes.

Table 2: Stakeholder comments grouped by theme

Comments about vision, mission, and values statement	
General	Strongly support, surprised to see climate change above recreation in list
	Hard to oppose. Mother statements. How can we support these values through implementation?
	Vision is nebulous
	Mission statement needs to put collaboration first before 'informing...". Mission – doesn't speak to interrelationship. Need cohesive statement, interdisciplinary statement
Prioritization	Necessary to establish priorities, alternative is conflicting needs
	Many issues/barriers. How are we going to get to vision given current reality? ie. Wear and tear on parks, huge problems, lack of parks west of Sooke, FN, Forestry, tourists, lack of understanding, small land base protected.
	Recognize all priorities are good but how do they interact? How do we deal with conflict? Need to prioritize values? Have a framework for decision-making. How can conservation be paramount?
	Doing nothing is prioritizing status quo
First Nation	Important to include reconciliation
Equity & Accessibility	Equity, inclusiveness, access needs to be broadened (i.e. support different languages)
	Hard to use parks without car. No car = no access to parks. No bus service. Need transit to trailheads, buses should have bike racks, multiple trailheads, access parks at various points. Accessibility should not = owning car.
	Agree with what is presented but not prioritized. Support accessibility but not at cost of sustainability.
Climate change & resiliency	Transportation corridor/use not reflected. Need land for trails – guide us to come together. Land is not for all uses. Climate change is major challenge
	Consider "regenerative" sustainability principles, not just protection but "enhancement" of environmental, social and cultural aspects
Conservation & Biodiversity Lens	Regional parks are faced with impossible task of providing conservation and recreation. There is no vast land base to resolve the tension

	Lens of conservation most important, define the top interest, give guidance to Board. But land isn't pristine, baseline is rapidly changing due to development and logging, need higher respect for recreation. Main focus is to conserve environment. Trail degradation from use needs to be managed by creating alternate routes around sensitive areas
	Board motion to have lens of conservation and biodiversity is not represented here. Should be the overarching principles. Agree. What does it mean 'lens of conservation and biodiversity'?
	Vision and values – where is biodiversity value highest? Not all use is appropriate everywhere. Buffer zones are needed. Conflict with wildlife is highest at boundaries of parks. Need corridors for connectivity, connect islands of nature
	All-important but need to be focused on conservation and biodiversity. Need to look forward. We are on verge of crisis and collapse. Need protection. Challenge is need walls around growth. Find places with natural integrity, stop development, have buffer zone, connected natural areas.
	A way to protect areas by making them controlled access. If left to public will, uncontrolled, then degradation will occur and ecology will be undermined. Way to manage ecological impact is: control access/use ex: Thetis Lake has massive use, CRD controls where people walk with well-defined trails and split rail fences.
	Thetis Lake is a recreation park with fishing, swimming etc. what about maintaining the environment there? CRD spends huge money on aerator at Elk Beaver Lake but not addressing invasive fish species. How do we correct this in the Vision?
	Observed people not understanding what they're doing in parks i.e. not prepared to be in nature (flip flops). Many rogue trails. Population growth increasing Victoria to Otter Point, clear cuts everywhere are squeezing out animals. Put animals first in some places. It's a problem
	Wilderness really acts as corridor for wildlife habitat, a greenbelt, and some parks could be long term regeneration of logged land.
Land Acquisition	Seems CRD is tackling not enough land buying. CRD is an urban environment not a wilderness environment. Commercial interests are taking wilderness away.
	Grateful for CRD parks. If CRD doesn't buy it then it will get developed. Protected in perpetuity it becomes natural.
Recreation	Add to recreation 'connection to nature' or 'relationship to nature'
	Tension between bikers and hikers, e-bikes, mountain bikes. Margin is fuzzy. Damaging to the environment. Trails should be for both biking and hiking. Need to rely on respect and a hierarchy of users (ie. yield to hikers), not more regulations. Damage to trails from users is a concern.

	Need for studies trails and access. Sees increase population and use. People use apps and maps to discover new places, most use in front country parks, day trips, easy access areas. Objective should be to create sustainable trails. Many old existing trails are down watercourses, eroded and braided. Need to create exciting trails, flows trails that are interesting to the user. This should be in front country areas where facing pressure. Concentrate human use away from wilderness areas and areas of ecological sensitivity, wildlife.
	Condense areas for recreation then set aside rest for wilderness.
User Groups	Where is mention of non-motorized recreation? Absence of clarity, Strategy needs to include self-contained wording to clarify and have no assumptions on this. Same with word Inclusive – what does this mean?
	Where are motorized sports going to go? May be conflict if don't offer an opportunity for them. Agree that need to clarify non-motorized. Motorized sports use Tanksy and logging roads. They are a nuisance but need somewhere to go. Mission statement needs to clarify excludes motorized recreation. Supports no motorized use, environmental protection is key. More accessible places have more damage.
	Orienteering requires off trail walking, can lead to tension. Group tries to keep minimal impact but technically nowhere allowed to go in parks.
	"Compatible" uses, concerned with dogs. Should provide dog parks. Dog parks not great for all dogs, sterile environment, dogs need stimulation, should enforce behavior like we do with motorized use, but enforcement costs $. Dog professionals self-police, educate. Good example of underutilized partner of CRD.
Communication	Evolution of signage, biking should be restricted to certain trails, there is a sense that biking inherently leads to degradation. Need clarity on rules
Education & Etiquette	See increase in number of emergency responses in parks. Educating people is missing from material. Need to create respect for nature. Garbage, accidents etc. all result of lack of education
	Agree with everyone. Need to add etiquette messaging. Elk Lake has large conflict between users but it doesn't need to be there. Result of lack of education and etiquette. Yield signs not enough, not working.
	CRD education is not accessible to most people using social media. Opportunity to partner with stakeholders to promote messaging through their group forums which are more trendy and effective. Outreach needs to focus on etiquette, trail standards, no rogue trail building, and unsanctioned trails are due to people being bored with the experience or the trails not functioning for their purpose.
Stewardship & Partnerships	Multifunctionality: ability to have different uses, different by season etc… A way of addressing conflict. Need to foresee conflict between uses and beings. Create stewards: how successful has CRD been in creating stewards? I.e. through

	interpretive programs, kid programs. Are we growing a new generation of stewards? Need to create stewards of all ages and abilities.
	Pleased that we are communicating with FLNRO and MOSAIC. Access agreements are needed over forest land, some parks have no access. Higher levels of government need to end long term logging tenures.
Comments about priority statements	
General	'Enabling' users is too passive. Consider 'Promote' recreation. Making people aware of facilities and park use contributes to healthy lifestyle. Give people a push, be more direct, sell or 'market' the facilities.
	'Enable' is interesting choice of word, support it. Implies the idea that CRD helps groups take part in their activity. "take action" seems above and beyond what CRD Parks' role is. Enable is a good balance between priorities. Strongly support the "enable users to recreate" statement. This applies to surfing at Jordan River. Groups do water quality testing at Jordan River to ensure it is 'safe' to be in water
	Provide space is vague. Opportunity?
	Regional Growth Strategy and current strategic plan include goals for access to parks. Complete communities, parks should be accessed within close proximity to neighborhoods by walking and biking. Do gap analysis on this. Municipal role to coordinate park acquisition. Everyone should have access to nature. How to restore land? Evaluate other values of land if protected. Also need broaden regional trail network, include other municipal trails.
	Suggests Connectivity – where is this concept? Connectivity. System being connected for all creatures and humans for different purposes i.e. Transportation and species habitat. Connectivity doesn't indicate transportation strongly enough. Need transportation lens on trail network
	The themes/categories for priority statements will never be perfect, but it all makes sense. Could separate out transit. Transit is applicable to accessibility and equity as well as climate. Ex. Size of parking lot at Thetis is concern. Teenagers have hard time accessing parks.
	In the vision what does 'exceptional' mean? Each activity will have a different definition of what is an exceptional system. Ie. Langford has a 'world class' climbing park but what does it mean. Nothing has happened for climbing in CRD parks for over 20 years.
	8 sets of priorities seems too much. Need a clear statement upfront what is #1 priority. Would not want to be held accountable to achieving this list if I was manager. Too many challenges to address.

	Provincial government, CRD and municipal agencies all deal with climate change, collapse of biodiversity, deal with growth/development. Contentious issues, have to make tough choices. Need to direct growth elsewhere
	CRD needs to be accountable for implementation. Also, access and conservation could be counter-active. Need a framework for transparency and accountability. Ex: wilderness area vs recreation area, spectrum of ecosystem vs. human priorities. Develop accountability table that outlines what takes priority. Strengthen this classification framework
	Classification system can address these issues. Rowing is grandfathered in. Levels of classification can be more specific, talk about habitat, recreation.
Conservation & Recreation	Overarching goal should be to connect us with nature and to enjoy nature. Enjoying nature is what connects us all to the place and to each other. "Create and maintain recreation infrastructure such that users can recreate and enjoy nature." 'Take action' is strong, 'enable' is not strong enough
	Biodiversity – does this mean 'representative ecosystems' or 'species at risk' or? How is ecosystem representation targeted? Does it also mean acquire land for recreation? Nature needs half – also needed to be more specific to how it applies to each neighborhood in region. Rare butterfly on edge of highway only needs small space. Nature's needs are different for different species. Need to be informed about what species need to survive.
	Where is 'lens of conservation and biodiversity'? Seems implicit. Need more explicit statement? Is conservation meaning exclusion zones, has exclusionary connotation. Need to define what this means. Or does it mean stewards and a relationship with environment? Conservation implies protecting environment over other interests. Support creating kid stewards. Add Education to mission and values. Conservation – hard to define but necessary. Doesn't need to connote exclusion. Use metrics or principles or Mitigation Framework to capture conservation values. Statements need to connote respect and understanding of what each species needs
	Recreation and conservation theme seems odd – conservation and recreation seem opposite. Conservation and recreation are not compatible. The plan implies they are but not sure how
	Conservation and recreation are not a contradiction. The values are determined by a relationship to and ownership of an area. A fear response imagining recreation causes degradation is not helpful. Which is more important conservation or recreation? Pure conservation = no recreation. 'Balance' between them. Where there are high conservation values, limit recreation. Depending on the location the outcome might be different depending on factors

	Conservation and recreation – go hand in hand but cause challenges. Characterized as priorities, get handle on 'balance'. Use the term loosely. How are they reconciled? Use 'no net losses of biodiversity to define this. Or Mitigation Framework (how you achieve no net loss: try not to disturb, if yes then minimize disturbance, if no then restore, if can't then offset or compensate elsewhere." Use this framework to set goals
	'Promotion' idea is used by BC Parks to diffuse use in high volume areas by attracting people to lesser known parks. Highlight diversity of spaces.
	Bullet #1 Conservation & Recreation theme – sounds like ecological reserves. Bullet #2 change to create new trails and opportunities (frame more positively)
	Recreation is mechanism to inculcate caring for nature
	We impact nature by being here, driving, using trails
	Add transportation to Conservation & Recreation theme heading. No. 3. Need to recognize transportation function of parks and trails, not just bike and pedestrian trails. Galloping Goose history as rail line, now recreation corridor, conflicts arise. Uses changes, need thought. MOTI should be in charge of transportation. CRD takes over different functions beyond Regional Parks.
	Conservation & recreation – access to recreation and create buffers on or outside park. Work with municipalities on this. Concentrate use in front country, set aside vast areas with lower density activity
	Conservation should be upfront in Plan. Be clear that conservation and biodiversity is primary objective. Recreation has to be compatible with the primary objective of conservation and biodiversity. Under the foster stewardship statement- add education.
	Put recreation first then conservation 2nd and add buffer zones, use infrastructure to keep people in right place
	If live in urban areas then focus is recreation. If live in Sooke then conservation is key.
	Conservancy groups establish exclusion zones with their land acquisition – how to find the balance between human use and conservation
	What about engaging all the animals and plants who don't have a voice? How do you incorporate their input? Ask them what they need. Bring in experts to speak for the species.
	Like the idea. Recreation is viewed in opposition to conservation but equally strong values for recreation. Need to break down silos. We will get further together. Create a culture of conservationists through recreation.
	Conservation focus on endangered species. Does CRD have a Species at Risk plan? Applying a biologist's lens and looking at climate mitigation: there is nothing to access if nature is destroyed or degraded. Be more explicit about what

	conservation means for CRD. What is CRD's commitment to conservation? What is CRD's approach to climate mitigation?
	Conservation is high priority but need to fund more land for recreation use. Acknowledge intent to offer users/taxpayers what they want and expect. Conservation is strongest value but people expect to do the activity they love. This goes towards raising/inculcating stewards.
	See this dynamic between human use and conservation. The activity is an opportunity to connect to nature (not just exercise). Build appreciation and awareness about connecting with nature, create allies for environment
Land Acquisition	Emphasis on what kind of land is acquired i.e. Land for trail runners, mountain biking etc. Need to know what land needs to be conserved.
	Setting direction for land acquisition? What about this? What is land acquisition criteria and why not more land purchased west of Sooke. Values for climate mitigation, biodiversity, combat rapid rate of destruction. Value for different values, ie. Recreation. Logged forests can be restored, not pristine to begin with as history of logging over past 1-200 years. Strategic direction for land acquisition is missing from material. Current criteria is for intact ecosystems only.
	CRD is trying to do the impossible. Need more public space through land acquisition. Now operating with limited land base. Closing areas to recreation might push pressure to other places. Dilute people. Don't close things off.
	Urban development adjacent to park boundary is issue. Ex. JDF trail has windfall from adjacent clear-cut. No buffer to protect park values. Adjacent development needs to protect the park values. Lack of buffers around parks. Discuss buffers with municipalities. Ie. View from Sea to Sea Park to Central Mountain detracts from park vista value.
	Support offshoots from Galloping Goose to various destinations. Sooke Hills Wilderness Trail is very steep. Need contiguous areas. I.e. South Side of Mt. Wells Park.
	Fiscal responsibility for managing and opening banked parks and trails. Is fiscal responsibility a value/principle?
User groups	Where can e-bikes go? Need to address the dangers of high velocity e-bikes on trails, particularly the Galloping Goose. Offer more bike parking
	Support overnight kayaking, need overnight parking, boat launches, marine rescue considerations, Island View Beach ideal location
	Aging, need suitable facilities for older folks and equestrians. Maybe separating bike paths from other recreation uses.
	Could have restricted areas, provide access only to groups participating in program, like Sooke watershed tours

	Access and equity. Our Group's mission statement is "enhance health and wellbeing..."very similar to what is listed in priority statement. Support increasing parking fee if transit if provided.
	Parks are for everyone, not just bikers or mountain climbers. CRD could raise level of enjoyment of all, put in amenities like allow snack bars (but too away as led to garbage), and more water fountains. Thetis and Elk – amenities needed.
	Example is rowing at Elk Lake. I don't take it for granted. Need to work to maintain public support. Advocacy – role to ensure members understand conservation values. Groups are leaving CRD because the park culture is not supportive of their objectives. Need to understand complexity of multi-stakeholder interests or will lead to alienation of stakeholder groups. Create space for users rather than force out.
	Concerned by whether CRD should be everything to everybody. CRD has an established stakeholder following. Majority could say rowing doesn't fit in CRD parks therefore it is no longer allowed. Concerned if certain uses get taken away. Rowing does not seem to be reflected here in this material. Need to consider 'sport'. Needs to be acknowledged so expectations are set. Talk about how sport complements/supports conservation, accessibility, health. Ex: rowing boathouse has reduced footprint. There are shared values.
	Inherent competition between user types e.g. Events (triathlons) vs. individual users. Identify certain parks for multiple users, need communication plan. Recognize it is annoying when events are on, need transparent communication. Review what is the rationale for allowing or not allowing events through permit system.
	Is there appetite to include sport as well as recreation? Sport can live under umbrella of recreation but also 'sport for life' and 'competition'. Challenge of being sport host or event host: sense is they are working against /counter to CRD park values. Not much support for events. Competition seems an unwelcome activity in CRD parks. Rowing society and user group includes UVic, Youth Rowing, Claremont Sport, Rowing Canada. Elk Beaver Lakes have 100s rowers a day including coaches, volunteers, regattas, events. We understand pressures that events have: safety, parking, impact on other users. If rowing is included as recreational use in park then identify where does 'sport' fit in? where does sport tourism fit in CRD parks?
	More education about horse impacts on environment, we are good stewards with eyes on ground.
Education	"Shaping" experience. Currently there are no park stewards present in parks, obvious trail damage, lack of trail improvements, need trail standards. Need to set expectations for maintenance.

	Consider streamlining users into parks (i.e. Mt Work), develop facilities for certain user groups, but problem is users become territorial, consider rotating uses around system. Issue is lack of transit, hard for youth to access parks (i.e. Elk Lake) as no transit, busy highway.
	Prioritize education, more than 'informing'. Next generation – need to increase awareness of nature. CRD's approach is too casual, need to create future leaders to care about parks
	Where is education in this material? 'foster stewardship' implies education but not clear. 'leading by example' what does this mean? Focus should be on etiquette (ie. no fires, no waste, dogs) to achieve conservation. Education should focus on species, biodiversity.
	Education is a big part. Give more consideration to education as a priority. People value things when they understand them. Education should be part of plan now and going forward. Increasing population requires more education, more publicity about programs
	Education. Often push back to plans when brought to public and controversy results if not enough education about plan. Opportunity to educate? How does the plan apply to problems on the ground? How are people enrolled in this plan? Educate public about why the priorities in plan are important.
Management & Infrastructures	Need evidence-based research program (involving partners)
	Need to see a commitment by CRD to create and maintain infrastructure for all themes. Add 'strengthen maintenance of park infrastructure'. Maybe under access & equity. Need a "variety" of outdoor recreation to "connect with nature"
	A priority should be to have updated all management plans for all parks and have a schedule for renewal. Also should have a standard for facilities. Set renewal targets for management plans, need to capture changing trends, set a commitment to update plans and address changes.
	Management plans are not flexible enough, too 'set in stone', need to incorporate changes every 1-2 years. Planning is always behind, not dynamic enough. What about holding a forum?
	Need safe access (link to infrastructure)
	Support expanding facilities for recreation.
	Concerned about implementation of past plans ie. Concerned that trail in Mill Farm has not been completed
	Concern with management when looking at land's carrying capacity and heavy recreational use. Need to be practical.
Communication	More signage. Education is more than signage, more interpretation, learn from experts

	CRD has good data and mapping but how is data linked to park webpage?
Stewardship & Engagement	Prompt relationship with partners, foster stewardship and partnerships with stakeholders. Need way to maintain relations with stakeholders (annual renewal sessions). Groups have used and maintained sites for decades. Strengthen relationship with groups like SICA. Elk Beaver Advisory Committee is example. Need data collection and data sharing
	A disconnect between strategic plan and management plan engagement, need ongoing involvement of stakeholders in implementation. Be responsive to needs of stakeholders. Review of strategic plan is opportunity for input, how do we input ongoing through implementation?
	Need involvement through all processes from strategic planning to tactile planning and infrastructure development, program evaluation.
	Promoting activities (ie. Songhees Friendship Centre, climbing activities with FN youth & Vic Native Friendship Centre) – build relationships and trust. Rec leaders interested in getting support to collaborate on enhancing recreational opportunities
	Friends of Parks model, could expand this concept to monitor the state of the park system, monitor invasive species, etc.
	Cross pollinate across groups i.e. Volunteers, organizations, users. More than just a website, need to share contact and get people together.
	Individual users vs. stakeholder groups. Values are different. Focus on groups as stewards or champions. Stakeholder groups can support delivery of CRD messages. Not just CRD's responsibility. Need a marketing strategy to educate public on what are CRD's values and goals. Also need champions to connect people with the cause. Success through partnerships.
	Events. Need social networking bench/platform to showcase when events are occurring, like a community intranet for people to know what is happening in parks. Hold stakeholders in the process, have more engagement that lasts.
	Targets – commit to climate action and conservation. Need species monitoring targets. Other models? Copy or learn from other methods and organizations. Collaborate, student partnerships, policy development to action/implement on the ground. Sharing knowledge/partnerships is key.
First Nation	Reconciliation – build bridge between First Nations and non-indigenous people (through park signage, sharing info, traditional uses, learning from First Nations cultures). Reconciliation, CRD has role to lessen cultural divide. Show our common interest in parks
	Support of land acquisition for treaty and reconciliation. Collaboration and reconciliation. Co-Learning with First Nations, have deep ties with places. True partnership to steward. Economic development will be challenge! Commercial

	enterprise i.e. harvesting. How to deal with this or balance it? Be aware of emerging theme, anticipate and avoid breakdown of relationship with First Nations
	Interrelation between First Nations and conservation. Many interrelationships in the material. Consider info graphic or diagram to represent material to show interconnections
	Need to extend land acquisition goal to recreation and FN priorities.
	Reconciliation #1 "management of natural assets…" too limited. Extend to land acquisition. "Provide space for" is vague. Important concept but needs clarifying.
	Reconciliation #1 FN lens TEK tied to conservation – should move up under Conservation theme?
	Regional Growth Strategy struggled with Douglas Treaty rights. Some reconciliation is above Regional Parks plan.
	Reconciliation – what about indigenous language? Names of mountains, Alpine Club created interactive map. Also use First Nations plant names and uses. This is educational opportunity. Names tell stories, words have power. History can be told through naming. This should be separate bullet. First Nations tree names, used as medicine, First Nation parks and place name.
	Use DRIPA as lens through which everything is viewed/considered. A decolonizing lens. Fostering stewardship – get at the root of what it means. What is CRD's responsibility to align conservation and recreation.
	Reconciliation seems like appendage to conservation and management. What about 'co-management' of parks. Land acquisition is an opportunity for co-management. Transition crown lands to First Nations. FN collaboration should occur through all goals.
Climate change & Resiliency	What can we do for climate change? We can make change on environmental stewardship by taking action on invasive species, this is doable. But how do we mitigate damage to infrastructure from climate change?
	Active Transportation – make it easier to get around without cars. Trend is more parking lots, and bigger ones, this contradicts climate action. Also need to consider mitigation efforts that do not destroy nature (i.e. Flood mitigation, hard/built approach vs. natural methods).
	Existing land base – recognize small tradeoffs for larger gain ie. Paving trails is bad but reduces car use, therefore net positive. Larger picture.
	Parks would benefit from transit service, more bike stands, carpooling. If parking is problem then people are discouraged from visiting and might find alternatives. Increase trail connectivity. I.e. Sooke Hills Wilderness Trail does not link to rest of park. Reduce car dependency. Give options. Not just access by relying on car

	'Urban containment' under climate action, what is this? The idea of 'containment' is supportable, but short of buying land, how is this achieved? Lofty goal, how does Parks achieve it? Might be beyond Regional Parks' mission/ability. Too big for Parks service alone. Separate out 'urban containment by…' highlight in Vision, at higher level or clarify HOW to achieve this. Ex. Land acquisition criteria would be different to achieve urban containment than to achieve conservation of natural areas
	Connectivity (network, transportation lens). Urban containment may be more municipal than Regional parks.
Accessibility	As an aging member, accessibility and inclusion are priorities. Problem with aging population is how do you make parks accessible to older people? Could be another conflict between conservation/recreation
	Accessibility for all ages and abilities good, but accessibility is not extensive. People with access issues want increased access to parks to address health and well-being
	There is room for improvement. How can it be implemented? Curious about last Strategic Plan accomplishments, specifically about planning and opening land banked parks and trails and the classification system
	Access and equity - need access to parks by transit. Reality is that car use is high. Address car parking overflow where there is no transit.
	Tension about events creating times when park is over capacity. Need to partner with Transit. People with disabilities rely on vehicles, lack of spots for disabled car parking
	Access and equity – go farther than 'apply lens'. Identify and understand barriers to accessibility in parks and trails.
	Students have seat on Transit Commission. There is a limited envelope of funding and competing priorities. Hard to change transit routes because of this.
	Accessibility can balance with conservation from equestrian rider perspective. Preserve access to parks. Access is getting limited with development in region. Need more consultation. Promote leave no trace concept through their equestrian group. Willingness to work with all users. Users are also eyes on ground and can share information when see habitat loss.

Appendix D: Online Survey Responses

A total of 1,228 online surveys were filled out between March 8 and April 4, 2022. Below is a summary of the online survey responses.

Section 1: Values & Principles

QUESTION 1: How important is it to have each of these proposed values and principles in the CRD Regional Parks Strategic Plan?

- **Accessibility** – we provide access to nature and communities for all ages and abilities
- **Conservation** – we protect, restore and enhance the region's biodiversity
- **Equity** – we keep regional parks and trails inclusive and maintained as a common good
- **Reconciliation** – we commit to reconciliation with First Nations
- **Recreation** – we offer compatible outdoor recreation experiences that inspire nature stewardship and that improve our health and well-being
- **Resiliency** – we take action on climate change with a view to benefitting future generations

The majority of participants to the survey responded that it is very important to important to have the proposed values and principles of conservation (80%) and recreation (80%) in the CRD Regional Parks Strategic Plan, followed by resiliency (74%), equity (66%), accessibility (62%) and reconciliation (58%).

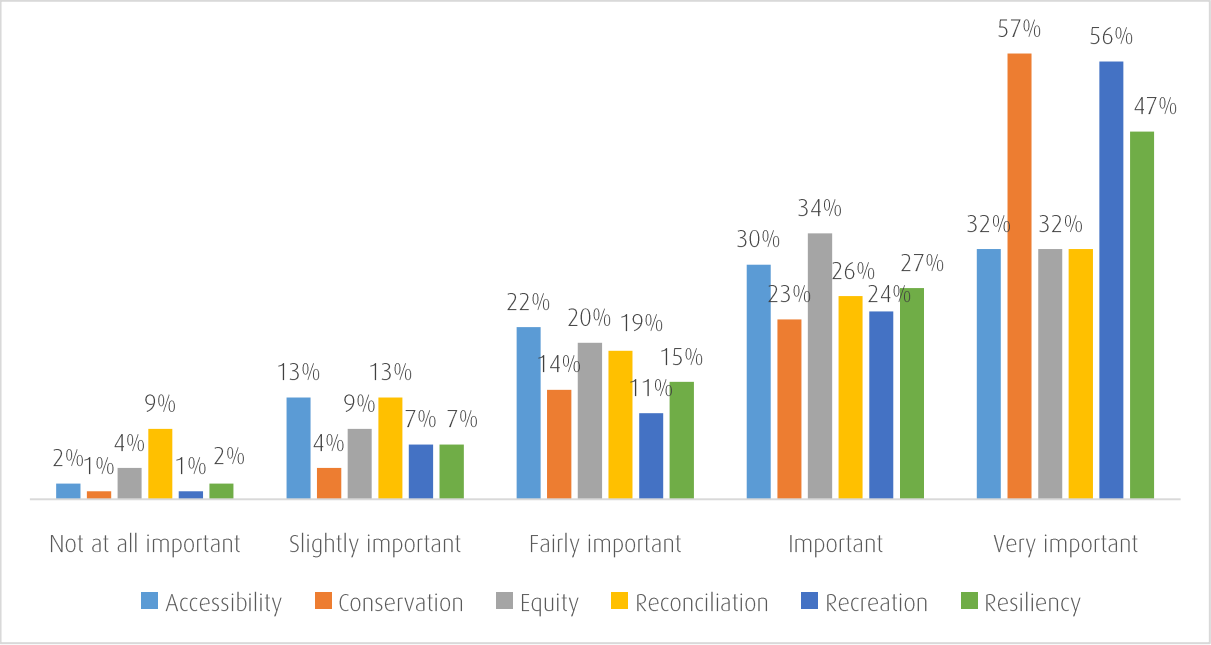


Figure 1: Percent breakdown of respondents' opinion about the importance of the proposed values and principles in the CRD Regional Parks Strategic Plan.

QUESTION 2: Should any additional values be included in the CRD Regional Parks Strategic Plan update? Check all that apply.

More than half of the respondents to the survey identified stewardship (52%) as an additional value to be included in the CRD Regional Parks Strategic Plan update. Education (43%) was also recognized by most respondents as an additional value to be included. All of the other values proposed are supported by approximately 30% or less of the respondents (Figure 2).

A total of 93 comments were offered by respondents in the category 'Other'. Such comments either refer to the values already proposed in the CRD Regional Parks Strategic Plan or to themes not related to values (e.g., enforcement, land acquisition, etiquette, etc.). Respondents also suggest to define the additional values proposed so to clarify their meaning.

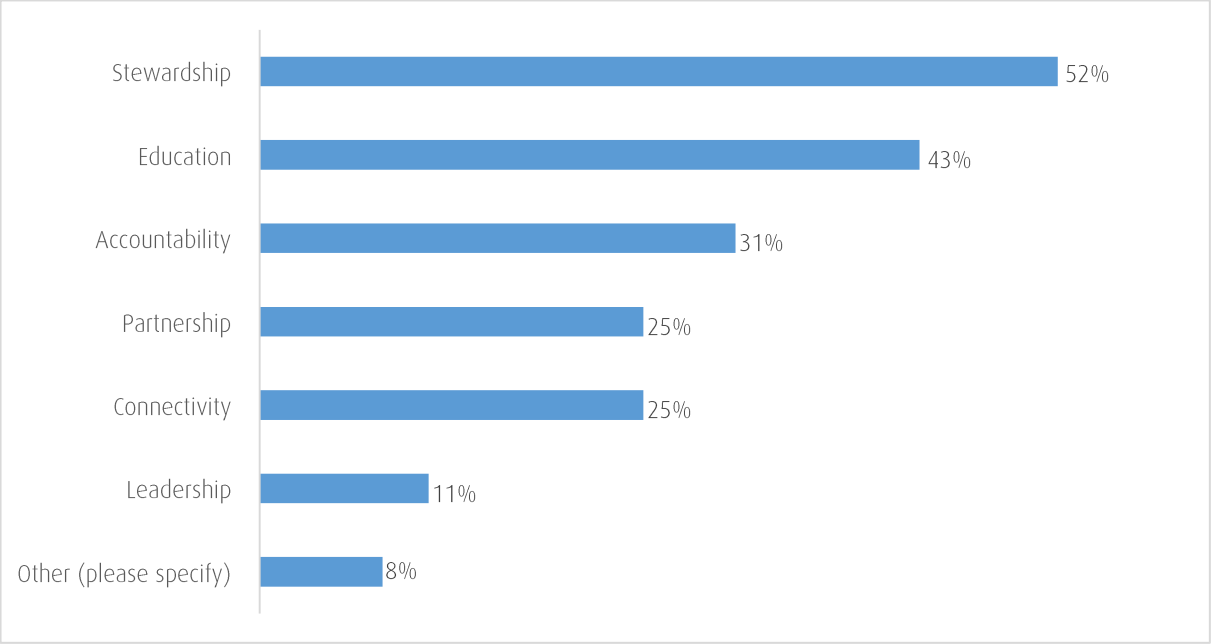


Figure 2: Percent breakdown of respondents' opinion about which additional values could be included in the CRD Regional Parks Strategic Plan update.

Section 2: Vision

QUESTION 3: Do you support or oppose the proposed vision statement: "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"?

The majority of respondents (83%) support to strongly support the proposed vision for the CRD Regional Parks Strategic Plan update.

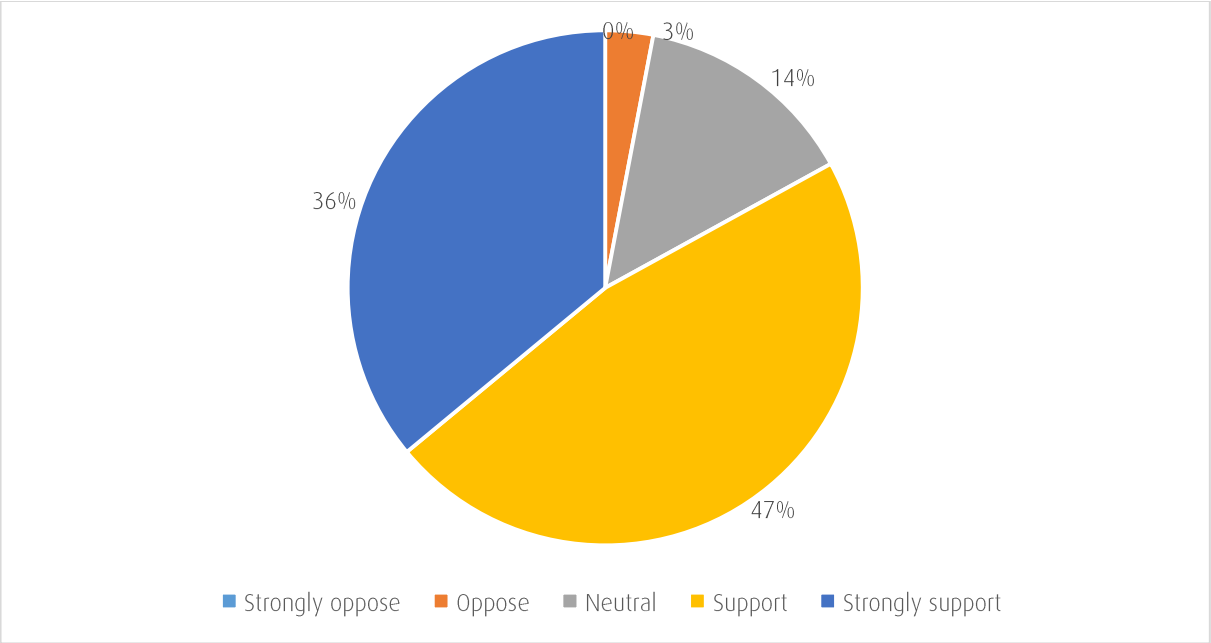


Figure 3: Percent breakdown of respondents' opinion about the vision proposed for the CRD Regional Parks Strategic Plan update.

Those who did not support the proposed vision (3%) believe that the statement includes too many concepts (n=14), is too complicated (n=11), misses some ideas (n=8) or is unobtainable (n=6). Other comments offered by those opposing the vision (n=20) believe that the statement is vague, open to interpretation and/or is trying to please too many and opposing interests.

Section 3: Mission

QUESTION 4: Do you support or oppose the proposed mission statement: "Ensure regional parks and trails are resilient by delivering a sustainable service that is adaptable and takes action on climate change"?

Most respondents (74%) support to strongly support the proposed mission statement for the CRD Regional Parks Strategic Plan update.

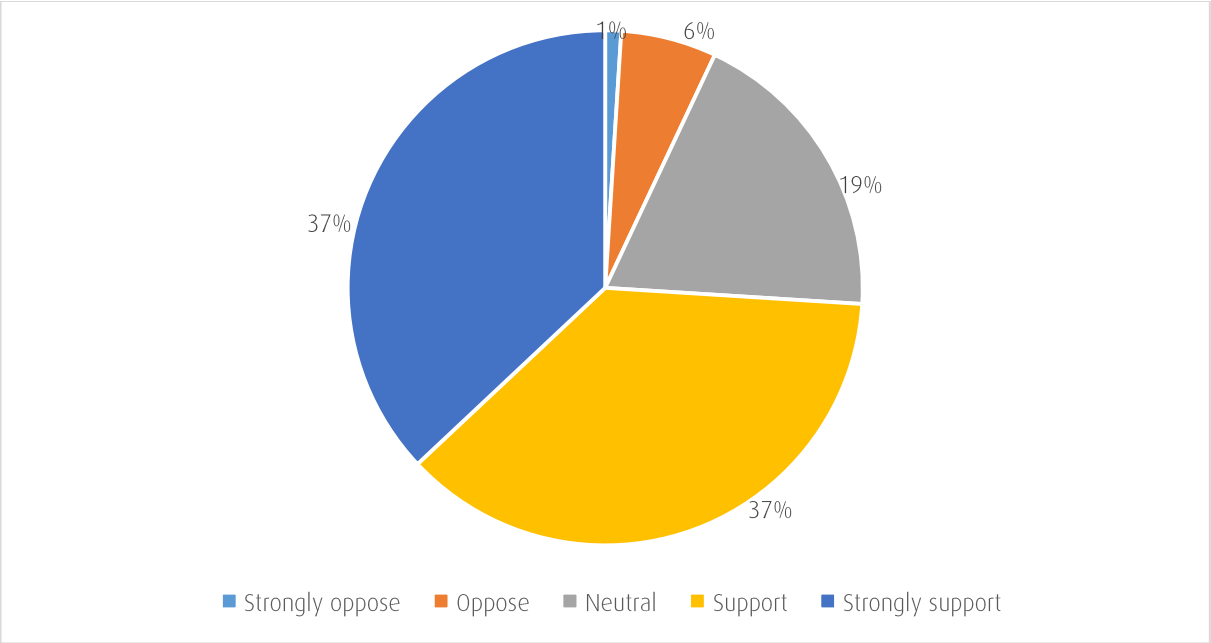


Figure 4: Percent breakdown of respondents' opinion about the mission statement "Ensure regional parks and trails are resilient by delivering a sustainable service that is adaptable and takes action on climate change" proposed for the CRD Regional Parks Strategic Plan update.

Those who do not support the proposed mission statement (7%) believe that the statement is unobtainable (n=25), includes too many concepts (n=21) and is too complicated (n=16). Other comments offered by those opposing the mission statement (n=41) stated that the meaning is unclear and open to interpretation. Some respondents questioned the importance of having climate change as a mission statement in the Regional Parks Strategic Plan update since it is out of scope and being a result of good park management. Additionally, some participants expressed the need to clarify the terminology used in the mission statement, such as what "delivering sustainable service" means.

QUESTION 5: Do you support or oppose the proposed mission statement: "Foster stewardship of ecological and cultural resources by informing, engaging and collaborating with the public, volunteers, partners, and First Nations"?

Most respondents (79%) support to strongly support the proposed mission statement for the CRD Regional Parks Strategic Plan update.

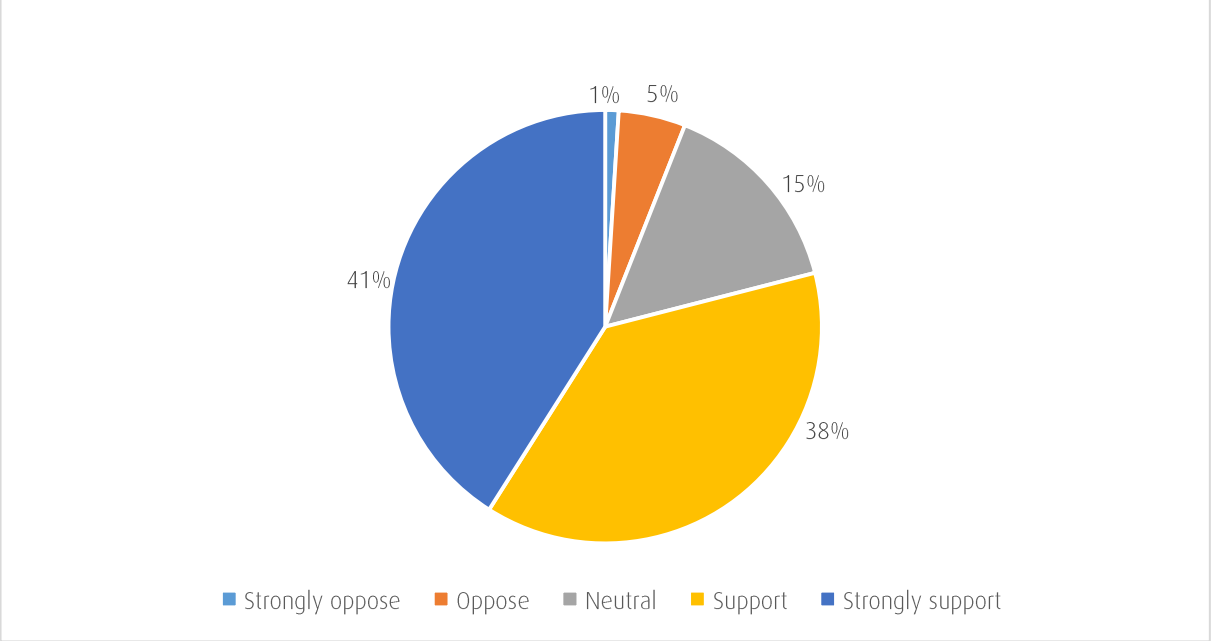


Figure 5: Percent breakdown of respondents' opinion about the mission statement "Foster stewardship of ecological and cultural resources by informing, engaging and collaborating with the public, volunteers, partners, and First Nations" proposed for the CRD Regional Parks Strategic Plan update.

Those who do not support the proposed mission statement (6%) believe that the statement is unobtainable (n=17), too complicated (n=16) and misses ideas (n=14). Other comments offered by those opposing the mission statement (n=30) are that its meaning is too general and politicized, as well as open to interpretation. Some respondents do not support separating people in different groups and suggest to use more inclusive language that encompasses all groups.

QUESTION 6: Do you support or oppose the proposed mission statement: "Provide access to regional parks and trails that facilitates healthy, safe and enjoyable outdoor recreation experiences for all"?

Most respondents (81%) support to strongly support the proposed mission statement for the CRD Regional Parks Strategic Plan update.

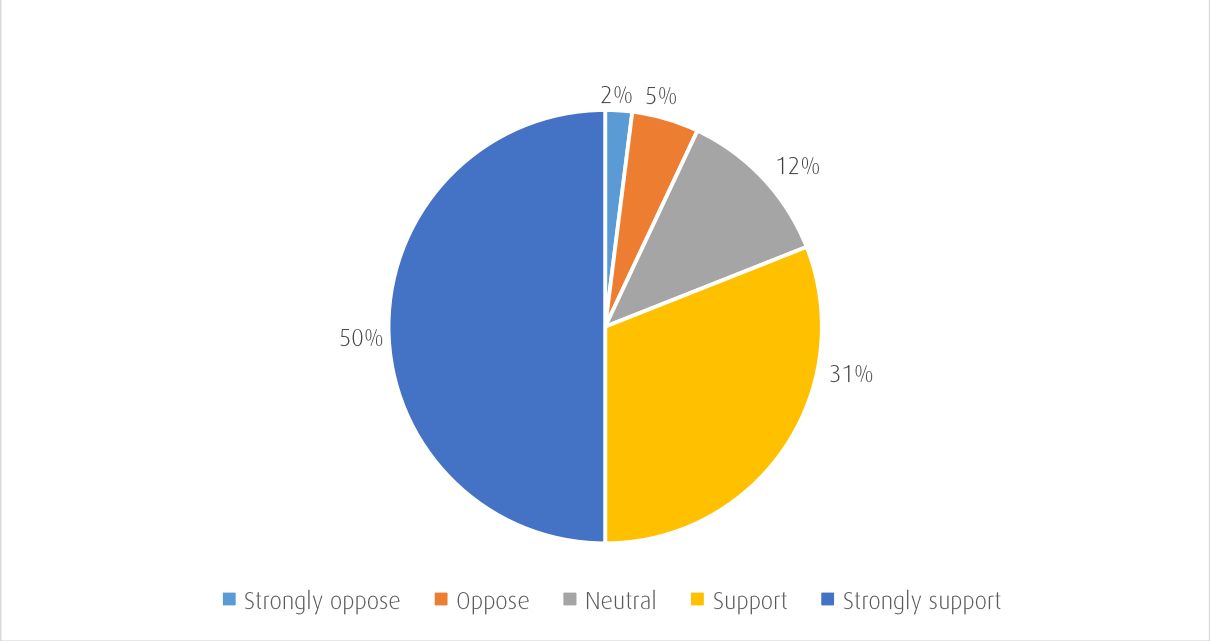


Figure 6: Percent breakdown of respondents' opinion about the mission statement "Provide access to regional parks and trails that facilitates healthy, safe and enjoyable outdoor recreation experiences for all" proposed for the CRD Regional Parks Strategic Plan update.

Those who do not support the proposed mission statement (6%) believed that the statement misses ideas (n=14). Other comments offered by those opposing the mission statement (n=61) provide insights on such missing ideas as respondents specified that the statement as proposed is oriented solely towards recreation, without any element of biodiversity conservation. Respondents also feel that the statement could be misinterpreted and be highly subjective. Especially the terminology "for all" is criticized as respondents feel that while regional parks should be for all, not all outdoor recreation should be accommodated everywhere in regional parks.

QUESTION 7: Do you support or oppose the proposed mission statement: "Secure a diverse and connected system of regional parks and trails that protect and restore the integrity of our region's biodiversity and cultural landscapes"?

Most respondents (84%) support to strongly support the proposed mission statement for the CRD Regional Parks Strategic Plan update.

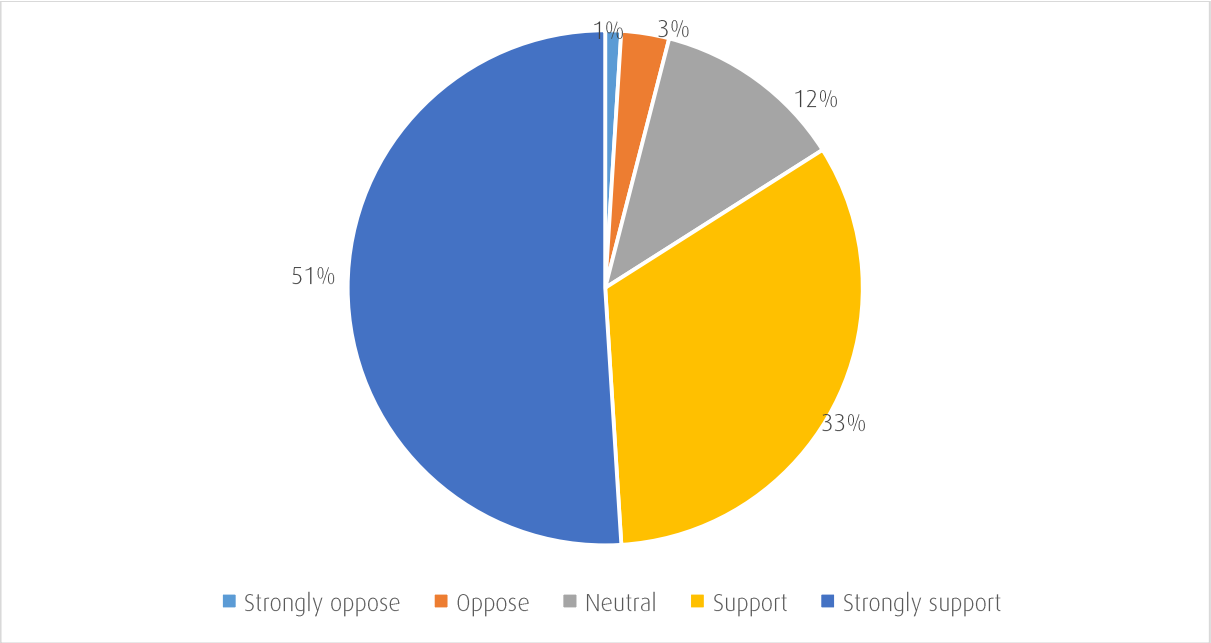


Figure 7: Percent breakdown of respondents' opinion about the mission statement "Secure a diverse and connected system of regional parks and trails that protect and restore the integrity of our region's biodiversity and cultural landscapes" proposed for the CRD Regional Parks Strategic Plan update.

Those who do not support the proposed mission statement (6%) believe that the statement is too complicated (n=11) and unobtainable (n=10). Other comments offered by those opposing the mission statement (n=30) are about concerns around limiting recreational use for biodiversity protection. Respondents feel that parks should have a dual mandate of providing recreation and conservation, thus separating these concepts in two mission statements creates antagonism rather than balance between these components. Respondents also feel that the statement is vague and that some terminology is unclear, especially the term "cultural landscape".

QUESTION 8: Do you support or oppose the proposed mission statement: "Work with First Nations in taking care of the land and water"?

Most respondents (69%) support to strongly support the proposed mission statement for the CRD Regional Parks Strategic Plan update.

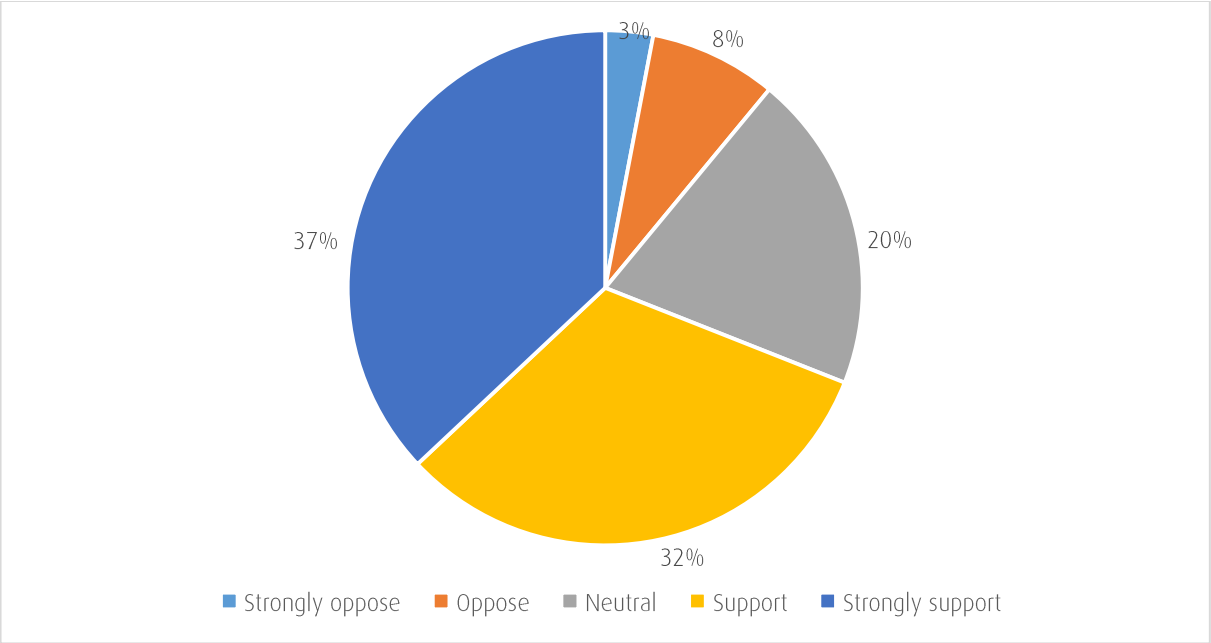


Figure 8: Percent breakdown of respondents' opinion about the mission statement "Work with First Nations in taking care of the land and water" proposed for the CRD Regional Parks Strategic Plan update.

Those who do not support the proposed mission statement (11%) believe that the statement is unobtainable (n=36) and misses ideas (n=29). Other comments offered by those opposing the mission statement (n=59) are that the wording used is limiting because respondents believe everyone should care of and benefit from the land and water within the regional parks and trails system. Respondents are also concerned that this statement singles out a group, thus clashes with the idea of fostering stewardship across diverse groups proposed in the first mission statement. Some respondents suggest to focus the mission statement on building lasting relationships with First Nations and to commit to stewarding the land and water in alignment with First Nations traditional knowledge and practices.

Section 4: Priorities

QUESTION 9: "What should the CRD Regional Parks Strategic Plan give priority to over the next 10 years for conservation and compatible outdoor recreation"?

Based on respondents feedback on conservation and compatible outdoor recreation (Figure 9), high priorities with more than half of the respondents support were:

- acquire more land (High=66%)
- protect biodiversity (High=58%)

Additional high priorities identified by respondents were:

- undertake environmental restoration and monitoring (High=44%)
- develop partnerships with outdoor recreation groups (High=41%)
- provide compatible outdoor recreation experiences (High=38%)

All of the other priorities listed in the survey were evaluated by participants as high/medium to medium priorities.

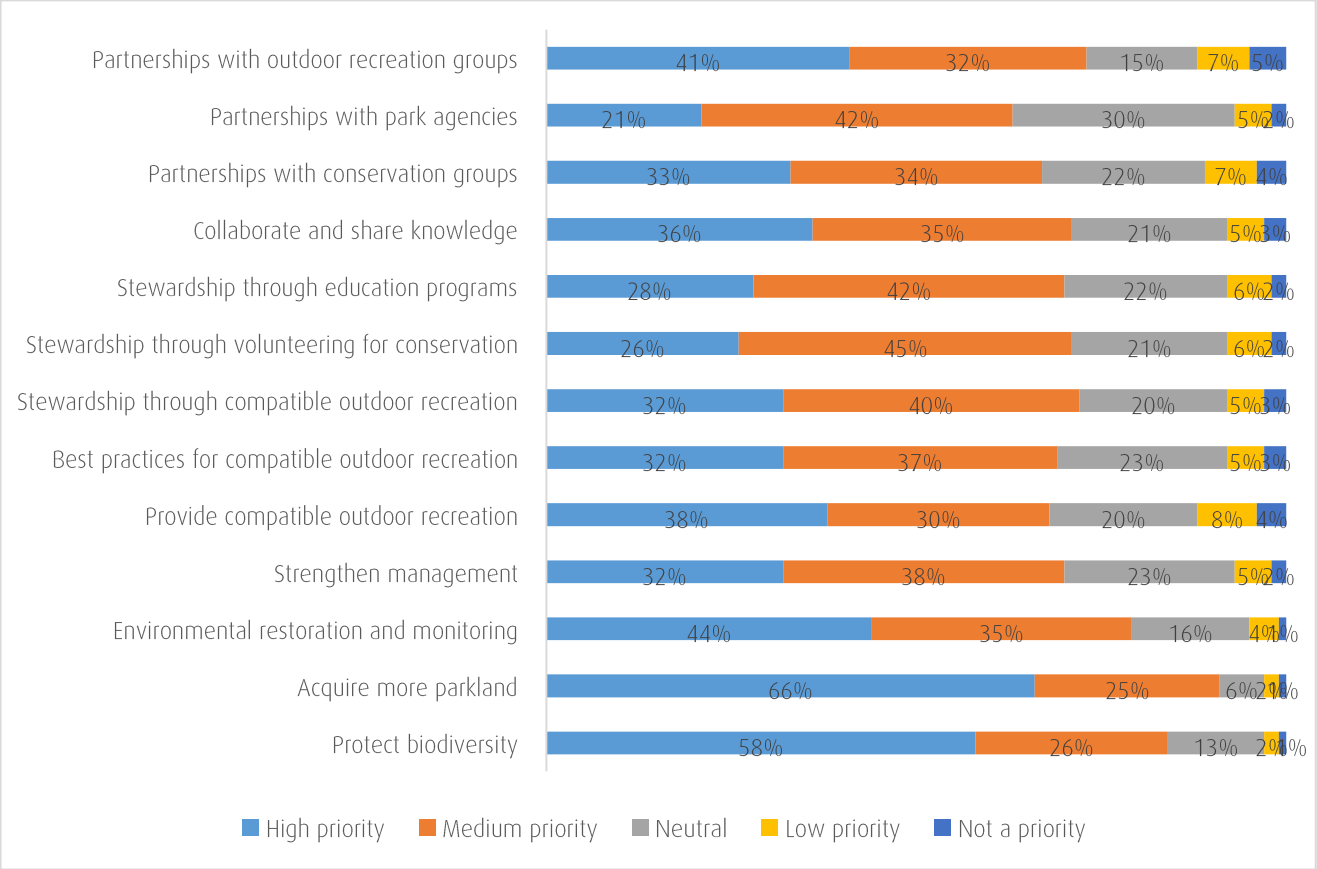


Figure 9: Percent breakdown of respondents' opinion about CRD Regional Parks Strategic Plan priorities over the next 10 years for conservation and compatible outdoor recreation.

QUESTION 10: "What should the CRD Regional Parks Strategic Plan give priority to over the next 10 years for access and equity"?

Based on respondents feedback on access and equity (Figure 10), high priorities identified by respondents are:

- provide accessibility to parks and trails for people of different ages, abilities and incomes (High=40%)
- enhance connectivity (High=39%)

All of the other priorities listed in the survey were evaluated by respondents as high/medium, medium or low priorities.

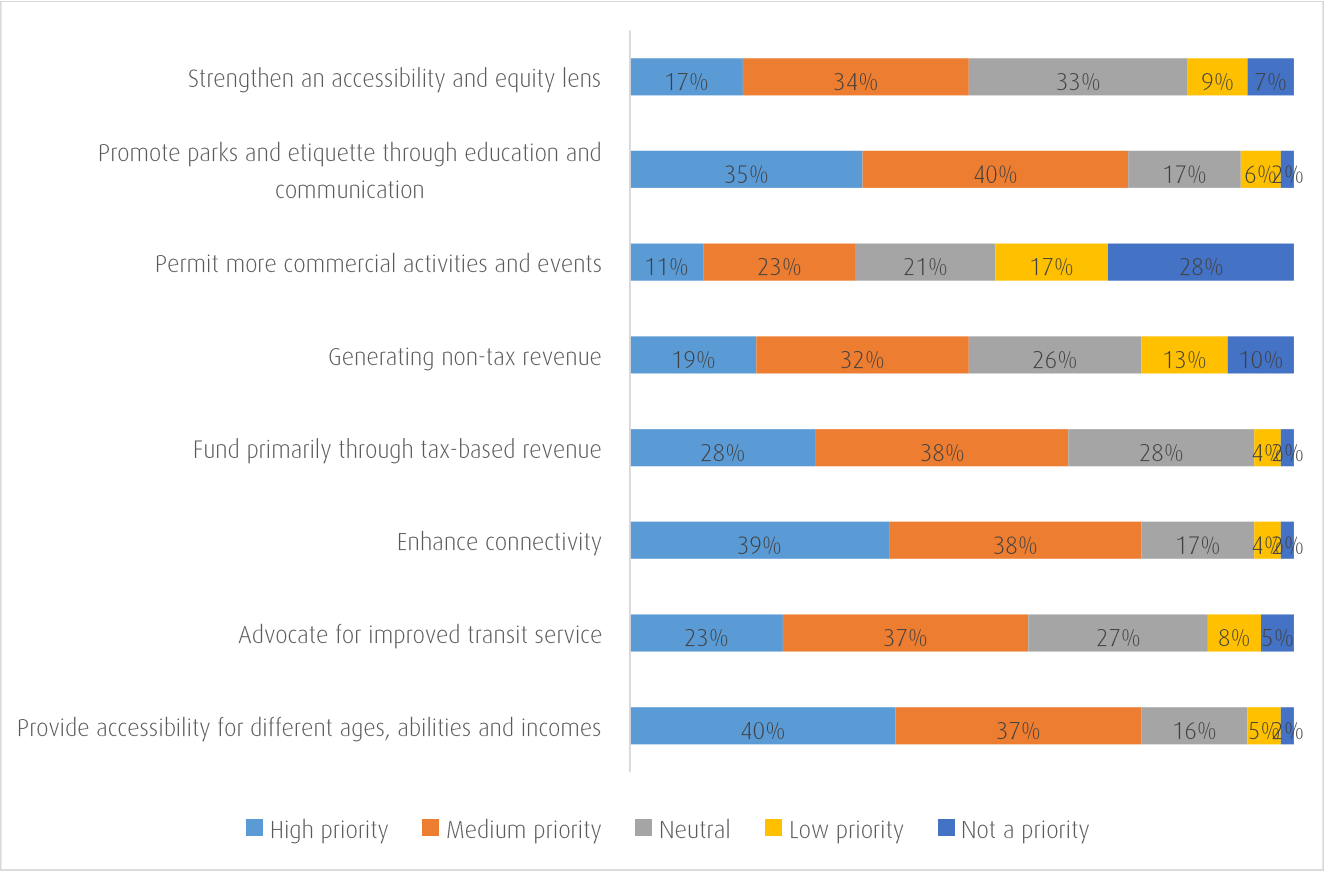


Figure 10: Percent breakdown of respondents' opinion about CRD Regional Parks Strategic Plan priorities over the next 10 years for access and equity.

QUESTION 11: "What should the CRD Regional Parks Strategic Plan give priority to over the next 10 years for climate action and resiliency"?

Based on respondents' feedback on climate action and resiliency (Figure 11), high priorities identified by respondents are:

- Provide buffers between parks and urban development (High=50%)
- Work with government agencies to connect green spaces (High=45%)
- Apply a climate action lens (High=41%)

All of the other priorities listed in the survey were evaluated by participants as medium priorities.

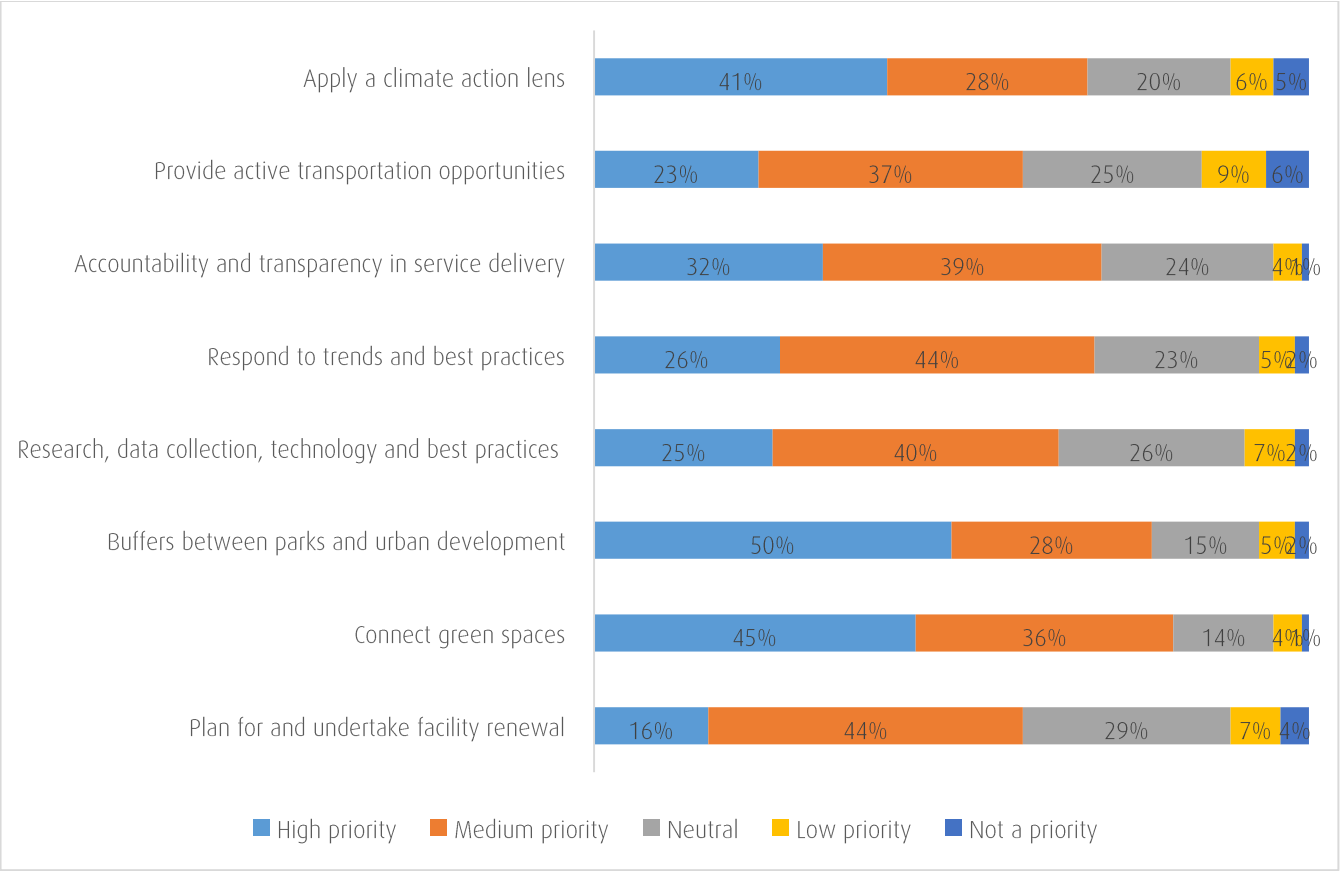


Figure 11: Percent breakdown of respondents' opinion about CRD Regional Parks Strategic Plan priorities over the next 10 years for climate action and resiliency.

QUESTION 12: "What do you see as opportunities for how CRD Regional Parks can support reconciliation with First Nations"?

Respondents were given the opportunity to provide comments about how CRD Regional Parks can support reconciliation with First Nations. A total of 734 comments were received, with many providing multiple suggestions about the possible opportunities CRD Regional Parks could support in the spirit of reconciliation. The most suggested opportunity identified by respondents (n=266) is promoting the sharing of Indigenous knowledge through education, interpretation and programing in CRD Regional Parks. Another suggestion offered by respondents is that CRD Regional Parks engages and consults First Nations directly in regard to regional parks and trails management (N=153) so to ensure their priorities are met. Using Indigenous place names (n=105) and strengthening partnerships and collaborations with First Nations followed as a suggestion (n=90). Other recommendations provided by participants to the survey in relation to First Nations are to support cultural traditional uses (n=77), provide employment (n=52) or foster economic prosperity in other ways (n=48), and implement resource management practices (n=42). It is important to highlight that some respondents (n=53) feel that reconciliation is better suited to other levels of government or other CRD activities and departments rather than Regional Parks.

Section 5: Demographics

QUESTION 13: "In which age category do you fall"?

Respondents age was evenly split between categories, for the exception of younger people whose participation was lower (Figure 12)

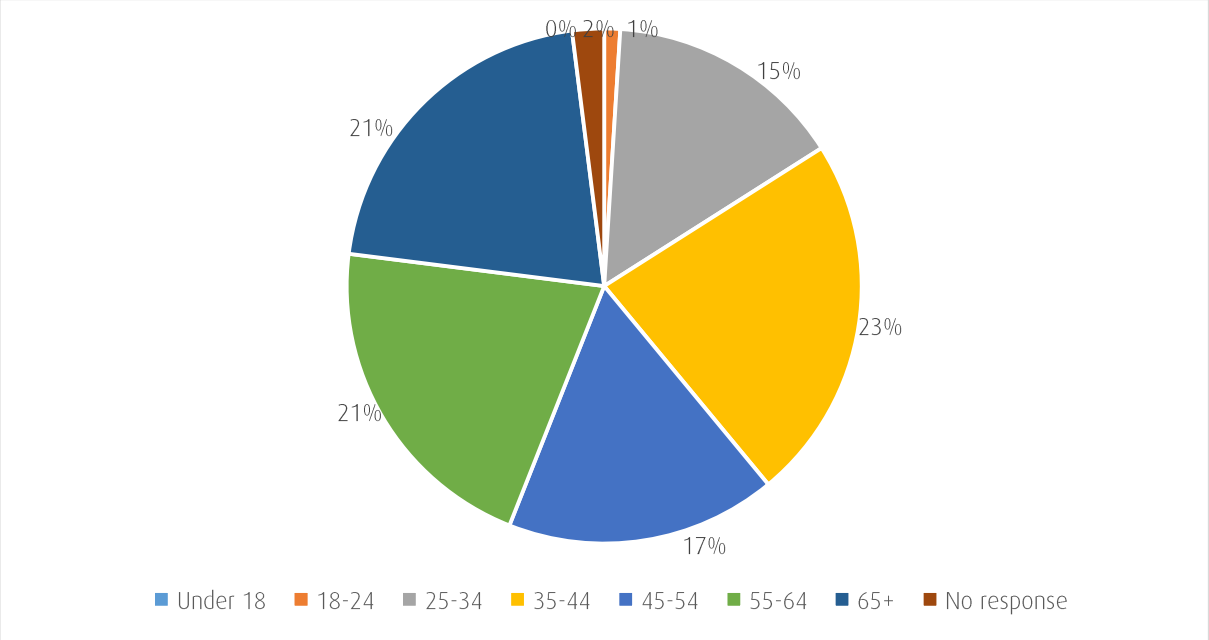


Figure 12: Age distribution of those who took the CRD Regional Parks Strategic Plan update survey.

QUESTION 14: "Where do you live"?

The majority of respondents to the survey live in Saanich (27%), Victoria (19%) and Langford (11%).

Municipality of Residence	Respondents Rate
Beecher Bay First Nation (SC'IANEW)	0%
Central Saanich	5%
Colwood	3%
Esquimalt	4%
Esquimalt Nation	0%
Highlands	2%
Juan de Fuca Electoral Area	3%
Langford	11%
Metchosin	3%
North Saanich	4%
Oak Bay	4%
Pacheedaht First Nation	0%

Pauquachin First Nation (BOḰEĆEN)	0%
Saanich	27%
Salt Spring Island Electoral Area	1%
Sidney	1%
Songhees Nation	0%
Sooke	4%
Southern Gulf Island Electoral Area	2%
T'Sou-ke Nation	0%
Tsartlip First Nation (WJOŁEŁP)	0%
Tsawout First Nation (SȾÁUTW)	0%
Tseycum First Nation (WSIKEM)	0%
Victoria	19%
View Royal	3%
Other (please specify)	4%

Table 13: Residency of those who took the CRD Regional Parks Strategic Plan update survey.

QUESTION 15: "Please indicate the type of household in which you live"?

The majority of respondents to the survey are couples with no dependent children (41%), followed by parent(s) with one or more dependent children (28%) and adults living alone (14%).

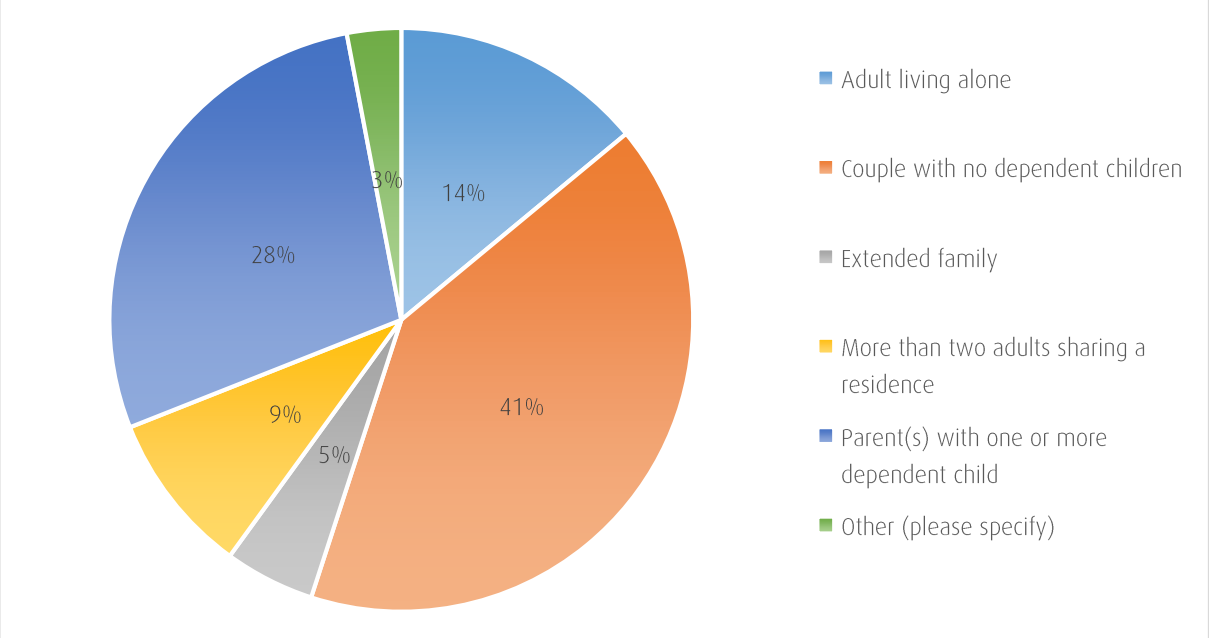


Figure 14: Household distribution of those who took the CRD Regional Parks Strategic Plan update survey.

Section 6: Other Comments

QUESTION 16: "Do you have any other comments about your regional parks and trails?"

Respondents were given the opportunity to provide additional comments about regional parks and trails. A total of 932 comments were received, with many providing multiple feedback statements and suggestions about the CRD Regional Parks Strategic Plan update. Most respondents' comments focused either on conservation or outdoor recreation themes. For conservation, respondents were really concerned about the overuse and impacts they witnessed in the regional parks and trails (n=65) and suggested to focus on biodiversity and ecosystem preservation (n=132) and land acquisition (n=100). For outdoor recreation, respondents suggested in general to offer more opportunities to recreate in regional parks and trails (n=83), with some specific stakeholder groups advocating for more disk golfing (n=138), mountain biking (n=120) and horse riding (n=47) opportunities. Respondents also offered suggestions on how to improve regionals parks and trails management (n=52), advocated for more and improved facilities (n=52) and stressed the importance of providing more education (n=52) and better accessibility (n=42). Another emerging theme was dog management, with some respondents advocating for dog off-leash opportunities (n=21), while others reporting issues related to dog out of control and the need for leashing policies (n=62). Respondents (n=113) took also the opportunity to express their appreciation toward CRD Regional Parks and the possibility to participate in the survey.

Appendix E: Letter from District of Metchosin

DISTRICT OF METCHOSIN

File No. 0360-20-08

May 3, 2022

CRD EXECUTIVE OFFICE
Received
MAY 16 2022

Board of Directors
Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC V8W 2S6

Dear CRD Board Directors:

Re: **CRD Regional Parks Strategic Plan**

The District of Metchosin Environmental Advisory Select Committee through Metchosin Council would like to provide input to the proposed vision, mission, values, principles, and priorities for the CRD Regional Parks Strategic Plan update. We recognize that the Board directed a lens of conservation and biodiversity be applied to the process and Plan. We support that position.

We recognize that CRD Regional Parks are varied in size, ecological composition, and function. Our concern is the protection of the wildland portion of CRD Regional Parks that now or could in the future provide habitat to the large mammals, including predators, which would naturally perform their ecosystem functions in these areas. Examples would be the Sooke Wilderness Park, the Sea-to-Sea Wilderness Park and much of East Sooke Park.

We would like to see a separate vision and mission statement for these wildland areas within a park or encompassing the whole park. Specifically, we are concerned with two critical ecological functions that must be maintained within the wildland area of CRD Regional Parks: sequestering carbon and supporting biodiversity. Ecosystems that sequester carbon are being lost at an alarming rate, yet these ecosystems are critical for mitigating climate change.

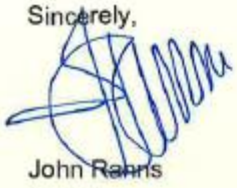
Supporting biodiversity ensures the ecosystem continues to ensure clean air and clean water. Maintaining biodiversity in wildland parks must take into consideration all living things, from micro-organisms to apex predators.

Given the continual land conversion on southern Vancouver Island, wildland parks are increasingly important refuges for apex predators. Human contact must be minimized to support the ecosystem as a whole and ensure that the apex predators continue to live and breed within the wildland parks. Applying maximum protection to the wildland areas also ensures the future of these areas for carbon sequestration.

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3
Administration Office (250) 474-3167 Fax 474-6298
Building Inspection Department (250) 474-3196 Fax 474-6298

Thank you for your consideration in applying maximum protection to wildland ecosystems within the CRD Regional Parks as part of your CRD Regional Parks management plan.

Sincerely,



John Rahris
Mayor

cc. Larissa Hutcheson
General Manager, Parks & Environmental Services

Making a difference...together

Regional Parks & Trails Strategic Plan

First Nations Engagement Report

Capital Regional District | June 2022



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1. Executive Summary

The Capital Regional District (CRD) began engagement with First Nations, stakeholders and the public in February 2022 on an update to the Regional Parks Strategic Plan 2012-2021, sharing a new vision, mission, values and principles and priorities for feedback.

The CRD Board has stated its commitment to engage First Nations communities respectfully and appropriately in regional strategies, decision making and shared interests. Input was initially sought from 15 First Nations whose traditional territories overlap the CRD and whose ancestors have been taking care of the land since time immemorial. Implementation of the new plan will include ongoing consultation and engagement with First Nations.

This report summarizes the input received from First Nations between February 16 and May 31, 2022 and is reflective of key interests expressed by First Nations who were available to participate. The report includes key themes that emerged in the feedback received. Given the restricted timeframe for engagement on the Plan development and the intense demands on First Nations communities over the past two years, this input is not reflective of the interests and concerns of all First Nations, nor should it be considered comprehensive in all cases, given time constraints.

Through meetings, email and phone communication, initial input has been received to date from: Esquimalt Nation, T'Sou-ke First Nation, Sc'ianew (Beecher Bay) First Nation, Penelakut Tribe, and Lyackson First Nation, and the WASANEC Leadership Council on behalf of the WJOŁEŁP (Tsartlip), WSIꞰKEM (Tseycum) and SȾÁUTW (Tsawout) First Nations. Songhees First Nation had no specific feedback to provide prior to May 31, 2022. Communication is ongoing with Quw'utsun (Cowichan Tribes) and MÁLEXEŁ (Malahat), Pacheedaht, BOḰEĆEN (Pauquachin), Halalt and Stz'uminus (Chemainus) First Nations. Communication has yet to be initiated with Ts'uubaa-asatx (Lake Cowichan), Tswwassen, and SEMYOME (Semiahmoo) First Nation.

Key themes heard during the engagement include the need to consider how to ensure the rights to Indigenous cultural practices within regional park areas traditionally used for hunting, fishing, harvesting and gathering are protected; the need for education and consideration of the public around cultural uses; the need to consider creative ways to support the protection of lands by Indigenous peoples for conservation; and an interest in working together on the co-management of lands to ensure their preservation and enhancement.

Recommendations based on the feedback include the collaborative development of Nation-specific work plans between the CRD and First Nations on specific areas of interest; revision to statements in the proposed vision, values and priority statements to reflect input heard to date; and an openness to further adaptation, as needed, during plan implementation to reflect the priorities of First Nations who have not had the opportunity to provide input to date.

2. Introduction

The CRD Regional Parks Strategic Plan 2012-2021 has set the overall vision, goals and objectives for a regional parks service over the past 10 years. The 2012-2021 Strategic Plan was primarily led by a volunteer Citizens Advisory Panel (CAP) and included extensive engagement with stakeholders, the public, government, First Nations and other park agencies. The Strategic Plan considered many of the trends, challenges and values that are still relevant today, such as increased visitation to regional parks and trails and the need for increased environmental protection. At the same time, many things have changed in the region since the adoption of the plan in 2012. For example, climate action and reconciliation with First Nations are key priorities of the CRD.

The CRD Board initiated an update of the Regional Parks Strategic Plan 2012-2021 on December 8, 2021 and a workshop was held with the Regional Parks Committee in January 2022 to set the direction for the Strategic Plan update. On February 9, 2022 the CRD Board approved a proposed vision, values, mission statement, and priorities for engagement and to apply a lens of conservation and protection of biodiversity to the priorities and process.

The CRD Board directed staff to engage all First Nations in the region in an early, meaningful and ongoing manner in the development of the Strategic Plan. Consistent with the CRD Corporate Plan goal to strengthen relationships with First Nations, and CRD Board priority to work with First Nations to create new regional planning and decision-making systems together on their traditional territories. The CRD embarked on consultation with First Nations regarding the Strategic Plan update with assistance from a consulting firm.

A new CRD Regional Parks & Trails Strategic Plan will be brought forward for approval in July 2022 that will set the direction for regional parks and trails over the next decade. The CRD acknowledges the limited opportunity for First Nations to engage on the Plan development and invites ongoing dialogue with First Nations to fully develop and implement the Plan.

3. Purpose of the Engagement Report

The purpose of this report is to summarize the engagement process with First Nations and to highlight responses and key themes received related to the CRD Regional Parks Strategic Plan update.

The goal of engagement is to receive feedback from First Nations on the proposed vision, values, mission, and key priorities that were approved by the CRD Board in February 2022 to be considered in the CRD Regional Parks & Trails Strategic Plan update (Appendix A). Feedback received through the engagement process is summarized and analyzed in this report and considered in the updated Strategic Plan, which will be presented to the Board in July 2022. A separate report includes feedback received from agencies, stakeholders and the public.

4. Engagement Period

This report includes a summary of the engagement activities completed and responses received between February and May 2022 from First Nations. Engagement with First Nations is ongoing and will continue throughout finalization and implementation of the Strategic Plan.

5. Focus of Engagement

The CRD is committed to involving First Nations respectfully and appropriately in the development of regional strategies, decision making and shared interests. The aim of this engagement process was to inform First Nations with traditional territories in the CRD about the CRD Regional Parks Strategic Plan update process, to seek input and information from interested and affected Nations on the proposed vision, mission, values and key priorities for the Strategic Plan update, and to discuss interests and ideas to assist the CRD with future decision making about regional parks and trails. Other goals of the engagement process included information sharing, dialogue and discussion, building ongoing relationships, developing understanding and trust, and producing a Strategic Plan that reflects First Nation's interests, organizational needs and public interests. Engagement was one of the early steps in the Strategic Plan update process and used to gather traditional and local knowledge about the regional parks and trails, learn what is important to First Nations, identify issues and priorities, and to seek a range of suggestions for what should be considered in updating the CRD Regional Parks & Trails Strategic Plan 2022-2032.

6. Who Was Engaged

First Nations whose traditional territory lies within the CRD boundary were identified to engage in the Strategic Plan update process. Engagement on the Strategic Plan update has occurred with 15 First Nations to date and ongoing engagement will be expanded to include 18 First Nations governments (Appendix B). No contact has yet been made with Ts'uubaa-asatx (Lake Cowichan), Tsawwassen and SEMYOME (Semiahmoo) First Nations.

7. Engagement Methods

The project scope and engagement process for the CRD Regional Parks Strategic Plan update were approved by the CRD Board in February 2022. A team of consultants were retained by the CRD to conduct engagement. To accomplish an engagement program that provides meaningful opportunities for input within the timeframes identified for the project, the consultants used a number of approaches to engage First Nations. Hence, engagement methods varied depending on the preferences and priorities identified by First Nations.

7.1. Letters and Information Package

First Nations were provided with an introductory letter from the CRD in late January 2022, notifying of the upcoming engagement on the CRD Regional Parks Strategic Plan update. First Nations were provided with a second letter and information package from the consultant in early March when the CRD's Get Involved online engagement platform was officially live. The information package included:

- Overview of the update to the Strategic Plan.
- Highlights of First Nations content in the current Strategic Plan.
- Information about the CRD's timeline for this update.
- Invitation to meet one-on-one or engage with CRD in an alternative method.
- Invitation to submit a written response on how to improve the content of the Strategic Plan.
- Workshops may be considered, if desired, to meet with multiple Nations.
- Offer of capacity funding.
- Summary of what CRD has already heard from First Nations in past conversations and processes.

7.2. Meetings, Emails and Phone Calls

First Nations were contacted by both phone and email with follow-up information, meeting requests, and other information as requested. Follow-up attempts to contact Nations were conducted by phone and email to determine interest in providing input. Meetings took place with individual First Nations, in-person or virtually, as requested. Follow-up meetings occurred to confirm feedback shared was properly captured and additional thoughts could be shared, as appropriate. The following table outlines the contacts made with First Nations during the engagement period:

First Nation	# emails, phone calls, meetings	Status of Feedback
Beecher Bay	5	Input received from Beecher Bay CAO
Cowichan Tribes	8	No confirmation of an interest to meet before May 31
Esquimalt	6	Input received from Esquimalt Executive Director
Halalt	10	No confirmation of an interest to meet before May 31
Lake Cowichan	0	No contact initiated
Lyackson	7	Initial input received from Lyackson Consultation Coordinator; Interest in further engagement with Chief and Council; Insufficient time for feedback before May 31.
Malahat	8	No confirmation of an interest to meet before May 31
Pacheedaht	11	No response after multiple attempts

Pauquachin	13	No capacity to engage before May 31
Penelakut	9	Initial input received from Band Manager and Member of Elders Committee.
Semiahmoo	0	No contact initiated
Songhees	15	No feedback provided within the timeline identified.
Stz'uminus	7	Chief expressed interest in meeting but no date confirmed
Tswawassen	0	No contact initiated
T'Sou-ke	25	Input received from Chief and Council
WSANEC (Tsartlip, Tsawout and Tseycum)	27	Information provided by CRD as requested. Letter received from Director of Operations: not in support; additional information requested; extension to provide feedback requested.

Table 1: Contact with First Nations during the engagement period.

8. Responses

Feedback was provided through meetings, phone calls, emails and written submissions, according to the preferences of each First Nation.

The following is a summary of the feedback received from First Nations between February 16 and May 31, 2022, related to the CRD Regional Parks & Trails Strategic Plan update. This summary has not been reviewed by First Nations.

A letter, dated May 25, 2022, was received from WSANEC Leadership Council, representing Tsartlip, Tsawout and Tseycum First Nations, requesting additional information and stating that support for the Strategic Plan cannot be provided without further engagement (Appendix C). WSANEC Leadership Council are preparing a process and budget for ongoing engagement, June 15, 2022 letter attached in Appendix C.

Chemainus, Songhees, and Stz'uminus First Nations also expressed interest in providing feedback but were not able to do so before May 31st.

Lyackson and Penelakut have provided initial feedback on the Strategic Plan update and expressed interest in further engagement opportunities. Beecher Bay, T'Sou-ke, and Esquimalt have provided input and are open to further dialogue.

Responses have not yet been received from Pacheedaht, Halalt, Malahat and Pauquachin First Nations and Cowichan Tribes. Continued efforts to engage these Nations are underway.

8.1. Responses on Vision, Mission and Values

The following section describes specific feedback provided on the proposed vision, mission, values and principles for the Strategic Plan update.

8.1.1. Proposed Vision

Some First Nations stated challenges of commenting on a vision statement for CRD regional parks and commented on the need for public education around land and greater dialogue with the CRD on the vision statement, but appreciated it is a good starting point.

8.1.2. Proposed Mission

No feedback has been received on the proposed mission statements to date.

8.1.3. Feedback on Proposed Values & Principles

A First Nation commented on recognition of the spirit behind identifying reconciliation as a proposed value is based on an ongoing conversation within Canadian society sparked by UNDRIP and DRIPA and that working with First Nations in fostering stewardship of the lands and waters is within the CRD's purview. However, it was cautioned that reconciliation is a broad term and collaborative dialogue on what that means to a relationship between the CRD and First Nations is needed. It was suggested by First Nations that long-term, positive, and meaningful relationships should be developed with specific, measurable goals and objectives to work on and towards together.

8.2. Feedback on Proposed Priority Statements

During the engagement process, First Nations were asked to share any specific priorities or efforts they wished to undertake regarding regional parks and trails, and/or for any other feedback they wished to share. The following points were shared:

- Meaningful consultation on the CRD's plans for regional parks was noted as an ongoing need and interest.
- The importance of a broader relationship with the CRD and open, clear dialogue to help in building a lasting and productive relationship.
- Improved understanding of the CRD's roles and responsibilities for regional parks and trails.
- Improve dialogue to develop a shared understanding of what reconciliation in action means for the CRD and First Nations.
- The protection of land and water and opportunities for collaboration.
- Establishing clear understanding of Indigenous rights.

- Protection of areas within regional parks and trails for cultural use, potentially through agreements or other mechanisms.
- Providing proactive education for the public about Indigenous rights and cultural use, including interpretive signage and place naming.
- Improving cultural safety for Indigenous peoples in regional parks.
- Working with partners on establishing protected areas.
- Working with partners on conservation efforts and inventories.
- Participation throughout planning process and on interests related to archaeologically sensitive areas, environmental implications, economic benefits and considerations, protection of cultural practices, and any infringement of Douglas Treaty rights.
- Working towards co-management of regional parks through agreements or other mechanisms.

9. Limitations

The CRD Regional Parks Strategic Plan update was initiated in December 2021 and the delivery date for an updated Strategic Plan was set for June/July 2022. First Nations engagement on the Strategic Plan update was limited by this restricted timeline and did not allow for deeper discussion and input at the outset of the Plan development.

Fifteen First Nations were initially identified for engagement on the Strategic Plan update. Subsequently, it was determined that three First Nations were not included in the initial engagement outreach. An invitation to start dialogue on the Strategic Plan priorities will be offered after direction is received from the CRD Board.

First Nations communities have been under considerable strain over the past two years due to the COVID-19 pandemic, provincial fires and floods, and the discoveries of unmarked graves of children adjacent to former residential schools. Given these, and many other factors of relevance to individual Nations, the opportunity for dialogue on the Strategic Plan update was limited. Therefore, this report is not reflective of the views of all First Nations identified for engagement. Dialogue is ongoing to deepen an understanding of the issues and interests raised by First Nations and this feedback will be reflected in the ongoing work of the CRD and is not included in this report.

10. Moving Forward

The Regional Parks Committee held a workshop in January 2022 to set the direction for engagement on the Regional Parks Strategic Plan update. At its February 9, 2022 meeting, the CRD Board proposed a renewed vision, mission, values and principles, and strategic priorities based on the themes of conservation & recreation, access & equity, climate action & resiliency, and reconciliation. This material was presented to First Nations for feedback between February and May 2022.

Based on feedback received by First Nations to date about strengthening awareness and improving accommodation of Indigenous cultural use in regional parks and trails, the vision has been modified to include improved respect for cultural heritage and cultural use.

The mission statements have been revised to highlight the long-standing stewardship of the land and water by First Nations and ways the CRD can learn from and work with First Nations on conservation efforts.

First Nations stressed the importance of strengthening relationships between the CRD and First Nations and putting reconciliation commitments into action. The values and principles have been revised to recognize this feedback. Additionally, the conservation and stewardship values focus on the importance of protecting cultural heritage and incorporating traditional ecological knowledge.

Information has been included in the Plan that aims to further clarify the role and responsibility of the CRD in relation to the provincial *Declaration on the Rights of Indigenous Peoples Act* and the *Heritage Conservation Act*, the CRD's Statement of Reconciliation, and initiatives such as the calls to action identified in the CRD's Special Task Force on First Nations Relations Final Report.

With respect to First Nations interests in working with partners, including the CRD, in expanding conservation efforts and protecting land and water, a new Conservancy Area regional park classification has been developed that contemplates protection of natural assets primarily for the intrinsic cultural use values present. The Plan also highlights opportunities for establishing traditional use agreements with First Nations for use of regional parks and trails, as well as ways to improve cultural safety during cultural use activities, such as improved public awareness initiatives.

First Nations stressed the need to establish and maintain working relationships with the CRD. A goal of the Plan is to have strong, collaborative and mutually beneficial relationships with First Nations in the region. Recognizing emerging changes impacting First Nations and CRD governance, the Plan identifies the need to remain flexible to accommodate specific priority interests and capacities going forward, such as conducting inventories or developing interpretive signage that reflects Indigenous cultural heritage, and to involve First Nations in service delivery initiatives, such as campground operations.

Protection of archaeological sites and cultural heritage was identified by First Nations as a priority for the CRD. A focus on cultural heritage conservation has been included in the Plan, as well as ways to incorporate First Nations traditional knowledge in conservation efforts.

Appendix 1 – Engagement Materials

Regional Parks Strategic Plan Update 2022



March - April, 2022
Public Input

Setting Direction

Vision 2032

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.



Setting Direction

Mission



Ensure regional parks and trails are resilient by delivering a sustainable service that is adaptable and takes action on climate change.



Foster stewardship of ecological and cultural resources by informing, engaging and collaborating with the public, volunteers, partners, and First Nations.



Provide access to regional parks and trails that facilitates healthy, safe and enjoyable outdoor recreation experiences for all.



Secure a diverse and connected system of regional parks and trails that protect and restore the integrity of our region's biodiversity and cultural landscapes.



Work with First Nations in taking care of the land and water.

Setting Direction

Values and Principles



Accessibility – We provide access to nature for all ages and abilities



Conservation – We work together to protect, restore and celebrate the region's natural and cultural landscapes



Equity – We work together to ensure regional parks and trails are inclusive and maintained as a common good



Reconciliation – We are committed to work towards reconciliation with First Nations



Recreation – We offer outdoor recreation experiences that improve our health and well-being



Resiliency – We take action on climate change by being adaptive and using resources sustainably with a view to benefiting future generations

Additional Values and Principles:

- Leadership
- Partnership
- Stewardship
- Connectivity
- Education
- Accountability

Priority Statements

Conservation & Recreation

- Conserve biodiversity
- Enable outdoor recreation
- Work with partners
- Foster stewardship



Access & Equity

- Enhance health & well-being
- Promote complete and connected communities
- Ensure economic fairness
- Accessibility & equity lens



Priority Statements

Climate Action & Resiliency

- Align sustainable service delivery with climate action
- Advance regional active transportation
- Develop partnerships
- Acquire and manage natural areas



Reconciliation

- Incorporate First Nations reconciliation objectives
- Provide space for cultural use
- Strengthen engagement
- Support shared prosperity



KEY PRIORITY STATEMENTS
REGIONAL PARKS STRATEGIC PLAN

February 2022

Conservation & Recreation

- Take action to conserve biodiversity through acquiring land, restoration and monitoring of ecosystems across the region (UN; LAS; RGS, 2.1; RPSP, p.9)
- Enable users to recreate and have outdoor recreation experiences that are enjoyable, safe and compatible (RPSP, p.9 & 12)
- Work with partners in taking care of the land and water and providing sustainable outdoor recreation (Board, #6d & #6b-1 & #6b-2; RPSP, p.10; LAS)
- Foster stewardship through program delivery, knowledge sharing and leading by example (RPSP, p.10)

Access & Equity

- Enhance health and well-being by providing nature and outdoor recreation experiences for all ages and abilities (Board, #6e; RPSP, p.9)
- Promote complete and connected communities by ensuring recreation, parks and green space can be easily accessed by transit, walking or cycling (RGS, 3.1 & 4.1; RPSP, p.9)
- Ensure economic fairness by managing regional parks and trails as a common good (RGS 5.1; Revenue, p.4)
- Strengthen an accessibility and equity lens in service delivery

Climate Action & Resiliency

- Align sustainable service delivery and infrastructure improvements with climate action (RGS 7.1; CAS, 1.1 & 5.1; RPSP)
- Advance regional active transportation opportunities that contribute to greenhouse gas reduction (CAS, 3.7; RPSP; RGS, 4)
- Develop partnerships for the long-term consistent and connected management of green space and ecosystem services (RPSP; Board, #5a-5).
- Strategically acquire and manage natural areas to address climate mitigation, urban containment and access to green space for a growing population (RGS 7.1, CAS, 5.1; RPSP)

Reconciliation

- Incorporate First Nation worldviews, knowledge and reconciliation objectives in the management of natural assets and cultural heritage (Board, #3a-3 & #6d; RPSP; FNSR; RNTF, p.44-45)
- Provide space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names (Board, #3a-3 & #6d; RPSP; FNSR; FNTF, p.44-45)
- Strengthen engagement with First Nations in service delivery initiatives (Board, #3a-3 & #6d; RPSP; FNSR; FNTF, p.44-45; LAS)
- Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals (Board, #3a-3 & #6d; RPSP; FNSR; FNTF, p.44-45)

Reference Abbreviations:

Board	Capital Regional District 2019-2021 Board Priorities
CAS	Climate Action Strategy 2021
FNSR	First Nations Statement of Reconciliation
FNTF	First Nations Task Force Final Report, 2018
LAS	Land Acquisition Strategy 2020-2021
RGS	Regional Growth Strategy (RGS), Bylaw No. 4017, 2018
RPSP	Regional Parks Strategic Plan (RPSP) 2012-2021
Revenue	Draft Revenue Generation Strategy, 2021
UN	United Nations Decade on Ecosystem Restoration 2021-2030

Appendix 2 – First Nations with Traditional Territories in CRD

First Nations with traditional territories within the CRD boundary were identified to engage in the Strategic Plan update process. Engagement activities will be ongoing throughout development and implementation of the Strategic Plan.

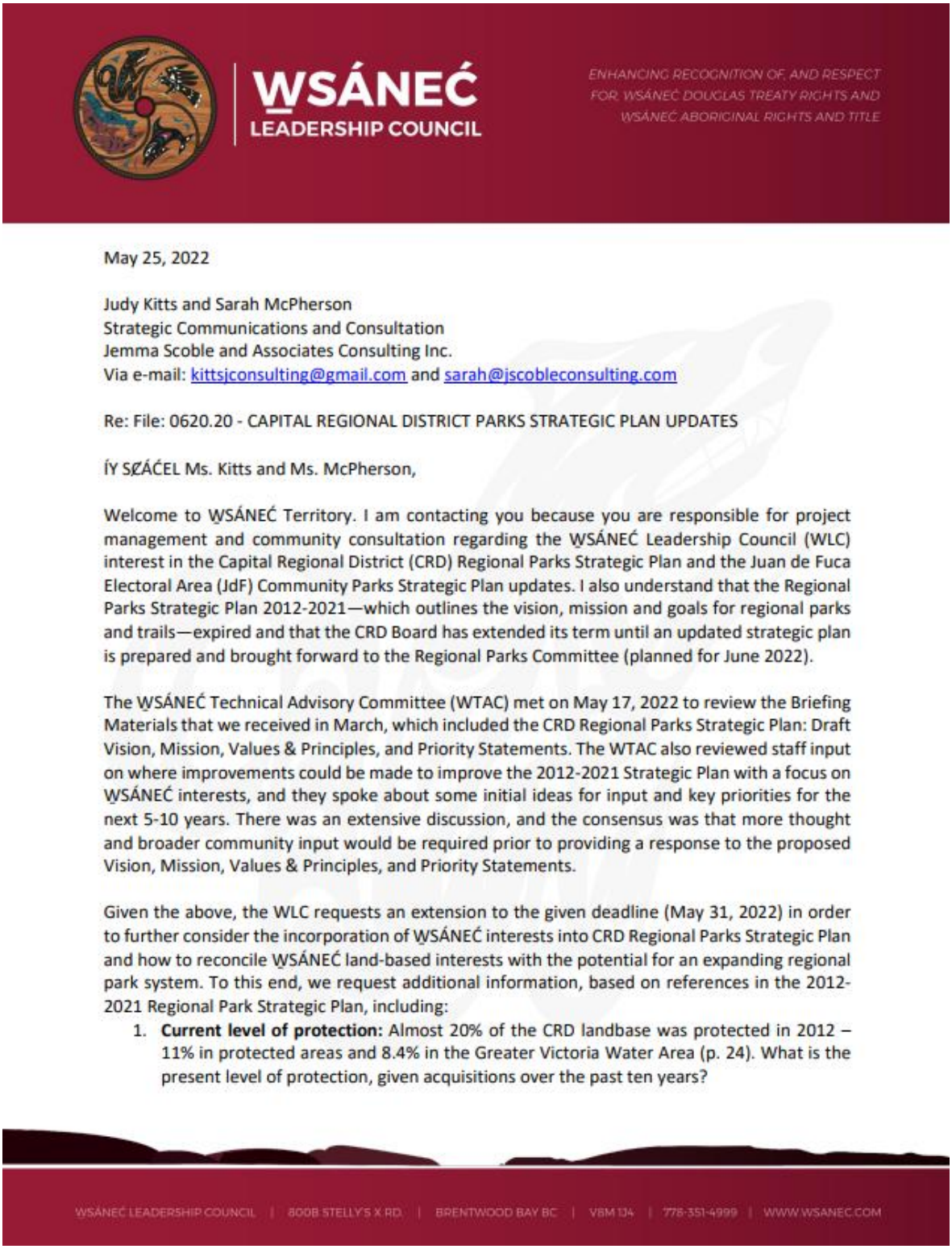
To date, engagement on the Strategic Plan update has commenced with the following First Nations:

1. Pacheedaht First Nation
2. Sc'ianew (Beecher Bay) First Nation
3. T'Sou-ke Nation
4. Esquimalt Nation
5. Songhees Nation
6. WJOŁEŁP (Tsartlip) First Nation
7. BOḰEĆEN (Pauquachin) First Nation
8. SȾÁUTW (Tsawout) First Nation
9. WSIḴEM (Tseycum) First Nation
10. MÁLEXEŁ (Malahat) First Nation
11. Stz'uminus (Chemainus) First Nation
12. Quw'utsun (Cowichan Tribes)
13. Halalt First Nation
14. Lyackson First Nation
15. Penelakut Tribe

Engagement will be expanded to include the following First Nations:

1. Ts'uubaa-asatx (Lake Cowichan) First Nation
2. Tsawwassen First Nation
3. SEMYOME (Semiahmoo) First Nation

Appendix 3 – Letters from WSANEC Leadership Council



WSÁNEĆ LEADERSHIP COUNCIL

ENHANCING RECOGNITION OF, AND RESPECT FOR, WSÁNEĆ DOUGLAS TREATY RIGHTS AND WSÁNEĆ ABORIGINAL RIGHTS AND TITLE

May 25, 2022

Judy Kitts and Sarah McPherson
Strategic Communications and Consultation
Jemma Scoble and Associates Consulting Inc.
Via e-mail: kittsjconsulting@gmail.com and sarah@jscobleconsulting.com

Re: File: 0620.20 - CAPITAL REGIONAL DISTRICT PARKS STRATEGIC PLAN UPDATES

ÍY SȻÁĆEL Ms. Kitts and Ms. McPherson,

Welcome to W̱SÁNEĆ Territory. I am contacting you because you are responsible for project management and community consultation regarding the W̱SÁNEĆ Leadership Council (WLC) interest in the Capital Regional District (CRD) Regional Parks Strategic Plan and the Juan de Fuca Electoral Area (JdF) Community Parks Strategic Plan updates. I also understand that the Regional Parks Strategic Plan 2012-2021—which outlines the vision, mission and goals for regional parks and trails—expired and that the CRD Board has extended its term until an updated strategic plan is prepared and brought forward to the Regional Parks Committee (planned for June 2022).

The W̱SÁNEĆ Technical Advisory Committee (WTAC) met on May 17, 2022 to review the Briefing Materials that we received in March, which included the CRD Regional Parks Strategic Plan: Draft Vision, Mission, Values & Principles, and Priority Statements. The WTAC also reviewed staff input on where improvements could be made to improve the 2012-2021 Strategic Plan with a focus on W̱SÁNEĆ interests, and they spoke about some initial ideas for input and key priorities for the next 5-10 years. There was an extensive discussion, and the consensus was that more thought and broader community input would be required prior to providing a response to the proposed Vision, Mission, Values & Principles, and Priority Statements.

Given the above, the WLC requests an extension to the given deadline (May 31, 2022) in order to further consider the incorporation of W̱SÁNEĆ interests into CRD Regional Parks Strategic Plan and how to reconcile W̱SÁNEĆ land-based interests with the potential for an expanding regional park system. To this end, we request additional information, based on references in the 2012-2021 Regional Park Strategic Plan, including:

1. **Current level of protection:** Almost 20% of the CRD landbase was protected in 2012 – 11% in protected areas and 8.4% in the Greater Victoria Water Area (p. 24). What is the present level of protection, given acquisitions over the past ten years?

W̱SÁNEĆ LEADERSHIP COUNCIL | 800B STELLY'S X RD. | BRENTWOOD BAY BC | V8M 1J4 | 778-351-4999 | WWW.WSANEC.COM

2. **The proposed regional parks and trails:** In the expired/extended Plan, the CRD provides a map with a vision/plans for the system over the next ten years and beyond (p. 79): We did not receive anything comparable for the 2022-2031 period, even though the proposed vision includes provisions to "work cooperatively and respectfully to steward and *expand* an exceptional system of regional parks and trails". Can you provide an updated map illustrating areas of interest for expansion, and commit to further engagement on ideas for future acquisition of lands?
3. **WSÁNEĆ Management of "Cultural Landscapes":** We note in the draft mission the intent to collaborate on securing a diverse and connected system of regional parks and trails that protect and restore the integrity of our region's biodiversity and "cultural landscapes." Our culture has been ignored and our people have often been made to feel unwelcome and excluded from regional parks. We wish to discuss further how to truly recognize what the CRD calls "cultural landscapes" and work toward alternative management and decision-making models for these places.
4. **Juan de Fuca Electoral Area (JdF) Community Parks Strategic Plan updates:** We have yet to receive any information on the Juan de Fuca Electoral Area (JdF) Community Parks Strategic Plan updates. When can we expect to collaborate on proposed updates?

After extensive discussion, the WTAC asked that WLC staff bring the 2022-2031 Updates back to the WTAC for further discussion. With the extent of alienation that has already occurred in our homelands, these updates are contentious. As a result, we are conveying the WTAC's request fpr additional information and that we can not support the CRD Regional Parks Strategic Plan updates without further engagement. Please contact Laurie Whitehead, Referrals Manager, at laurie.whitehead@wsanec.com to follow up with the requested information and to schedule a meeting to discuss extending the timelines.

Sincerely,



Gord Elliott, Director of Operations
WSÁNEĆ Leadership Council

cc: Chief Don Tom, Chairman, WSÁNEĆ Leadership Council
WLC Staff (Justin Fritz, Laurie Whitehead and Dave Paul)
Jeff Leahy, RPF, Senior Manager, Regional Parks
Iain Lawrence, RPP, MCIP, Senior Manager, JdF Local Area Services
Don Closson, Manager, Juan de Fuca Community Parks & Recreation, CRD
Mike Macintyre, Manager, Planning & Development, Regional Parks, CRD
Caitlyn Vernon, Manager, First Nations Relations, CRD

June 15, 2022

Jeff Leahy, RPF
Senior Manager, Regional Parks, Capital Regional District
Via e-mail: jleahy@crd.bc.ca

Re: CRD Parks Strategic Plan Update

Dear Jeff Leahy,

Thank you for our June 6, 2022 lunch meeting and your letter of June 7, 2022. I am just sending a quick note to confirm that WSÁNEĆ Leadership Council (WLC) staff acknowledge receipt of your letter, which includes responses to our requests for information, and your proposed plan for moving forward. Following from our meeting and in anticipation of next steps, WLC staff are preparing a workplan and budget for the engagement process when it resumes in July, that will include resourcing estimates for a process to develop a traditional use agreement/collaboration framework, and allocations to support collaborating on identification of regionally significant parkland, exploring alignment of goals and objectives, and developing land acquisition criteria.

We note that the proposed Plan includes working with First Nations to:

a. Improve protection of cultural heritage sites;
b. Provide park visitors with information about First Nations history and cultural use in parks;
c. Improve indigenous cultural safety in parks;
d. Understand and monitor plants and animals of significance to Indigenous cultural use;
e. Prepare and implement Park Management Plans;
f. Support First Nations guardians; and
g. Develop and implement priority initiatives related to regional parks and trails identified by First Nations.

For the above, and in particular in the spirit of working with WSÁNEĆ Leadership Council (WLC) to prepare and implement Park Management Plans, we request an extension to the timeline for engagement and input on the Mount Work Regional Park draft Management Plan. We also wish to flag that as per communications via the WLC/CRD Land Altering Works Quarterly meeting on June 2, 2022 and a subsequent site visit on June 10, 2022, our interest in discussing the future of the Residence building in advance of proposed asbestos removal and steps to demolish that

building proceeding. WLC look forward to having staff fully engaged in prioritizing and participating in development of Management Plans for regional parks that fall within WSÁNEĆ territory. We also look forward to receiving information about the Juan de Fuca Electoral Area Strategic Plan update.

HÍŚKWE,

Gordon Elliott, Director of Operartions,
WSÁNEĆ Leadership Council

c.c. Gord Elliott, Director of Operations, WSÁNEĆ Leadership Council
Justin Fritz, Policy/Negotiations Manager, WSÁNEĆ Leadership Council
Chief Don Tom, Chairman, WSÁNEĆ Leadership Council
Dave Paul Jr., CRD Liaison, WSÁNEĆ Leadership Council
Mike Macintyre, Manager, Planning & Development, Regional Parks, CRD
Caitlyn Vernon, Manager, First Nations Relations, CRD
Iain Lawrence, RPP, MCIP, Senior Manager, JdF Local Area Services
Larisa Hutcheson, General Manager, Parks and Environmental Services, CRD

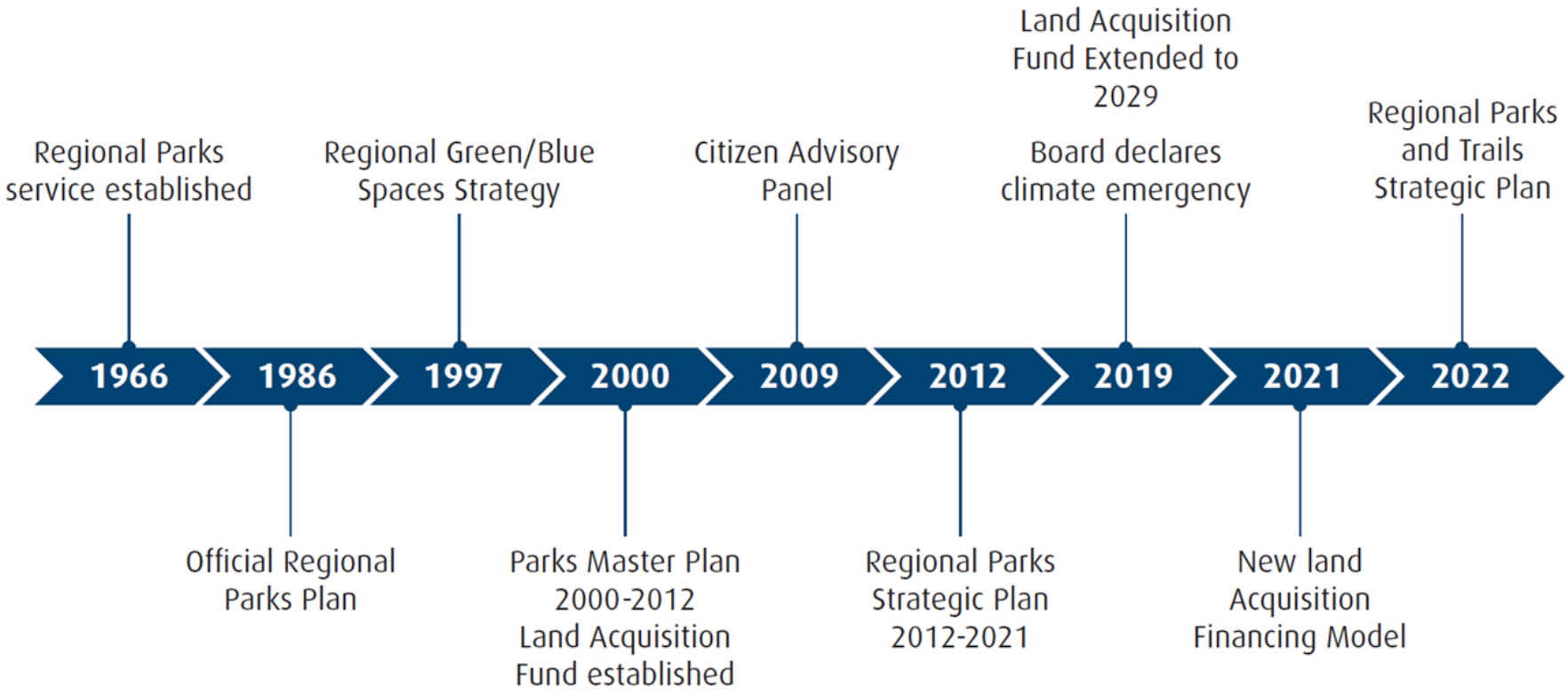
Regional Parks and Trails Strategic Plan 2022 – 2032

June 22, 2022
Regional Parks Committee

Presentation Outline

1. Strategic Plan Update Process
2. Engagement
3. Vision, Mission, Values
4. Regional Park & Trail Classifications
5. Priority Areas

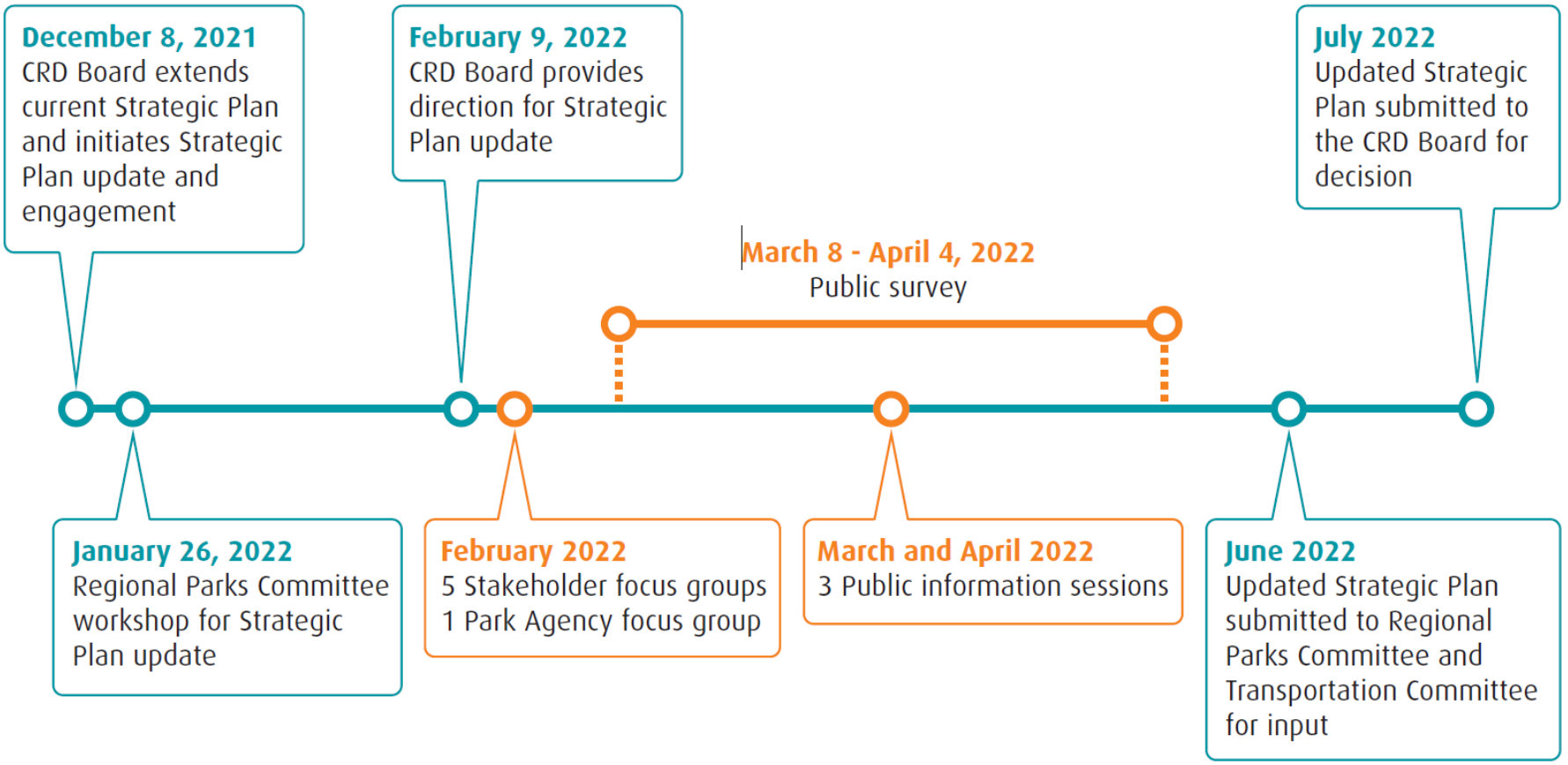
Update Process



Update Process



Update Process



Engagement with First Nations on the Regional Parks and Trails Strategic Plan is ongoing.

Engagement

2,400
Visits to project webpage

1,228
Completed surveys

19,000
Reached on Social Media

44
Stakeholder groups attended 5 focus groups

26
Attended 3 public information sessions

15
First Nations invited to engage long-term

Summary of First Nations Input

- Define reconciliation and put into action
- Importance of developing meaningful relationships, building trust and improving understanding of roles and responsibilities
- Need for increased awareness of Indigenous rights and cultural use practices
- Interest in land acquisition, conservation, stewardship, planning, partnerships and economic prosperity
- Limitations to participation relate to capacity, priorities and timeline

Summary of Stakeholder and Public Input

- Vision could emphasize connectivity, regional trails and stewardship
- Mission could be simplified and reflect regional trails function
- Values of most importance are conservation, recreation and resiliency
- Values to add are accountability, connectivity, education, partnership and stewardship
- Priorities of most importance are: land acquisition, biodiversity protection, buffering urban development
- Emphasize role of conservation and outdoor recreation in developing stewardship
- Put First Nations first and determine priorities through direct engagement

Vision

We have an expanded and connected system of regional parks and regional trails that are rich in biodiversity, respect Indigenous cultural heritage and use, inspire stewardship, are resilient to change, and provide enjoyable outdoor recreation experiences.



Mission

- Operate and manage a connected system of regional parks for public enjoyment.
- Foster stewardship by learning from and working with long-term land stewards and by connecting people to nature.
- Operate and manage a regional trail network for active transportation and recreation.
- Be fiscally responsible and accountable in decision making.

Values

- Access
- Accountability
- Connectivity
- Conservation
- Education
- Equity
- Outdoor Recreation
- Partnership
- Reconciliation
- Resiliency
- Stewardship

Regional Park Classifications

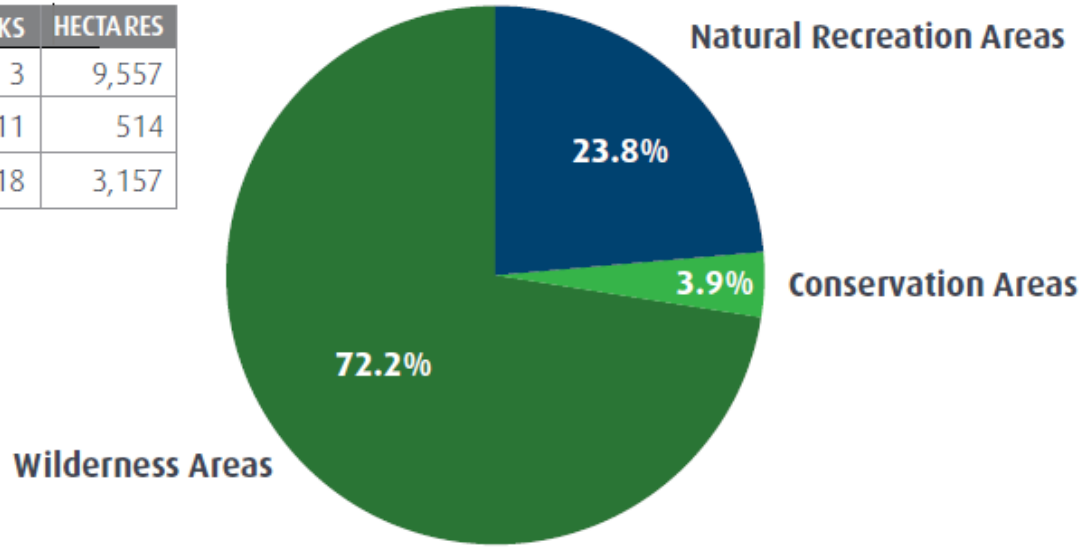


Park Classification	Purpose
Conservation Area	To protect species or ecological communities at risk and to offer visitor experiences that are primarily focused on interpretation of natural and cultural features.
Wilderness Area	To protect large, connected tracts of natural areas and to offer visitor experiences that are primarily focused on remote and secluded outdoor recreation activities.
Conservancy Area	To protect natural assets and areas primarily for their intrinsic cultural use value where there is a traditional use agreement in place and to offer visitor experiences that enhance understanding and appreciation for Indigenous cultural use.
Natural Recreation Area	To protect a connected system of natural areas and to offer visitor experiences that are primarily focused on outdoor recreation activities.

Regional Park Classifications

Regional Parks Land Base by Classification

PARK CLASSIFICATION	NUMBER OF PARKS	HECTARES
Regional Wilderness Areas	3	9,557
Regional Conservation Areas	11	514
Regional Natural Recreation Areas	18	3,157



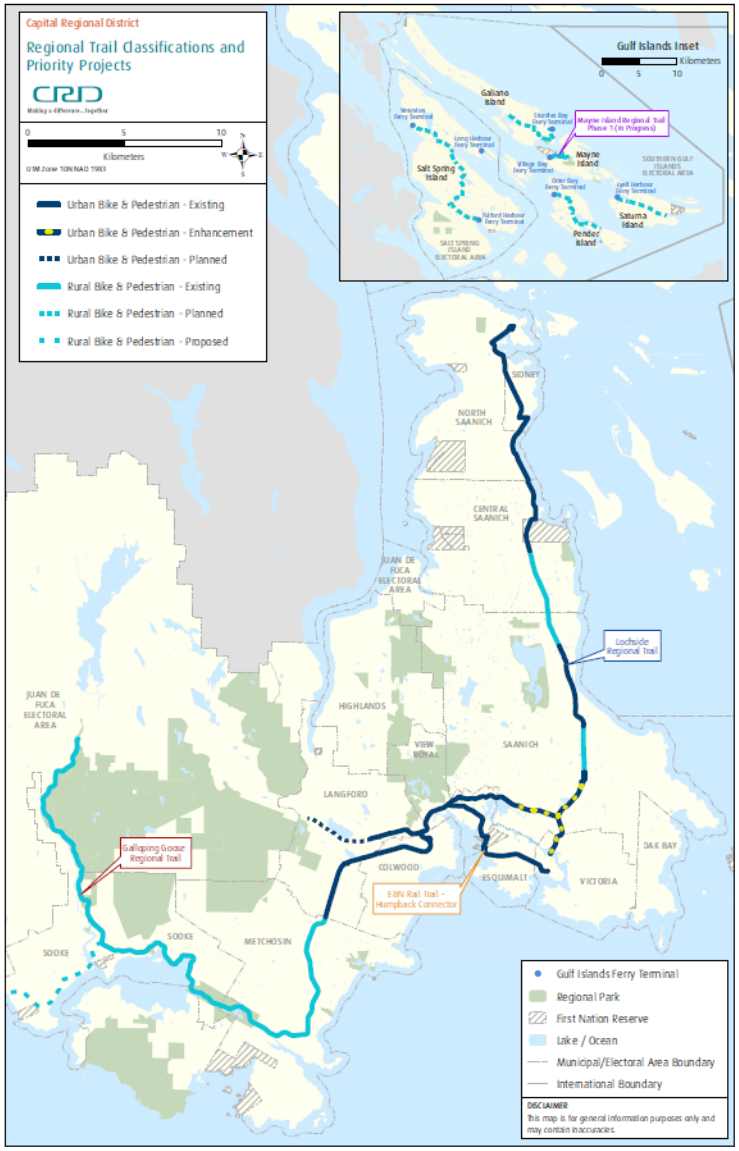
Regional Trail Classifications



To provide an off-street trail corridor in urban areas that is primarily for high volumes of active transportation at peak travel times and accommodates regular recreational use. Trail separation and lighting design standards will be applied to areas with high user volumes and greater trail user differential.

To provide an off-street trail corridor in rural areas that is primarily for active transportation and recreation with higher volumes during the summer season and on weekends. Trail design will be dual- direction, shared use with gravel surface, except in areas of higher user volumes or on-street separated facilities, a paved surface may be considered.

Regional Trail Classifications



Priorities

Reconciliation

Goal: Strong, collaborative and mutually beneficial relationships with First Nations through working in partnership.

1-1 Incorporate First Nations world views and knowledge in the ongoing operation of regional parks and regional trails.

1-2 Work with First Nations Governments in service delivery initiatives.



Priorities

Conservation

Goal: Regional parks protect the region's natural assets and cultural heritage for future generations.

2-1 Take action to increase protection of biodiversity, ecological integrity, and natural assets in the region through improved knowledge, proactive stewardship and land acquisition.

2-2 Respect and protect cultural heritage and traditional cultural use practices.

2-3 Work with partners in taking care of the region's species, habitats and natural areas.



Priorities

Visitor Experience

Goal: Visitors to regional parks are involved in stewardship and have enjoyable outdoor recreation experiences

3-1 Offer compatible outdoor recreation experiences that are enjoyable, healthy, safe and immersed in nature.

3-2 Foster stewardship through program delivery, knowledge sharing and collaboration.



Priorities

Climate Action & Resiliency

Goal: Regional parks and regional trails are resilient and take action on climate change

4-1 Advance regional active transportation opportunities that contribute to greenhouse gas reduction.

4-2 Support the development of complete and connected communities by improving access to regional parks by transit, electric vehicles, micro mobility, walking or cycling.

4-3 Align service delivery and infrastructure improvements with climate action.

4-4 Ensure the long-term and consistent management of regional parks and protected natural areas.

4-5 Strategically acquire and manage natural areas to address climate mitigation, urban containment and access to green space for a growing population.

Priorities

Access & Equity

Goal: Regional parks and regional trails are inclusive and accessible

5-1 Enhance health and well-being by providing equitable access to regional parks and regional trails.



Monitoring and Reporting

- Provision for considering major or minor amendments
- Annual reporting cycle
- Performance indicators to track progress

Making a difference...together

REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT **Renewed Regional Parks and Trails Strategic Plan**

ISSUE SUMMARY

To present the renewed Capital Regional District (CRD) Regional Parks and Trails Strategic Plan for approval on an interim basis for one year.

BACKGROUND

The CRD Board initiated an update of the Regional Parks Strategic Plan at its meeting of December 8, 2021, and extended the 2012-2021 Regional Parks Strategic Plan until July 2022. Staff led the development of an updated Regional Parks and Trails Strategic Plan (Strategic Plan) between January and June 2022 (Appendix A). The Strategic Plan reflects current Board priorities, related CRD strategies and corporate knowledge. Input from First Nations, stakeholders, the Regional Parks Committee, Transportation Committee and the public has been considered during the development of the Strategic Plan. Feedback, in general, aligns with the proposed document (Appendices B and C). A presentation outlining the key transportation highlights of the Strategic Plan is provided in Appendix D. A more in depth Strategic Plan presentation will be provided at the June 22, 2022 Regional Parks Committee meeting.

The Regional Parks Committee provided input on the proposed direction for the new Regional Parks Strategic Plan. On February 9, 2022, the CRD Board accepted the proposed vision, mission, values and priority statements for stakeholder, First Nations and public input, and recommended that a lens of conservation and protection of biodiversity be applied to the priorities and processes (Appendices B and C). Engagement with stakeholder groups and the public occurred between February and April 2022. Engagement with First Nations is ongoing and feedback received prior to May 31, 2022 is included in Appendix C.

Engagement with First Nations was facilitated by a consultant using a series of engagement methods from February to June 2022. First Nations whose traditional territories lie within the CRD boundary were invited to provide comment for input into the strategic plan (Appendix C). Staff will continue to seek meaningful and respectful engagement with First Nations during the interim approval period of the Strategic Plan. An interim approval will also provide the opportunity to initiate reconciliation efforts identified in the Strategic Plan.

The Transportation Committee Terms of Reference was approved by the CRD Board on March 9, 2022. The purpose of the Committee includes providing input into the Regional Parks Strategic Plan. The Transportation Committee provided input on the Strategic Plan at its April 20, 2022 meeting. The Committee recommended that the CRD Board change the name of the Strategic Plan to “Regional Parks and Trails Strategic Plan”. The Committee also recommended that the Board direct staff to include actions in the Strategic Plan to improve service levels for regional trails, including detour reroute considerations, trail maintenance, network expansion, education and enforcement activities to support mode shift and reduce user conflict. The Committee also recommended that the Board direct staff to develop a funding strategy for regional trails to support the Strategic Plan, which also includes the trail widening and lighting plan.

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Regional Parks Committee:
That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved on an interim basis for one year while engagement with First Nations continues.

Alternative 2

That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 is accepted as a draft for public, stakeholder and First Nations engagement and the current Regional Parks Strategic Plan 2012-2021 is extended until June 2023.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The 2019-2022 CRD Board Priorities include ensuring appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Strategic Plan with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups. The 2019-2022 Corporate Plan envisions that residents of the region have additional land acquisitions and increased access to parks and recreational trails, and have access to convenient, green and affordable multi-modal transportation systems that enhance community well-being. These priorities are key drivers for this renewed Strategic Plan.

Alignment with Existing Plans & Strategies

The region faces different challenges and opportunities since the Regional Parks Strategic Plan was adopted in 2012. The Regional Parks and Trails Strategic Plan 2022-2032 is in alignment with a number of recent Board-approved strategies: Regional Growth Strategy, Regional Transportation Plan, Climate Action Strategy and the Special Task Force on First Nations Relations Final Report. The Strategic Plan creates strong linkages to Board directions, the engagement process, relevant legislation, guidance documents, operational knowledge and the feedback from public surveys.

Intergovernmental Implications

In developing this Strategic Plan, staff consulted representatives from other park agencies and other CRD divisions to understand how priorities for the CRD's regional parks may align with the goals and objectives of other agencies, with the aim of aligning desired outcomes between groups, strengthening partnerships, clarifying roles and responsibilities of the different agencies, and enhancing information sharing.

Working toward reconciliation with First Nations in the region is a foundational principle of the Strategic Plan. Fifteen First Nations have been invited to engage in the Regional Parks and Trails Strategic Plan renewal and implementation in an ongoing and meaningful manner to determine how to strengthen relationships and what key priorities and initiatives are most important to work on together over the next 10 years. Priorities and actions included in the Strategic Plan draw on

past input and recommendations from First Nations in the region, such as those identified in the Special Task Force on First Nations Relations Final Report, as well as from input received to date from eight First Nations on the Strategic Plan update. WSANEC Leadership Council submitted a letter to the CRD on May 25, 2022 requesting additional information, and stating the Nations represented by the Leadership Council cannot support the Strategic Plan without further engagement. Staff recognize the limitations of the engagement timeline for First Nations to provide meaningful input and that First Nations communities have been under considerable strain over the past two years which, among other factors, have limited opportunity for dialogue. Staff recommend that the Strategic Plan be accepted on a one year interim basis in order to provide more time to engage and deepen an understanding of the issues and interests relevant to First Nations. An interim approval of the Plan will also provide the opportunity for reconciliation efforts identified in the plan to proceed.

Social Implications

A focus on accessibility and equity in the regional parks and trails system is included in the updated Strategic Plan. Initiatives that promote complete and connected communities by ensuring recreation, parks and green space can be easily accessed by transit, walking or cycling, and that strengthen an accessibility and equity lens in service delivery, are proposed that build on concepts in the Regional Growth Strategy and regional transportation priority areas. A focus on improving visitor experiences to regional parks and trails is also included in the updated Strategic Plan to encourage health and well-being, deliver interpretive education and foster stewardship.

Environmental & Climate Implications

Regional parks and trails are vital in helping to achieve the region's climate action, natural resource protection and active transportation goals. The Strategic Plan includes priorities for conservation research and monitoring, and for climate action and resiliency, including advancing regional active transportation opportunities that contribute to greenhouse gas reduction.

Service Delivery Implications

The CRD's Regional Parks division manages and operates the regional parks and regional trails system, while decision making is supported by advice and recommendations provided to the CRD Board through the Regional Parks Committee and the Transportation Committee. Changes to the operation and management of regional parks and regional trails will have service delivery implications.

The updated regional trails classification system proposes two distinct trail types to recognize the different functions: Urban Bike & Pedestrian and Rural Bike & Pedestrian. Priority regional trail improvement projects to be implemented over the next 10 years include: enhance high use sections of the Galloping Goose and Lochside by creating a separated-use pathway with lighting; E&N Phase 5, develop the Gulf Islands regional trail network; plan for and develop an extension of the Galloping Goose west. A funding strategy will be developed in fall 2023 to facilitate implementation of the regional trail initiatives identified in the Strategic Plan.

Financial Implications

Financial implications associated with service level adjustments identified by the updated Strategic Plan will be considered by the CRD Board in future service planning processes.

CONCLUSION

The CRD Regional Parks and Trails Strategic Plan provides a renewed vision, mission, values, priorities and actions to guide regional parks and trails service delivery from 2022 to 2032. This Strategic Plan was developed in consultation with agencies, stakeholders and the public, and with input from First Nations in the region. Interim approval of the plan for one year will provide additional engagement opportunities with First Nations. During the interim approval period, staff will continue to engage with First Nations in order to deepen an understanding of their issues and interests and allow reconciliation efforts identified in the Strategic Plan to commence.

RECOMMENDATION

The Transportation Committee recommends to the Regional Parks Committee:
That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved on an interim basis for one year while engagement with First Nations continues.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Regional Parks and Trails Strategic Plan 2022-2032
Appendix B: Public Engagement Report
Appendix C: First Nations Engagement Report
Appendix D: Presentation

Making a difference...together

REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, JUNE 15, 2022

SUBJECT **Island Rail Corridor (E&N Corridor) Advocacy**

ISSUE SUMMARY

To present the Capital Regional District (CRD) Board advocacy next steps in support of Island Rail Corridor (formerly referred to as the E&N Corridor) protection.

BACKGROUND

The Island Rail Corridor is an approximately 295 km rail corridor owned by the Island Corridor Foundation (ICF). ICF is responsible for infrastructure maintenance and repair along the corridor to ultimately restore rail service on Vancouver Island. The ICF is governed by a 12-member Board of Directors composed of six members representing regional districts and six members representing First Nations whose territories are wholly or partly within the geographic area of the corridor. Since 2011, numerous studies have been completed by ICF and the Ministry of Transportation and Infrastructure (MoTI) to define a scope of work for corridor repairs and identify the level of public investment required from local and senior levels of government. Current estimates range from $326.5 million (M) to $728.8M, depending on scope and assumptions.

As senior governments, both the federal and provincial governments provide funding for transportation infrastructure as a matter of public interest. In its 2020 South Island Transportation Strategy (SITS), MoTI identifies the Island Rail Corridor as a component of the existing transportation network on the South Island and calls for exploring the use of the corridor for commuter rail as a long-term action. MoTI's current funding priorities for the region are focused on implementing BC Transit's RapidBus service, supporting post-pandemic BC Transit ridership recovery and various transit, active travel and safety improvements on provincial highway corridors. Through different granting streams, MoTI also supports local government-led road projects, including for active travel. The federal government's position on the corridor is unknown at this point.

The CRD Board has consistently recognized the Island Rail Corridor as a key component of the regional transportation system. The 2014 Regional Transportation Plan (RTP) identifies the Island Rail Corridor as part of its Regional Multi-Modal Transportation Network and calls for the long-term protection of the corridor for transportation. The RTP is based on robust technical and policy analysis and input from member municipalities and partner agencies responsible for RTP implementation. The RTP has informed all CRD advocacy positions on the Island Rail Corridor.

Since 2019, the CRD Board has been guided by its Advocacy Strategy. The strategy identifies that successful advocacy should be targeted, focused, and requires message discipline and consistency. For this reason, the CRD Board Priorities anchor the organization's advocacy efforts, aligned to the region's defined initiatives and desired outcomes. Advocacy tactics identified in the strategy can include formal letters, requests for meetings, presentations, partnering with agencies, campaigns, advisories and announcements. Primary level target audiences identified in the strategy include the Premier's Office, the Minister and executive of MoTI, the Minister and executive of relevant federal government ministries and elected officials representing the island federally and provincially.

The 2019-2022 Board Strategic Plan identifies protection of the E&N Corridor for transportation as a priority initiative. Chief Administrative Officer (CAO) quarterly updates have regularly reported progress on this priority. On May 11, 2022, the CRD Board confirmed its 2019-2022 Board priorities with the following motion:

> *"That the CRD Board heighten its advocacy regarding protection of the E&N Corridor as a transportation corridor including reinstatement of passenger and freight rail services."*

In May, 2022, ICF released an initial business case for rail (Appendix A), seeking to build support for senior government investment in corridor repairs and subsequent rail operation. The ICF Executive Director has been invited to present the business case at the July 13, 2022 CRD Board meeting.

The CRD advocacy position to protect the Island Rail Corridor for transportation is targeted, focused and consistent. The advocacy position is based on a CRD Board Priority and supported by technical and policy direction from the RTP. The target audience to date has been ICF and MoTI. Tactics used to date include letters, meetings, presentations and partnerships. Notable advocacy achievements include:

- A long term priority in SITS to explore the viability of commuter rail on the Island Rail Corridor between Victoria and the West Shore.
- Two meetings between the Board Chair and Vice Chair with MoTI Minister Rob Fleming to explore opportunities for taking a partnership approach to Island Rail Corridor protection.
- Regular staff-level meetings with MoTI executive and staff to establish a partnership and share information about corridor protection efforts.
- The CRD is a partner in the ICF, with a CRD representative on the ICF Board of Directors.

IMPLICATIONS

Service Delivery Implications
Using the CRD Advocacy Strategy, staff have analyzed opportunities to heighten advocacy based on target audience roles in securing Island Rail Corridor protection. Based on this analysis, staff will heighten advocacy by:

1. Deepening partnerships with MoTI.
2. Exploring potential for partnerships with the four other regional district boards along the Island Rail corridor.
3. Targeting engagement with relevant federal ministries at both the political and senior staff level through letters and meetings.

Staff can implement the heightened advocacy approach within existing work plans.

Advocacy for reinstatement of passenger and freight rail service is the responsibility of the ICF, as the entity that owns the corridor and is responsible for its infrastructure and assets. The CRD has a representative on the ICF Board of Directors. Such representation demonstrates a successful partnering tactic, where the CRD can advance its priorities through ICF membership.

Per the Advocacy Strategy, it is best for the CRD to remain targeted, focused and consistent in its advocacy objectives: to protect the Island Rail Corridor as a transportation corridor, in alignment with the strategic direction set out in Board priorities and policy and technical direction in the RTP.

Intergovernmental Implications
The Island Rail Corridor crosses the land of 14 First Nations and bisects the reserve lands of seven different First Nations, including Esquimalt and Songhees within the CRD. CRD staff understand that there are ongoing unresolved claims related to interests within and along the Island Rail Corridor, including land ownership. Resolution of these Indigenous claims is critical to understanding any viable uses of the corridor.

The ICF initial business case indicates they expect senior levels of government to resolve outstanding Indigenous claims. Within the context of the United Nations Declaration on the Rights of Indigenous Peoples and the British Columbia *Declaration Act*, both the federal and provincial governments are responsible for ensuring that Indigenous interests and rights are integrated into decision-making about the future use of the Island Rail Corridor.

In relation to one of the unresolved claims, the BC Court of Appeal[1] decision made on September 14, 2021 found that the federal government has not provided a position or commitment on the rail corridor. This appeal court ruling upheld an initial finding from the BC Supreme Court[2] on June 30, 2020 that "*in light of ICF's continued maintenance of the rail corridor, the interest of the stakeholders in restoring rail service, and the provincial government's consideration of restoring the rail corridor as a public transportation option."* The BC Court of Appeal found that the matter could be brought back before the court in 18 months (i.e., March 2023) if the federal government does not make a determination regarding its intent for the corridor.

The approach to heightened advocacy reflects the BC Court of Appeal decision. Heightened CRD advocacy is best targeted to relevant federal ministries as the senior government funder that has not yet provided a position on whether preservation of the corridor is in the public interest. Advocacy will focus on building federal government support to protect the corridor for transportation. Heightened advocacy will also focus on deepening a partnership approach with MoTI to define and achieve shared objectives for the corridor. This could include creating a process for determining a viable long-term use of the corridor for transportation. In continuing to undertake this advocacy, note that senior government decisions to make significant public investment in the rail corridor could impact the level of funding available for other regional transportation priorities such as active travel and improvements to transit and road safety.

Heightened CRD advocacy will also target the four other regional districts located along the corridor. Tactics will focus on creating partnerships to identify and confirm shared interests in corridor use.

Financial Implications
Staff can implement the heightened advocacy approach within existing service budgets.

Alignment with Board & Corporate Priorities
Undertaking heightened advocacy for protection of the Island Rail Corridor supports delivery of Board Priority 1(b) "Protect the Island Rail Corridor as a transportation and participate in a Provincial working group to come to agreement on the future use of the Island Rail Corridor."

[1] Court of Appeal of British Columbia, Snaw-Naw-As First Nation v. Canada (Attorney General), 2021 BCCA 333
[2] Supreme Court of British Columbia, Snaw-Naw-As First Nation. Attorney General of Canada and Island Corridor Foundation , 2020 BCSC 979

Alignment with Existing Plans & Strategies
Informed by the RTP, the CRD Board has consistently advocated for the protection of the Island Rail Corridor. It is likely that heightened advocacy could result in a process to come to agreement about the viable future use of the corridor. A possible future use could include reinstatement of passenger and freight rail services.

The current regional objective to protect the Island Rail corridor for transportation could require refinement should such a process be initiated. Three CRD plans and strategies should guide refinement of regional objectives for the Island Rail Corridor: the RTP, the CRD Climate Action Strategy and the CRD Statement of Reconciliation. Any process to identify a viable use for the corridor should include full participation of impacted First Nations in decision-making. Further, rail service reinstatement has not been subject to the policy and technical analysis that supported creation of the RTP and has not been endorsed by partners responsible for RTP implementation. A partnership approach to work with all affected parties to come to agreement on the future use of the corridor is aligned to existing CRD plans and strategies.

CONCLUSION

The CRD Advocacy Strategy identifies that successful advocacy should be targeted, focused, and requires message discipline and consistency. The CRD Board has consistently advocated for Island Rail Corridor protection, informed by its RTP and prioritized for action in the 2019-2022 Board Strategic Plan. On May 11, 2022 the Board approved a motion to heighten advocacy regarding Island Rail Corridor protection. Based on this motion, these documents and a review of current context, staff have identified three approaches to heighten advocacy for corridor protection:

1. Deepen partnerships with MoTI.
2. Explore the potential for partnerships with the four other regional district boards along the Island Rail corridor.
3. Target engagement with relevant federal ministries at both the political and senior staff level through letters and meetings.

Staff and the CRD Board can begin immediate implementation of the heightened advocacy approach.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

ATTACHMENT

Appendix A: Vancouver Island Rail Initial Business Case

Appendix A



Vancouver Island Rail

Initial Business Case

Island Corridor Foundation – May 2022

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Executive Summary

Today, Vancouver Island is a diverse economic and cultural centre that regularly ranks among Canada's most desirable places to live, work, and play. Over the past several years the Island has experienced tremendous economic and population growth which has created challenges for the Island transportation network. Increases in congestion and travel time, and reduced network reliability have combined to limit affordable, accessible, and environmentally sound transportation options.

Transportation options on the Island for the movement of people are primarily auto or highway-centric and are heavily focused on personal automobiles. This is of particular importance to those without access to a personal automobile, who cannot afford to or choose not to drive. Lack of access to an efficient transportation network serves to limit accessibility to jobs, affordable housing, education, and supportive services and inhibits resident connectivity.

The same lack of transportation options applies to the movement of freight on Vancouver Island, resulting in increased costs to Island residents and limiting economic opportunity for the Island. Consumer goods transported to the Island are delivered almost entirely by barge or BC Ferries and distributed throughout via the Island highway system. The same applies to the movement of products originating on Vancouver Island or freight that could be handled through island ports for furtherance to destinations off the island. The lack of rail service to Island ports deprives shippers of combined efficiency of rail and island ports, and therefore the opportunity to compete with other west coast ports, by limiting access to and from markets throughout North America.

Transportation is the single largest contributor to greenhouse gas emissions, growing at a rate of 23% between 2007 and 2019 with auto emission estimated to be 41% of provincial emissions. Continued reliance on road transportation as our primary transportation method combined with investments that will induce growth in road transportation, will only exacerbate this trend and threaten our ability to meet our environmental goals of an overall reduction in greenhouse gas emissions.

The business case presented proposes to restore passenger and freight rail service to Vancouver Island by upgrading the existing Island Rail Corridor. The business case draws on the Island Rail Corridor Condition Assessment (IRCCA), commissioned by the British Columbia provincial government in 2020, as the basis for the proposal and is intended to be a decision-making tool to assess the strategic and economic rationale for restoring rail to the Island.

The proposed solution provides for a robust commuter system operating within the Capital Regional District (CRD), intercity commuter services into the CRD, regional trains between areas outside the CRD, as well as freight operations throughout the entire Island, with particular emphasis on our ports.

Business Case Results

The proposed service, fully integrated into the existing transportation network, will:

- provide a safe, efficient, reliable, and resilient transportation link between Island communities
- provide improved access to specialized services, businesses, and entertainment options
- enhance and accelerate the growth of Island economies by providing access to new markets by connecting our economic centres and port facilities and lowering costs for shippers to access the North American rail system
- promote environmental sustainability by providing an intercity and commuter passenger service that provides an alternative to reduce reliance on automobile and highway transportation
- add service for disadvantaged members of communities

Economic Case Results

Project Cost

In the development of the business case, a review of the service options outlined in the Island Rail Corridor Condition Assessment was undertaken. A Hybrid Intermediate Phase approach was chosen as the preferred option and will deliver very similar results at a much lower cost:

Combined Cost	
Hybrid Intermediate Upgrade	$368,000,000
Soft Costs	$5,000,000
Siding Capacity Upgrades	$5,000,000
Station Platforms	$3,000,000
Total Construction Costs	$381,000,000
Rolling Stock Costs	$50,000,000
Total Project Costs	$431,000,000

Table 1 Economic Case Results

Economic Impact of Construction

The Island Corridor Foundation (ICF) commissioned an economic impact report on the upgrades to the rail corridor. The report was based on a 2020 construction budget of $304 million and revealed that the impact of the construction is estimated to be $470 million and will support an estimated 2,200 person-years of employment in the B.C. economy, with total labour income of $147 million. This is an average of $67,000 per year for a full-time position.

Operating Revenue and Costs

Operating revenue and costs have been determined based on the train service and frequency outlined in the business case. The operating revenue has been determined using conservative, anticipated, and optimistic scenarios. The costing is based on the operation of a scheduled railway that can accommodate the estimated ridership and freight services outlined in the business case and therefore costs have been fixed for all three scenarios.

There will be some cost variability in the operation of excursion services however the operation of excursion trains is assumed to be a cost-plus operation, ensuring profitability. While the excursion market represents a considerable revenue opportunity, given its variability and need to build the services to suit market conditions, the business case does not include revenue for excursion services.

	Revenue	*Costs*
Conservative	$12.7 million	$12.8 million
Anticipated	$16.7 million	$12.8 million
Optimistic	$23.4 million	$12.8 million

Table 2 Operating Revenue and Costs

The most conservative scenario estimates the service will be in a break-even position at start-up, with anticipated revenues and costs providing operating profits.

Recommendation

The business case confirms there is an urgent need to provide safe, efficient, reliable, environmentally friendly, and economically viable transportation options on Vancouver Island. The business case demonstrates that rail can contribute to the immediate and long-term transportation needs of the Island, is economically viable, and will contribute to a robust and environmentally sustainable inter-regional transportation network.

The business case was developed as a tool to assess the strategic and economic rationale of restoring rail to the Island and to provide the basis for an approval in principle by stakeholders to further project development.

Upon approval, it is recommended that the provincial Ministry of Transportation and Infrastructure (MOTI) and the ICF form a joint multi-disciplinary team to oversee the development of an Updated Business Case.

Background

Built in 1886, the Vancouver Island Rail Corridor has served the Island's population and industries for over 135 years. Over its history, the corridor has served as one of the key components of the transportation network on the Island, moving people and freight over a 290-kilometer system spanning from Victoria to Courtenay and Parksville to Port Alberni.

Originally constructed by Robert Dunsmuir, the corridor was sold to Canadian Pacific in 1905 which had continuous operations on the Island until the late 1990's when it turned passenger operations over to VIA Rail and sold off its freight operations to Rail America in 1998.

It became clear in 2003 that Rail America intended to cease rail operations. Recognizing the socio-economic importance of the corridor the five Regional Districts and 14 First Nations wherein the corridor operates formed the Island Corridor Foundation (ICF) to acquire, preserve, and develop the rail corridor on Vancouver Island.

The ICF was successful in acquiring the corridor in 2004 however decades of limited capital investment, and insufficient maintenance had greatly diminished its ability to carry freight and passengers efficiently and effectively. The VIA Rail passenger service was ceased in March 2011, due to deteriorating track conditions and the inability of the rail operation to maintain the train speeds required to meet the market demands of the passenger service.

Today, freight service is restricted to the Nanaimo operating area, while always maintaining safe operations, under less-than-ideal conditions, through an operating agreement with Southern Rail of Vancouver Island (SVI).

Funding to repair a significant portion of the corridor was achieved in 2015 however the funding was put on hold and finally canceled following the filing of a lawsuit against the ICF. The lawsuit was dismissed on June 30th, 2020, and dismissed again on appeal on Sept 14, 2021, with conditions. The Appeals court held that while the corridor could be held for railway purposes it could not be held indefinitely. To address this issue the court put in place a time limitation of 18 months for Canada to determine whether it will approve funding for infrastructure improvements on the segment of the corridor involved in the lawsuit. If Canada does not make the determination the case can be brought back to the court.

In 2018 the Premier held a roundtable meeting of stakeholders to discuss the future of the corridor. The stakeholders consisted primarily of First Nations, Regional District representatives, and Mayors. Support for the restoration of rail service on the corridor was almost unanimous among the stakeholders. Following the meeting, the province undertook an in-depth assessment of the corridor to determine its condition and to develop an understanding of the costs associated with restoring the corridor.

The Island Corridor Foundation has utilized and expanded upon the provincial assessment to develop an initial business case. The business case can be used as a tool to support evidence-based decision-making for investment in the rail corridor to provide commuter, inter-regional, freight, and excursion rail services on the Island.

First Nations Recognition and Consultation

The construction of the railway is an important part of Vancouver Island's history and has been a source of both pride and controversy. The building of the railway was one of the conditions for BC to join Confederation and were included in "The terms of union" within the British North America Act.

The terms of union required the government of Canada to undertake the construction of the railway. For its part, the government of British Columbia was required to convey, to the government of Canada, a tract of land "not to exceed 20 miles on each side of the said line". The exact conveyance was then entrenched in the Esquimalt and Nanaimo Railway act of 1875.

Over the course of the next 9 years the government of Canada worked to find a suitable contractor to undertake the construction of the railway and once an agreement was reached with the contractor conveyance of the land had to be made. The first transfer of land was done under the settlement act of 1884, and then two further grants were made in 1905 and 1910. Once completed the grants conveyed an approximate 20-mile-wide property amounting to 2 million acres of land, that ran from Esquimalt to a point north of Campbell River. The combined grants are known as the E&N Land Grant and have been the source of frustration and controversy since the inception of the railway.

At the time of the grants, neither the Federal nor Provincial governments recognized the rights of First Nations. There was no consideration given to the impact of the grants on First Nations and their traditional territories and there was no compensation offered for lands taken. This has been a central issue for island First Nations since the time of the grant and remains unresolved today.

The ICF recognizes and acknowledges the aboriginal title and rights of First Nations along the corridor, in which the ICF holds a fee simple interest, and the potential right of reversion to the First Nations that may apply if the corridor is not used for railway purposes. The issues emanating from the original land grants must be justly, and equitably, settled by the governments of Canada and BC, and in keeping with the recommendations and commitments of the Truth and Reconciliation Commission, and the United Nations Declaration on the Rights of Indigenous Peoples.

Given the history and nature of these issues, and the role government must play in their settlement, the business case does not address the necessary consultation, accommodation, and reconciliation process that need to be undertaken or the potential costs associated with that process as they are the responsibility of government and must be resolved regardless of this project. ICF strongly encourages governments to resolve these historical grievances.

ICF is a foundation that has both First Nations and Regional Districts as equal partners in the ownership of the rail as well as in governance. Through this governance structure, First Nations play a major role in determining the future of island rail. ICF is committed to working with First Nations along the rail to resolve any issues they may have with the rail corridor and operations. ICF's commitment is laid out in its Declaration on Aboriginal Title.

Problem Definition

Today there are few transportation options for the movement of people on Vancouver Island. The options that do exist for the movement of people are primarily auto or highway-centric and are heavily focused on personal automobiles. This is of particular importance to those without access to a personal automobile, who choose not to drive or can't afford to drive. Lack of access to an efficient transportation network serves to limit accessibility to jobs, affordable housing, education, and supportive services and inhibits residents' connectivity.

The same lack of transportation options applies to the movement of freight on Vancouver Island. Consumer goods arriving on the Island are delivered almost entirely by barge or BC Ferries and distributed throughout via the Island highway system. The same applies to the movement of industrial products moving to and from the Island. The lack of rail service to our Island ports deprives those ports of the efficiency of rail and access to and from mainland markets throughout North America. The lack of options for freight handling reduces market efficiency, increases costs, and places the safety and security of a critical supply chain at risk.

The current transportation network on Vancouver Island is reliant on a road network that is, in many areas, limited to a single highway that is susceptible to closure and delays from the volume of automobile traffic, accidents, weather events, and maintenance impacting the movement of all passenger and freight movements.

Transportation is the single largest contributor to greenhouse gas emissions in British Columbia at 41% of all emissions with road transportation accounting for 68% of those emissions. Perhaps of greater concern is that greenhouse gas emissions have grown at a rate of 23% from 2007 to 2019. Continued reliance and investments on an auto centric transportation system will only exacerbate this trend and threatens our ability to address our environmental goals through a reduction in greenhouse gas emissions.

A fully developed and integrated rail system on Vancouver Island would be of significant benefit in addressing each of these issues.

Key Factors

The primary transportation infrastructure supporting North-South travel on Vancouver Island is along the east coast of the Island, Highway 1 from Victoria to Nanaimo, Hwy 19 from Nanaimo to Courtenay and beyond to the northern most communities of the Island, and Highway 4 from Parksville to Port Alberni and those communities on the west coast of Vancouver Island.

Public passenger transportation services across the Island are provided by a combination of BC Transit bus services, and private bus services, between communities. BC Transit provides limited operations between the communities of Duncan and Victoria four times daily, and from Shawnigan Lake to Victoria twice daily. BC Transit has also recently started a new bus service operating between Duncan and Nanaimo with 7 planned trips daily. In addition, private bus services operate twice daily between Courtenay and Victoria and points in between.



Table 3 Transit map

Travel Time Variability and Reliability

A lack of options for improvement or expansion of the Island highway system, combined with continued population growth, will serve to further exacerbate travel time variation, and will reduce travel time reliability on the Island.

In September of 2020 the provincial government released its South Island Transportation Study which highlighted the challenges in travel time variability and reliability on the South Island stating:

"Greater variation in travel time indicates reduced reliability"

Unpredictable Travel Times
A typical vehicle trip in 2019 from Mill Bay to Victoria would take approximately: **43 minutes** during the morning peak and as long as **66 minutes** on some days. With expected growth, by 2038, this same trip would take: up to **87 minutes** on a typical day and up to **144 minutes** with variability of conditions.

Table 4 South Island Transportation Strategy MOTI Sept 2020

The South Island Transportation Strategy set out as one of its goals to:

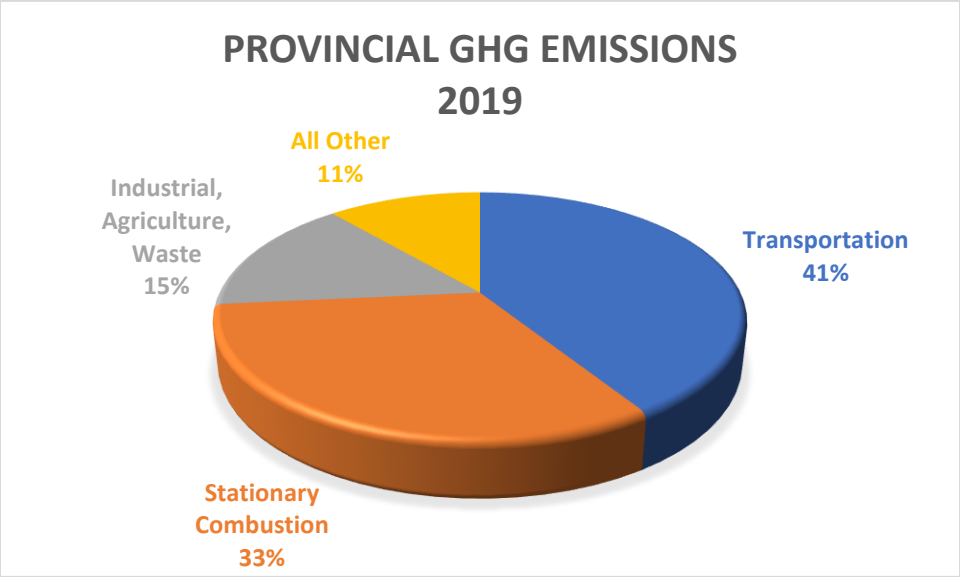
"Improve the safety and reliability of the transportation network

Safe, reliable and cost-effective networks for all travel modes are critical for the movement of people of all ages and abilities and goods throughout the region, and are necessary to support all of the goals of this Strategy."

Freight transportation on the Island is limited almost entirely to truck and trailer operations or a combination of rail movements that are transloaded to truck and trailers. Trucks are reliant on the single highway system on the Island and are susceptible to travel time variation and reduced travel time reliability as all other highway traffic.

Environmental Sustainability

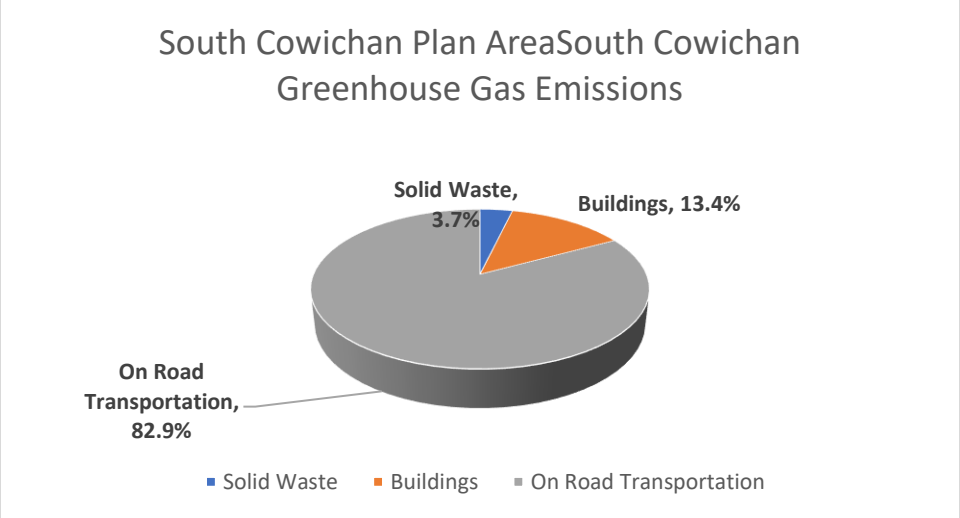
Transportation is the single largest contributor to greenhouse gas emission in British Columbia and represents the biggest threat to our ability to significantly reduce emissions targets set out in the province's legislated emissions reduction targets.



In total, transportation accounts for 41% of all greenhouse gas emissions in British Columbia

In the Cowichan Valley Regional District motor vehicle related transportation is by far the largest contributor to overall emissions.

Regionally, it represents an estimated 82.9% of the GHG emissions, as a result of driving to work, school, shopping and other daily activities

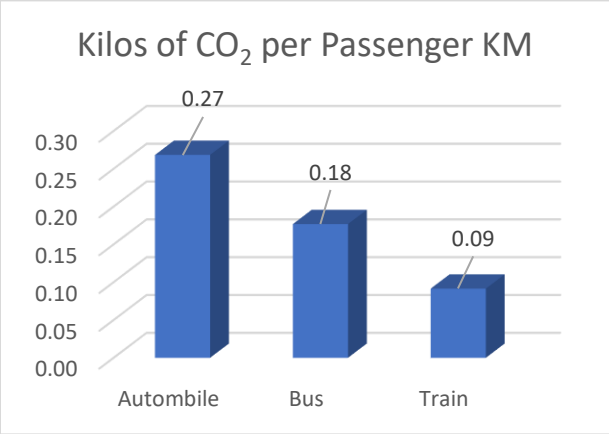


*https://www.cvrd.ca/DocumentCenter/View/7621/3510-SouthCowichan-OCP

Our continued reliance on personal automobiles, and investments in transportation infrastructure that induces increased use of personal automobiles, threatens our ability to lower our greenhouse gas emissions to a level consistent with the objectives of the provincial Clean Transportation program:

"The Ministry is working toward an interconnected transportation network that will support a clean, sustainable economy, address climate change, reduce greenhouse gas emissions, and bring B.C.'s communities together through coordinated transportation services people can count on."

Road transportation is the single largest contributor to greenhouse gas emissions and as such it is also the largest target for potential reduction. Significant reductions in road transportation emissions can be achieved through modal shifts in both the passenger and freight operations.



Modal shift to public transportation is one of the most effective actions individuals can take to reduce their individual carbon footprint.

Automobile travel produces 1.5 times the CO_2 per passenger kilometre of a bus and 3 times that of a commuter train.

Trains are four to five times more efficient than trucks. Just one locomotive can haul a tonne of goods more than 220 kilometres on a single litre of fuel, while removing upwards of 300 trucks from our congested roads in the process

Economic Development

Vancouver Island enjoys a diversified economy that includes technology, advanced manufacturing, agri-foods, value-added wood manufacturing, and post secondary education. The recent designation of Vancouver Island as free trade zone promises to enhance economic activity on the island.

The Island has a significant amount of under-utilized and undeveloped industrial land with deep water access available for development. Island ports are actively implementing strategies to optimize their unique strengths and potential through the use and expansion of their facilities. It is critically important that transportation infrastructure can support continued growth.

Rail provides economic advantages to Island-based industry by providing efficient and cost-effective access to markets throughout North America and the world. Given the fixed nature of rail, it provides investment certainty and promotes and attracts economic development. Additionally, Vancouver Island ports, combined with rail, can serve as loading and unloading facilities with rail connections throughout North America.

Vancouver Island is also a premier travel destination that attracts millions of people to the Island each year. Overall tourism revenue in the province was approximately $22.3B in 2019 before the pandemic with Vancouver Island accounting for an estimated 19% of all tourism in the province.

In its November 2021 report, Destinations Canada, a crown corporation that promotes Canada as a tourism destination, defined some challenges that Canadian Tourism is facing and the critical role transportation plays:

"In the short to medium term, availability of transportation — both air and ground — will be limited, posing barriers to connecting travelers with their destinations."

"Access to ground transportation is increasingly limited across the country. Currently, it is inconsistent and expensive, creating challenges to the movement of travelers once in-destination."

"In other cases, route cutbacks may leave single operators serving some destinations with a negative impact on pricing for travellers. Together, reduced air access and limited ground transportation will directly impact both the cost and ease of travel from one destination to the next destination."

Vancouver Island has seen a reduction in available ground transportation services with the loss of regional rail and bus transportation. Limited availability for transportation has created barriers to travellers and combined with the constraints of the highway system, exposes visitors to the same closures, delays, and transportation risks faced by residents. Left unaddressed, these challenges will become more prominent and reduce the marketability of Vancouver Island as a premier travel destination risking a significant economic contributor to the Island economy.

Demographics and Population Growth

Vancouver Island continues to experience significant year over year population growth. As of July 1, 2020, of the 162 reported B.C. municipalities, sixty were larger municipalities with a population over 10,000, and thirty small municipalities had fewer than 1,000 population. When ranked by population growth during 2019-2020, six out of the top ten large municipalities were on Vancouver Island.

Name	2019 Population	2020 Population	Change	% Growth
Langford	42,024	44,069	2045	4.9%
Sooke	14.573	15,083	510	3.5%
Colwood	18,908	19,373	465	2.5%
Courtenay	28,184	28,862	678	2.4%
View Royal	11,574	11,829	255	2.2%
Parksville	13,407	13,685	278	2.1%

Table 5 Prepared by BC Stats: Demographics and Population Growth

The rail corridor operates through five of the seven regional districts on Vancouver Island. Over the next 16 years each of the regional districts is projected to continue to experience significant growth, adding almost 170,000 new residents to the Island.

Projected Growth: Regional Districts	Population (2016)	Population projection (2028)	Population projection (2038)	Growth 2016 -2038
Capital Regional District	419,852	483,409	541,781	29%
Cowichan Valley Regional District	87,551	97,201	104,792	20%
Regional District of Nanaimo	162,617	190,382	212, 156	31%
Comox Valley Regional District	69,484	82,473	91,165	31%
Alberni Clayoquat Regional District	32,305	34,818	35,581	10%
Totals	771,809	888,283	985,475	28%

Table 6 Projected Growth: Regional Districts

Sources: BC Population Estimates & Projections

The pace of population growth on Vancouver Island has put considerable pressure on the existing constraints of the transportation network. The Island is forecast to continue its dramatic pace of growth, estimated to be 28% from 2016 to 2038. Growth will drive further, and significant, deterioration in our ability to move people and freight safely, reliably, and efficiently.

Stakeholder and Advocacy Support

Stakeholder and Advocacy groups have demonstrated strong support for the restoration of rail service on Vancouver Island:

Premier's Stakeholders Roundtable Meeting - Dec 2018

At a meeting hosted by the Premier in 2018 approximately 35 representatives of Island stakeholders including First Nations, Municipalities and Regional Districts recommended that the Island corridor should be considered key infrastructure and that rail service should be restored to the Island to ease traffic congestions and boost economic development

Capital Regional District Mayors Letter – Feb 2019

The thirteen mayors of the Capital Regional District send a joint letter to the Premier asking for immediate action to get the train running between Langford and Victoria and a commitment to the entire corridor.

Association of Vancouver Island and Coastal Communities (AVICC) resolution – April 2019

The AVICC passes a resolution asking that the province take immediate action to provide sufficient funding to restore the railway infrastructure of Vancouver Island and to ensure the corridor remains intact and available for future generations.

BC Chamber of Commerce Resolution – July 2020

The BC Chamber of Commerce passes a resolution recommending that the Provincial government work with the Federal government to:

- ensure that the Island Corridor remains intact and is designated as a transportation corridor with priority given to rail infrastructure
- fund phased improvements and upgrades to the E&N Rail Corridor to ensure it returns to operation and is capable of providing commuter and inter-city rail service, with an initial priority on commuter rail service in the greater Victoria area
- Commit to ongoing operational funding for the E&N Rail Service so it can function as a commuter and inter-city rail service, per the phased improvement plan.

Transport Action Canada – Strategic Railway Fund Request

In its submission to the House of Commons Finance Committee, the advocacy group Transport Action Canada puts forward repairs to the Island corridor as one of eight priority rail projects in Canada to be funded by the Federal Government

The Island Corridor Foundation (ICF) Survey – October 2020

The ICF conducted a public survey in September of 2020 to provide Vancouver Island residents with an opportunity to share their views and comments about rail service.

The survey gathered over 3500 responses from Island residents with over 80% agreeing that we need to revitalize rail services on the Island. Key in the findings is that 87% of respondents use a private car for their commuting needs and that 89% of respondents would consider using rail if it met their needs. In addition, 81% of respondents believe rail is an important or very important environmentally friendly transportation option.

Strategic Vision

The Island Corridor Foundation envisions that the proposed train service, fully integrated into the existing transportation network, will provide a safe, efficient, reliable, and resilient transportation link between communities across Vancouver Island. The service will include commuter, inter-regional, freight, and excursion trains, tailored to the specific and unique needs of each of the residents, businesses, and communities on Vancouver Island and will fully support the environmental goals set out in CleanBC.

Strategic Outcomes and Benefits

Transportation

Fully integrated passenger rail services will provide an enhanced transportation capability for travel across Vancouver Island connecting communities as far north as Courtenay, and as far south as Victoria. It will provide Island residents, and visitors, especially those who are unable, or unwilling to drive, with an alternative option to travel within their own communities or across Vancouver Island.

The integration of the passenger rail system is critical to the success of the new rail system to address first and last mile capabilities for users of the system. Usage of the system will be dependent on users' capabilities to easily access the system and their ability to efficiently travel from their point of origin to their destination.

Rail passengers will not be exposed to congestion and disruptions along the road network and will enjoy affordable, cost-effective transportation services with improved safety and greater travel time certainty.

Langford to Victoria will be equipped with a commuter service to avoid and reduce traffic congestion between the western communities and Victoria, providing an affordable, efficient, and reliable means of transportation for commuters that will reduce the dependency on personal vehicle transportation.

The integration of rail service with BC Transit services should attract additional riders to the BC Transit system through an overall expansion of available transportation service.

Quality of Life

A fully integrated passenger train service on Vancouver Island will improve the quality of life of island residents.

Northern communities will have improved access to specialized services, businesses, and entertainment options found in the two largest metro areas on the Island. In addition, residents will have a safe and reliable transportation option to access medical services only found in the large metro areas.

Housing price increases in the most populous Island areas have resulted in Island residents seeking housing in lower priced markets that are often significant distances from the job. Rail will provide these commuters with a safe, more efficient, and reliable commuting option. Rail will also facilitate regional land use planning targeted at transit-oriented developments with an emphasis on density leading to increased availability of affordable housing in areas where is most needed.

Visitors and Island residents will also enjoy improved access to the tourism and recreational services available throughout the Island.

The rail system will provide users with a host of quality of life benefits that could include lowered costs, convenience, alternatives, and less travel time, depending on their unique situation.

Economic Development

Introducing rail service to Vancouver Island will support economic and regional development on the Island. Improvements to our transportation system will enhance the movement of people, expertise, and ideas between the various regions of the Island.

Rail is a proven and reliable tool in driving development and economic growth. Connecting our economic centres and port facilities to the North American rail system will enhance and accelerate growth of the Island economies by gaining access to new markets and lowering costs of landed products. Improving usage rates at our deep-water ports supports their long-term viability and provides a unique opportunity to improve capacity limitations at all west coast ports.

Rail service will also boost, grow, and develop the tourism industry on Vancouver Island.

Environmental Sustainability

In March 2021, to help meet provincial greenhouse gas targets, the Province established new 2030 emission reduction targets that outline a reduction in greenhouse gas emissions of 29% in the transportation sector. Road transportation accounts for approximately 68% of all greenhouse gas emissions in the transportation sector and therefore it is critical that steps be taken to target reductions specific to road transportation.

A fully integrated rail system will promote environmental sustainability by providing a commuter passenger transportation alternative for island commuters and inter-regional long-distance trips between island communities. Modal shift from personal automobiles to trains will result in an overall reduction in transportation related emissions. Likewise, a modal shift of freight from trucks to rail will also result in an overall reduction in transportation-related emissions.

Equity

The introduction of an integrated rail service will be complementary to, and in addition to, existing shuttle, long haul bus, and BC Transit services and will be of particular benefit to those who:

- have accessibility needs that make it difficult to board and ride a bus;
- do not have a family member, friend or caregiver who can provide a ride;
- are unable to afford alternative travel modes or lack access to a personal vehicle

Rail is particularly important for communities that are remote, have increased distance and travel time or generally have very limited safe and reliable transportation options.

Alignment with Government Policy and Planning

The proposed Strategic Vision is in alignment with BC Government Policy and Planning and will have a positive impact on each of the goals outlined in the Ministry of Transportation and Infrastructure Service plan for 2021 to 2024 released in April of 2021.

Goal 1:	Invest in rural and urban infrastructure improvements that help build a strong, sustainable economy
Goal 2:	Improve transportation network efficiency to provide British Columbians with safe and reliable access to the services they depend on
Goal 3:	Invest in transportation options that enhance network efficiency and support climate change objectives
Goal 3.1:	Support local economies and communities through the continued development of a multi-modal transportation system
Goal 3.2:	Reduce greenhouse gas emissions from the transportation sector

Table 7 MOTI 2021/2022 – 2023/2024 Service Plan – April 2021

Proposed Solution

The Island Corridor Foundation proposes to move forward with the restoration of the Island Rail Corridor to support ongoing passenger and freight operations as outlined in this business case. Restoration of the corridor will require maintenance upgrades to the existing corridor and infrastructure to support the level of service defined in the business plan.

The introduction of rail service will provide enhanced transportation options for Island residents and visitors, reducing variability and improving network reliability. A new rail system will ensure equity and access to an efficient and affordable transportation network for all Island residents and visitors while taking meaningful steps towards meeting the goals and objectives set out in the CleanBC Transportation Plan.

Restoration Options Review

The development of the business case for the restoration of rail on Vancouver Island relies on the Island Rail Corridor Condition Assessment (IRCCA) commissioned by the British Columbia Ministry of Transportation and Infrastructure (MoTI) and released in 2020.

The 2020 WSP Island Rail Corridor Condition Assessment (IRCCA)

The British Columbia Ministry of Transportation and Infrastructure (MoTI) engaged WSP Canada Group Ltd. (WSP) to conduct a detailed evaluation of the base asset condition of the Island Rail Corridor on Vancouver Island. The assessment scope included the entire length of the rail corridor, Victoria to Courtenay (Victoria subdivision), Parksville to Port Alberni (Port Alberni subdivision), Wellcox Spur and Wellcox Yard. The assessment of the corridor covered railway infrastructure, grade crossings, bridges and rockfall activity.

The IRCCA report was built upon previous studies, including the 2009, Hatch Mott Macdonald report entitled "Evaluation of the E&N Railway Corridor: Baseline Reference Report" This report states *"The Railway condition is considered not to be compliant with BC Safety Authority Regulations and Rules Respecting Track Safety (Part 30) for Common Carrier Railways in the following areas:*

- *Vegetation growth in the ballast section and crossing approaches*
- *Clusters of decayed ties and decayed ties under the rail joints*
- *Worn, loose rail joints and frozen bolts."*

The WSP Team undertook site investigations between June and August 2019 and applied a Good/Fair/Poor rating for each track element to develop an overall condition assessment of each track component of the railway. The report states:

"Overall summarized results indicate that the railway corridor is in Poor to Fair condition, with the Victoria subdivision in a Poor to Fair condition and the Port Alberni subdivision in a Poor condition. The main issues contributing to the condition of the railway include but are not limited to:

- *Uncontrolled vegetation within and adjacent to the rail corridor*
- *Number of decayed ties exceed Transport Canada's "Rules Respecting Track Safety – 2012" regulations for Class 2 and Class 3 Track*
- *Single shoulder plates and angle joint bars are older technology and negatively impact track performance."*

Other capital and maintenance issues raised in these reports include the implementation of new automatic crossing signal conditions, which are currently impaired by vegetation or not up to current track safety standards.

IRCCA Report Recommendations

The IRCCA report recommended a phased in improvement approach to the restoration of rail service and provided costing information for each of the three phases:

- **Initial:** Re-establishes minimum freight and passenger service
- **Intermediate:** Upgrades higher freight loading for increased freight and passenger volumes and speeds
- **Ultimate:** Supports higher freight and passenger volumes

The phasing rationale is based on carrying out improvement work on the railway to meet Technical Safety BC and Transport Canada maximum allowable operating speeds. In each phase, a rail traffic volume Use Case is assigned and provides a corresponding track class speed and load characteristics.

Furthermore, breaking the corridor into six different segments allows flexibility for phased improvements to be implemented based on demand changes. Each phase is summarized below:

Initial Phase Improvement

Includes costs to upgrade infrastructure to re-establish a minimum rail freight and passenger service along the rail corridor.

Passenger Service	2-4 passenger trains per day 2-4 freight trains (10-20 car trains) per day
Track Characteristics	Class 2 Track Standard (25 mph Freight, 30 mph passenger). *
Track Loading	Not suitable for sustained 286,000 lb car loading
Upgrade Cost	$326,448,391

Table 8 Initial Phase Improvement
**Speeds refer to maximum safe allowable operating speed as per Technical Safety BC and Transport Canada's regulations*

Intermediate Phase Improvement

Includes costs to upgrade infrastructure beyond the Initial Phase. This phase will support higher freight loading (286k lb rail car loading) which will accommodate increased freight and passenger volumes and increased train speeds throughout the corridor.

Passenger Service	4 passenger trains/d up to 8 trains/d
Freight Service	4 freight trains (10-20 car trains)/d up to 4 million tonnes per annum (MTPA) or 133 cars/d total
Track Standard	Class 3 Track Standard (40mph Freight, 60mph passenger)*
Track Loading	286,000 lb car loading
Upgrade Cost	$552,023,932

Table 9 Intermediate Phase Improvement
**Speeds refer to maximum safe allowable operating speed as per Technical Safety BC and Transport Canada's regulations*

Ultimate Phase Improvement

Includes costs to upgrade infrastructure beyond the Intermediate Phase. This phase will support higher freight and passenger volumes than the Intermediate Phase. This phase is optimal for the implementation of a commuter rail service.

Passenger Service	More than 8 trains/d
Freight Service	Freight volumes above 4MTPA or 133 cars/d
Track Standard	Class 3 Track Standard (40mph Freight, 60mph passenger)*
Track Loading	286,000 lb car loading
Upgrade Cost	$728,778,304

Table 10 Ultimate Phase Improvement

**Speeds refer to maximum safe allowable operating speed as per Technical Safety BC and Transport Canada's regulations*

Summary of IRCCA Phase Improvements

	Track Standard	Passenger Trains/Day	Passenger Speed MPH	Freight	Freight Speed MPH	Max Load	Upgrade Cost in Millions
Phase							
Initial	2	2-4	30	2-4 Trains 20 to 40 Cars/Day	25	263,000	$326.5
Intermediate	3	4-8	60	4 Trains 133 cars/day	40	286,000	$552.0
Ultimate	3	8+	60	+133 cars/day	40	286,000	$728.8

Table 11 Summary of IRCCA Phase Improvements

The Initial Phase

The initial phase allows for passenger and freight service; however the level of service is not adequate to support passenger or freight operations. This is primarily due to reduced operating speeds making this level of service non-competitive with existing transportation options and the number of trains would be insufficient to manage commuter movements in the Langford – Vic West Corridor. Additionally, the maximum loading capacity is below industry standard and therefore not supportable.

The Intermediate Phase

The Intermediate Phase provides for a level of service that allows for the operation of passenger and freight services, as well as peak hour commuter service in the Langford – Victoria Corridor. The intermediate phase is closely aligned to the immediate needs of the Island and the service is scalable, providing flexibility to meet future demand when appropriate. Load capacity under the intermediate phase is at industry standard.

The Ultimate Phase

The Ultimate Phase offers very similar levels of service for both passenger and freight operations but allows for increased train frequency for both passenger and freight operations. This level of service and frequency is not contemplated within the next ten years, and it would be difficult to justify the additional investment required under this phase.

Recommendation of the Island Corridor Foundation

The level of improvement will be key in the success of the restored rail system. The improvement phases outlined within the IRCCA will support varying numbers and types of trains as well as varying operating characteristics and efficiencies.

The structure of the IRCCA does allow for the sequential implementation of each phase, with improved capabilities and increased costs with each phase. The phased approach would allow for the timing of investment in the corridor to meet demand, however it could also have the effect of limiting the marketability of the service and thereby diminishing its ability to succeed if investment is poorly timed.

ICF Adjusted Intermediate Phase

In reviewing each of the available upgrade plans it is clear the intermediate phase would be sufficient to meet the immediate needs of the Island, however the ICF has developed an adjusted intermediate phase that will deliver very similar results at a much lower cost.

The IRCCA intermediate upgrade plan calls for 115 lb rail to be installed on the entire corridor to allow for 286,000 lb loading capability across the entire system and to improve ride quality for passenger operations. There is need to have 286,000 lb loading capability in areas where there is likely to be high density rail operations, as is envisioned in the Nanaimo to Port Alberni corridor, however the remainder of the system is likely to have light freight operations which would allow for 263,000 lb loading and low-density passenger operations. The adjusted plan envisions the installation of heavy rail from Nanaimo to Port Alberni and in the Westhills-Victoria corridor.

Passenger Service	4 passenger trains/d up to 8 trains/d
Freight Service	4 freight trains (10-20 car trains)/d up to 4 million tonnes per annum (MTPA) or 133 cars/d total
Track Standard	Class 3 Track Standard (40mph Freight, 60mph passenger) *
Track Loading	286,000 lb car loading in heavy freight zones; 263,000 lb loading outside of heavy freight zones
Upgrade Cost	$368,000,000 – Adjusted to estimated 2023 Costs

Table 12 ICF Adjusted Intermediate Phase

**Speeds refer to maximum allowable operating speed as per Technical Safety BC and Transport Canada's regulations*

The adjusted intermediate phase is the recommended approach and has been used to determine the cost of restoration.

Statement of Estimating Risk, Accuracy & Contingency

The business case relies on the costing data and information contained within the IRCCA report. The adjusted intermediate phase costs have been updated to 2023 costs.

The IRCCA properly included contingency cost factors related to the upgrade of the rail corridor. Contingency should be viewed as an offset for coping with risk and uncertainties associated with the planning and implementation of the project and should consider the complexity of the project.

The IRCCA report had identified and applied a 50% contingency to the project costs and while this is still higher than expected, the business case includes the 50% contingency.

In addition to the contingency costs, the IRCCA report also provided for a "MOTI Contingency". In review with the Ministry, they clarified the additional costs are more properly described as "Soft Costs" and are outlined below:

Soft Cost	*Percentage*	*Dollars*
Construction Supervision	10%	$34.72 Million
Engineering	12%	$41.72 Million
Project Mgt & Supervision	10%	$34.72 Million
Total	32%	$111.16 Million

The impact of the fully applied MOTI soft costs to the project would result in an additional cost of approximately $111 Million. While the soft costs as outlined may be appropriate in the context of new construction, requiring significant design and supervision, this project is based on upgrading an existing rail system described in the IRCCA as:

"…the railway corridor is in Poor to Fair condition, with the Victoria subdivision in a Poor to Fair condition and the Port Alberni in a Poor condition. The main issues contributing to the condition of the railway include but are not limited to:
· Uncontrolled vegetation within and adjacent to the rail corridor;
· Number of decayed ties exceed Transport Canada's "Rules Respecting Track Safety - 2012" regulations for Class 2 and Class 3 Track; and
· Single shoulder plates and angle joint bars are older technology and negatively impact track performance."

Correcting these issues is considered a maintenance activity within the rail industry and would typically be undertaken by a qualified rail construction contractor with experience managing these types of projects. The project would require minimal engineering and supervision and given the nature of the work to be done, soft costs for the project are estimated to total $5 million.

Additional Costs not included in the IRCCA

Siding Capacity Upgrades - $5,000,000

The IRCCA reviewed the right of way capacity and the potential need for double tracking to provide for additional capacity and redundancy and determined that double tracking was not required to attain the levels of service contemplated in the report. While double tracking is not required there are areas that would provide significant benefits to the efficient operation of the railway through new or expanded siding capacity.

Increased siding capacity will provide flexibility for maintenance, reduce track switching delays, and minimize train conflicts in high density traffic areas. The exact locations and lengths of the sidings would be determined based on the level of service and equipment chosen.

Stations - $3,000,000

The Business case envisions the establishment of twelve stations along the corridor

STATIONS	
	Northern Terminus
INTERCITY STATIONS	- Courtenay - Qualicum Beach - Parksville - Nanaimo - Ladysmith - Duncan - Shawnigan Lake
COMMUTER STATIONS	- Westhills - Langford - Six mile - Esquimalt - Johnson St. Bridge
	Southern Terminus

Table 13 Stations

Each station will be equipped with a 100m x 5m concrete platform, a 5m x 2.5m covered shelter and a ticket machine. A cost of $250,000 is associated with the construction of each of these stations, resulting in a total cost of $3,000,000 for station construction along the entire line.

Rolling Stock - $50,000,000

There is a wide array of rolling stock that could be utilized in this service as outlined in the IRCCA. Each of the available equipment options has their own unique operating features, benefits, and costs.

While an in-depth review must be undertaken prior to the acquisition of rolling stock, the business case envisions the use of six "push-pull" trainsets consisting of two bi-level cars and powered by GM Diesel-Electric locomotives. This configuration has been chosen as they are widely used in North America as a flexible long commuter rail option. Go Transit in Greater Toronto and the Hamilton area and the West Coast Express in the Lower Mainland both employ this equipment.



Table 14 Rolling Stock

This option was also chosen for its ability to easily adapt to new, low carbon or zero carbon, locomotive power as it becomes available.

The service levels within the business plan will require four trainsets in daily service and a minimum of two trainsets to allow for planned maintenance intervals and equipment failures. Acquiring new equipment could take between 2 to 4 years from the time of ordering.

There can be significant price differentials in equipment types and given long lead times, suitable used or lease equipment may need to be acquired to support the anticipated start up. For the purposes of the business case a cost of $50,000,000 is assumed to be the highest cost associated with equipment acquisition.

Total Estimated Project Costs

Combined Cost	
Hybrid Intermediate Upgrade	$368,000,000
Soft Costs	$5,000,000
Siding Capacity Upgrades	$5,000,000
Station Platforms	$3,000,000
Total Construction Costs	$381,000,000
Rolling Stock Costs	$50,000,000
Total Project Costs	$431,000,000

Table 15 Total Estimated Project Costs

Cost Escalation and Inflation

The business case was developed utilizing the costs outlined in the IRCCA report issued in 2020 and escalated for inflation to reflect estimated costing to 2023.

Year	*Escalation*
2020	Base year
2021	3.0%
2022	5.5%
2023	6.0%

Environmental Assessment

Most of the work to be completed under this plan is classified as maintenance activity on an existing right of way that is commonly performed on an annual basis by Canadian and other North American railways. As such, it's restricted to the track encompassing only the steel rail and fittings, wooden ties, and clear crushed rock ballast section of an existing railway track structure and vegetation control measures. The proposed upgrade work is not subject to environmental assessment under the Environmental Assessment Act.

In cases where new construction is to be completed under this plan, like the construction of new sidings or passing tracks, or new stations, they will be subject to environmental review.

No activity is to be conducted under this plan that will have any potential for adverse impact to the environment and/or fisheries.

Train Operations

Business case train operations have been developed based on the performance characteristics of the Adjusted Intermediate Phase plan and consider the unique needs of the regions the trains will operate in.

The service proposal provides for four train sets to be used in scheduled passenger service on the Victoria Subdivision. In all cases it is assumed that train operations will be integrated with local transit service to provide the best possible service. A properly integrated system will result in modal shifts that will bring efficiencies to BC Transit operations and improve ridership on the bus system.

The scheduled passenger services will have two trainsets which will operate strictly as part of the commuter system between Westhills and Victoria West, and two trainsets will operate as intercity commuter and regional trains.

Freight service and excursion services will operate based on market conditions and demand. The service proposal provides for initial freight service consisting of one freight train each day, operating to various locations through the week. Freight service by location and frequency will be determined based on demand for each unique location and integrated with connecting barge services to and from the Island. Excursion services will be operated on an as is required basis.

Passenger Operations

Train 1 – Victoria Commuter 1

The first train serves as a Victoria commuter train that operates between the Westhills Station and the station located in proximity to the Johnson St. Bridge in downtown Victoria. This train will operate in this corridor from 6am-9am and 3pm-6pm, to move commuters during rush hour, and will not operate during non-commuter hours.

Train 2 – Victoria Commuter 2

The second train operates during the same commuter windows as train 1 (6am-9am & 3pm-6pm), while also operating less frequently throughout the day in this same section of track (Westhills Station to Johnson St. Station) to act as an alternative means of transportation for midday travel in Victoria. This midday service will offer 1 trip to and from Langford to Victoria every hour.

Trains operating in the commuter corridor will take approximately 30 minutes to travel between Westhills and Victoria. The timetable includes a one-minute stop at each of the stations on the route. The following table is an example of a timetable for one of the trains operating within the commuter corridor:

Commuter Timetable		
Northbound		Southbound
6:30	Victoria	6:30
6:41	Esquimalt	6:18
6:48	Six Mile	6:12
6:51	Atkins	6:08
6:55	Langford	6:05
7:00	Westhills	6:00

Table 16 Victoria Commuter

Train 3 – Intercity Train 1

The third train on the line operates as an intercity train that originates and terminates in Duncan. This train leaves in the morning heading towards Victoria, providing transportation for passengers commuting over the Malahat to Victoria. The train then makes a northbound trip from Victoria to Courtenay, and then back down to Victoria. Finally, it ends with one final run from Victoria to Duncan in the late afternoon returning commuters to the Shawnigan, Cobble Hill, and Duncan areas.

Train 4 – Regional Train

The fourth train operates as a regional train that originates in Courtenay. This train makes two roundtrips to Victoria from Courtenay each day. Its first departure is at 5:54 AM from Courtenay, allowing for a late morning arrival in Victoria. This train will then travel back to Courtenay, then make another trip down to Victoria during the mid-day, and finally a last trip back to Courtenay, arriving just after 8pm, at the end of the day in Courtenay.

Intercity and regional trains operating between Courtenay and Victoria stop at twelve stations along the route. Travel times between Courtenay and Victoria are scheduled to take 3 hours and 50 minutes, and travel times between Duncan and Victoria are scheduled to take 1 hour and 32 minutes and, in all cases, include a one-minute station stop. The following table is an example of a timetable for one of the trains operating between Victoria and Courtenay:

Timetable		
Northbound		Southbound
16:51	Victoria	9:44
17:02	Esquimalt	9:32
17:09	Six Mile	9:25
17:12	Atkins	9:22
17:16	Langford	9:18
17:21	Westhills	9:13
17:57	Shawnigan Lake	8:37
18:22	Duncan	8:12
18:48	Ladysmith	7:46
19:08	Nanaimo	7:26
19:39	Parksville	6:55
19:49	Qualicum	6:45
20:41	Courtenay	5:54

Table 17 Regional Train

Passenger Train Frequency

Train frequency was developed based on the need to provide a level of service that would make the service attractive and likely attain the highest level of modal shift and could be supported by the physical characteristics of the line once the required improvements have been made.

The following chart depicts the frequency of trains contemplated within each of the corridors within various operating windows. Trains originating in Courtenay and Duncan will operate to Victoria and are counted in the operating windows in the Westhills to Victoria corridor:

Train Frequency		
Segment	Operating Window	Total Trains
Westhills to Victoria	06:00 to 9:15	7
Victoria to Westhills	15:00 to 17:30	8
Westhills to Victoria	09:15 to 15:00	4
Victoria to Westhills	09:15 to 15:00	5
Duncan to Victoria	06:00 to 8:30	2
Victoria to Duncan	15:00 to 17:00	2
Nanaimo to Victoria	Daily	3
Victoria to Nanaimo	Daily	3
Courtenay to Victoria	Daily	3
Victoria to Courtenay	Daily	3

Table 18 Train Frequency

Freight Operations

Currently all rail cars arrive or depart Vancouver Island by rail barge that connects the Island with the Southern Railway of British Columbia. Today, freight operations and rail car movements on the Island are restricted to the Nanaimo operating area.

The business case has provision for a freight operation that will service the entire Island, with an emphasis on providing shippers with a consistent, reliable rail service. The business case provides for freight service 5 days per week with two trips per week to Port Alberni and one day per week to the North and South of Nanaimo.

Critical to the success of the business case will be the ability to provide efficient service to and from Port Alberni for freight to and from North American markets. The following table outlines the proposed schedule for the movement of goods from Port Alberni to rail connections on the mainland.

Transit time from Port Alberni to Class 1 interchange:

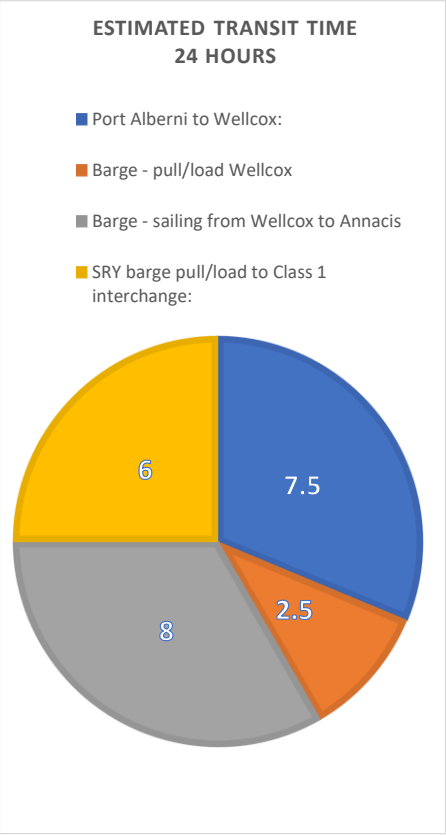
Port Alberni to Wellcox:	duration (hrs)	example schedule
Port Alberni Train released		12:00
Train prep (paperwork, air tests, train inspections)	1	
Depart Port Alberni		13:00
arrive Parksville	2.25	15:15
arrive Wellcox yard	1.25	16:30
Interchange time to Seaspan Ferries	3	19:30
Port Alberni to Wellcox:	7.50	

Barge - pull/load Wellcox	duration (hrs)	example schedule
Barge arrival		19:30
Pull barge	1	20:30
load barge	1	21:30
Barge prepares to depart	0.5	
Barge ready for departure		22:00
Barge - pull/load Wellcox	2.50	

Barge - sailing from Wellcox to Annacis	duration (hrs)	example schedule
Barge departs Wellcox		22:00
sailing time to Annacis	6	4:00
Interchange time from Seaspan to SRY	2	6:00
Barge - sailing from Wellcox to Annacis	8.00	

SRY barge pull/load to Class 1 interchange:	duration (hrs)	example schedule
Barge arrival		6:00
pull barge	1	7:00
load barge	1	8:00
SRY interchange with Class 1	4	12:00
SRY barge pull/load to Class 1 interchange:	6.00	

Total transit time Port Alberni to Class 1 Interchange:	**24.00**



The Port of Port Alberni enjoys a 2-to-3-day turnaround sailing time for Pacific Rim freight. The ocean and rail service will provide shippers with a competitive alternative to the Port of Vancouver and help relieve the current pressure and congestion at other west coast ports.

Excursion Operations

Excursion train operations would be provided on a demand basis with operations focused on cruise ship calls, visiting tourists, and as a rolling special event venue or transportation provider to Island events (sporting events, ski trains, etc.)

Excursion trains must be a high-quality hospitality product. This requires each run to be much more than a train ride. Destination, on board staff, and themed services play a key role in maintaining the demand for the service. Critical to success is guest experience and therefore partnering with an experienced tourist rail operator is considered as a first step in establishing excursion operations.

The operations of Excursion trains will be on demand by design to capitalize on cruise ship/tourism opportunities and to provide special event transportation.

Operational Costs

10 Year Maintenance Plan / Operational Plan/ Capital Plan

The estimated cost of maintenance and operations for the recommended service plan have been modeled over a 10-year period and are based on known 2021 labour and material rates and the recommended service levels in the Adjusted Intermediate Phase.

Infrastructure Maintenance Costs

Infrastructure maintenance costs include expected material and installation costs for track repairs, ballast resurfacing, culvert replacement, and bridge maintenance and repair. The costs are based on known costs and labour rates.

Train Operations Costs

Train operations costs include all expenses related to the day-to-day operations of the railway other than Infrastructure Maintenance Costs. Train operation costs, include management and unionized employee wages, fuel, G&A expenses, car hire, purchased services, etc. for the operation of the recommended passenger service level and includes the costs for a daily freight service.

Equipment Maintenance Costs

Equipment maintenance costs include all labour expenses and an estimated amount for parts replacement for equipment outside of warranty.

	Infrastructure Maintenance	Train Operations	Equipment Maintenance	Total
Year				
1	1,816,631	10,565,361	397,823	12,779,817
2	1,862,047	10,879,104	407,769	13,148,922
3	1,908,598	11,203,171	417,963	13,529,735
4	1,956,313	11,537,945	428,412	13,922,674
5	2,005,221	11,883,822	439,122	14,328,170
6	2,055,351	12,241,218	450,100	14,746,675
7	2,106,735	12,610,563	461,353	15,178,658
8	2,159,404	12,992,308	472,887	15,624,606
9	2,213,389	13,386,921	484,709	16,085,027
10	2,268,723	13,794,889	496,826	16,560,438

Table 19 Equipment Maintenance Costs

Capital Requirements

Due to the significant capital investment for the track rehabilitation infrastructure upgrade work, it is not foreseen that any significant capital work will be required in the first 10-year period.

Rather than increased capital requirements, a maintenance plan including a tie replacement program, and rail spot replacement approach will be implemented to keep the right of way, track, and bridges in optimal operating condition.

Annual Operating Revenue

Operating revenue for the project is derived primarily from Passenger Services and Freight operations defined as:

- Local Commuter
    - Operations with service between Westhills and Victoria West
- Intercity Commuter
    - Operations between Duncan and Victoria
- Regional Trains
    - Operations between Courtenay and Victoria
- Freight Service
    - Operations from Nanaimo to all points on the system
- Excursion Trains
    - On demand services throughout the Island

Local Commuter Revenue

Local commuter revenue was derived utilizing the South Island Transportation Strategy (SITS) and the 2017 Capital Regional District Origin-Destination Survey Report to determine the number of daily trips into and out of the downtown core. The data was further analyzed by community origin and destination to determine the total number of trips each day.

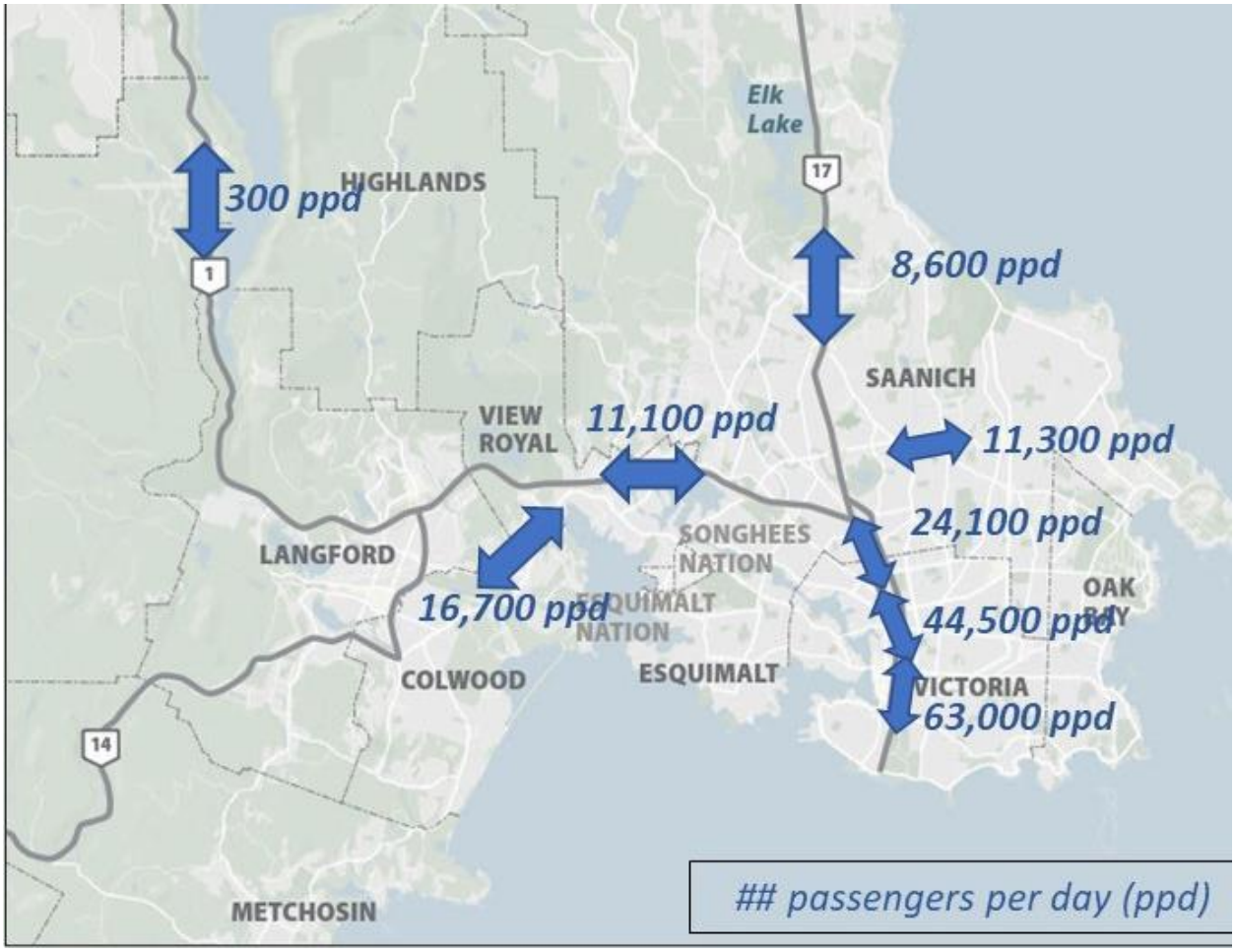


Table 20 Local Commuter Revenue

South Island Transportation Strategy – Technical Paper #2 – Sept 2020

The SITS identified a total of 27,000 daily riders on the Rapid Transit Corridor encompassing the Westshore and Saanich Peninsula corridors. Once adjusted for growth and considered in conjunction with the 2017 Capital Regional District Origin-Destination Survey report, it was determined there are approximately 35,000 people commuting to and from Victoria that would be within the catchment area that could be serviced by the train directly, or through a combination of train and other modes.

Rail would be a new entrant into the transportation network, so revenue has been determined using a modal shift capture and applying an anticipated fare rate structure within the local commuter corridor and applied to estimated one-way trips.

Modal shift was determined by comparing the unique characteristic of individual origin and destination pairs, including first and last mile analysis, total transit time, and costs associated with various modes including personal automobile, bus, cycling, and walking.

Rate levels were determined based on comparable rates for BC Transit.

Table 21 shows anticipated rates and rates of usage for each rate:

90 Minute Fare	Usage	Day Pass	Usage	Monthly Pass	Usage
$4.00	45%	$11.00	5%	$105.00	50%

Table 21 Anticipated Rates

Table 22 shows the annual revenue for Commuter service at various modal shift capture rates

Capture Rate	Passengers	Total Annual Revenue
4%	1428	$1,322,328
6%	2142	$1,983,492
8%	2856	$2,644,656
10%	3570	$3,305,820
12%	4284	$3,966,984
14%	4998	$4,628,148
16%	5712	$5,289,312
18%	6426	$5,950,476
20%	7140	$6,611,640

Table 22 Annual Revenue for Commuter Service at Various Modal Shift Capture Rates

At the start of operations, it is estimated that the new rail system will realize a modal shift of somewhere between 4% and 6% and increasing to 8% within one year resulting in revenues of approximately $2.6 Million annually.

Intercity Commuter Revenue

Intercity commuter revenue was derived utilizing the South Island Transportation Strategy (SITS) which identified approximately 30,000 passengers per day traveling into the Capital Regional District from North of the Malahat. When adjusted for growth and the inclusion of passengers traveling from the Cowichan Valley, the number of passengers is estimated to be approximately 32,000 passengers each day.

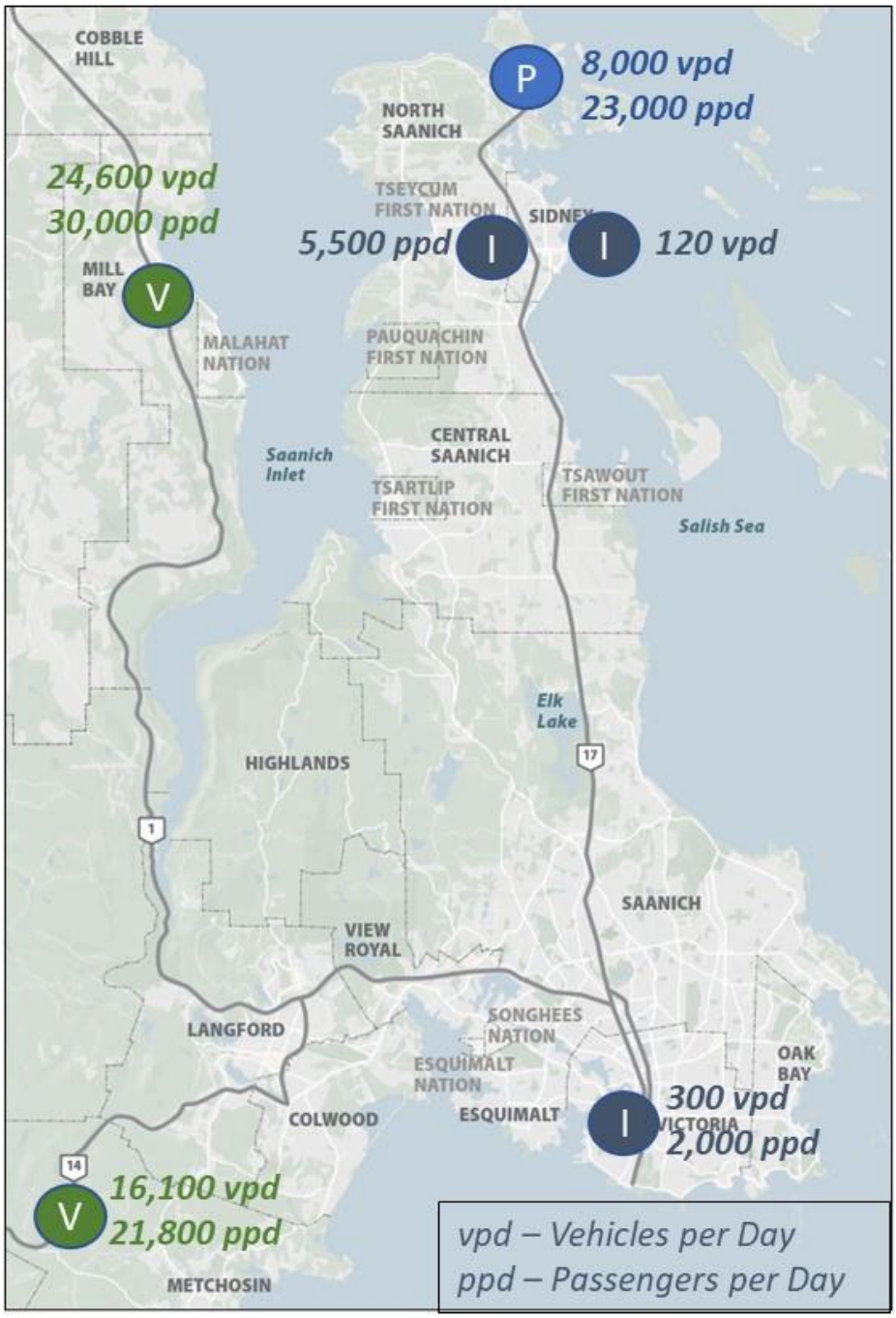


*Table 23 Intercity Commuter Revenue *South Island Transportation Strategy – Technical Paper #2 – Sept 2020*

Intercity Commuter Rail represents travelers into the Capital Regional District from a variety of origination points north of the Malahat. Revenue has been determined using a modal shift capture rate and applying an anticipated average fare rate structure within the intercity corridor and applied to the number of estimated one-way trips. Rate levels were determined based on comparable rates for BC Transit for the travelers from the Cowichan Valley to Victoria and bus rates on the Island Link bus service.

Modal shift captures shift from all other available transportation options within that segment of the corridor including buses and personal automobiles.

Those daily trips were then given a fare based on the following rates and usage levels of each fare:

90 Minute Fare	Usage	One Way Fare	Usage	Monthly Pass	Usage
$11.00	25%	$19.00	25%	$200	50%

Table 24 Fares

Table 25 shows the annual anticipated revenue at various modal shift capture rates

Capture Rate	Total Daily Commuters	Total Annual Revenue
4%	1,287	$3,322,954
6%	1,930	$4,984,432
8%	2,573	$6,645,909
10%	3,217	$8,307,386
12%	3,860	$9,968,863
14%	4,504	$11,630,340
16%	5,147	$13,291,818
18%	5,790	$14,953,295
20%	6,434	$16,614,772

Table 25 Annual Anticipated Revenue at Various Modal Shift Capture Rates

At the start of operations, it is estimated that the new rail system will realize a modal shift of somewhere between 4% and 6% increasing to 8% within one year, resulting in revenues of approximately $6.6 Million annually.

Regional Train Revenue

Regional train revenue represents revenue for all passenger movements with origination and termination points outside the local and intercity commuter operations. There is a vast array of potential origin and destination points that could be used by passengers on any one of the trains travelling between Courtenay and Victoria. Some potential origin and destination pairs:

Duncan to Nanaimo
Courtenay to Nanaimo
Parksville to Mill Bay
Shawnigan Lake to Nanaimo
Qualicum to Courtenay

Given the number of origin and destination pairs, and the lack of available data on traffic patterns between each of the pairs, the business case utilizes an average rate for regional service and an estimated number of daily passengers to determine the anticipated annual revenue. It is assumed the majority of these trips will be between major centres and as such the average one-way rate was determined using the current bus fares between larger centres such as Courtenay, Nanaimo, and Duncan.

Total Daily Passengers	Avg One Way Rate	Annual Revenue
100	$20	$600,000
150	$20	$900,000
200	$20	$1,200,000
250	$20	$1,500,000
300	$20	$1,800,000
350	$20	$2,100,000
400	$20	$2,400,000
450	$20	$2,700,000
500	$20	$3,000,000

Table 26 Regional Trains Revenue

At the start of operations, it is estimated that the regional trains will realize 150 to 200 one-way passenger trips each day, increasing to 300 one-way passenger trips each day, resulting in revenues of approximately $1.8 Million annually.

Other Passenger-Related Revenues

VIA Rail Contribution

Prior to the suspension of passenger service in 2011, passenger services on the Island were the responsibility of VIA Rail Canada, consistent with VIA Rail Canada's mandate:

> *VIA Rail Canada Inc.'s mandate is to **operate the national passenger rail services on behalf of the Government of Canada**, offering intercity rail services and ensuring rail transportation services to regional and remote communities.*

A new train service agreement was negotiated with VIA Rail in 2015 wherein VIA would provide annual deficit funding in the amount of $1.45 million, the equipment necessary to operate the service, and insurance. The operator would be responsible for the cost of operating the service, including crews, fuel, rolling stock maintenance and repair, fuel, etc. All ticket sales revenue would be given to the operator.

The service contemplated in this business case includes intercity rail service to regional communities and is therefore within the mandate of VIA Rail Canada. It is anticipated that a new train service agreement will need to be negotiated with VIA Rail Canada. Given the passage of time and the increased level of service contemplated in the business case it is estimated that a new train service agreement could result in a minimum $3.5 million funding agreement. Under the previous agreement VIA was required to provide the necessary equipment for the service and as such an opportunity to share the cost of new equipment for this service.

BC Transit Funding

The business case provides service that will operate within the Duncan to Victoria corridor and the new Duncan to Nanaimo corridor. Once train service is operational those services provided by BC Transit would become redundant. While not included in the revenue base for the business case the cost of those services could be allocated to the train service or utilized to support feeder transit to the train service.

Duncan to Victoria - $1.4 million
Duncan to Nanaimo - $1.0 million

Total Allocation - $2.4 million

Total Combined Passenger Revenue

Table 27 shows the expected ticket revenues for each type of service by modal shift as well as expected revenue from VIA funding and Transit allocation:

	Modal Shift			
	4%	6%	8%	10%
Local Commuter	$1,322,328	$1,983,492	$2,644,656	$3,305,820
Intercity Commuter	$1,983,492	$4,984,432	$6,645,909	$8,307,386
Regional Trains	$1,800,000	$1,800,000	$1,800,000	$1,800,000
Total Passenger Revenues	**$5,105,820**	**$8,767,924**	**$11,090,565**	**$13,413,206**
VIA Contribution	$3,500,000	$3,500,000	$3,5000,000	$3,5000,000
Total Revenue	**$8,605,820**	**$12,267,924**	**$14,590,565**	**$16,913,206**

Table 27 Total Combined Passenger Revenue

Modal shifts of between 4% and 6% are anticipated at start up and represent attainable ridership numbers by early adopters. Ridership is expected to increase once the service is proven, allowing for improved adoption rates by riders and as such a 8% modal shift is considered attainable within a one-year period.

Freight Operation Revenues

Background

The last remaining rail freight system on Vancouver Island was operated on the Island rail corridor by CP Rail as an integrated barge and rail service. In 1998 CP took steps to limit its participation in the service through the sale of its terminal operations to Seaspan. Under the terms of the sale, CP retained responsibility for the marketing of rail services on the Island and the delivery of cars to terminal facilities, while Seaspan provided barging services.

The new agreement resulted in a single weekly sailing which had the effect of substantially increasing rail transit times and increasing the overall cost to shippers. In addition, CP's retention of the marketing responsibility allowed CP to set the rates and determine the routing of all cars to and from the Island, creating a lack of access to competitive rail carriers and increased rates.

In the years leading up to the agreement, traffic on the system averaged approximately 8,000 carloads per year, however by 2002 the number of cars handled had dropped to 800 cars per year. The drop in carloads made continued service to areas beyond Nanaimo unsustainable, resulting in a suspension of service beyond Nanaimo.

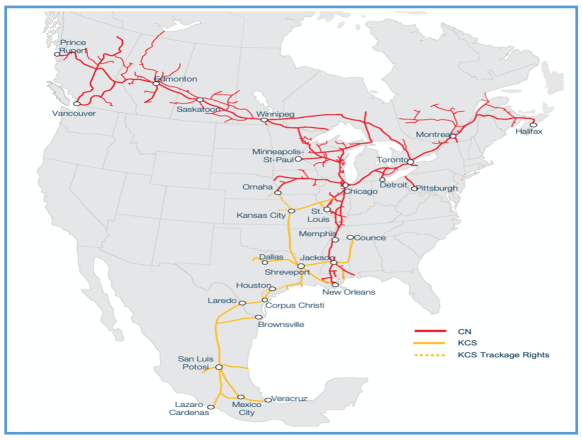
The suspension in service has resulted in a lack of opportunity to attract investment in production and distribution facilities, has left shippers with few competitive transportation options, and has restricted the marketability of port facilities on Vancouver Island. It has also resulted in a significant number of trucks moving on our highways, contributing to travel time variability, reduced reliability and safety, and increased greenhouse gas emissions.

Today

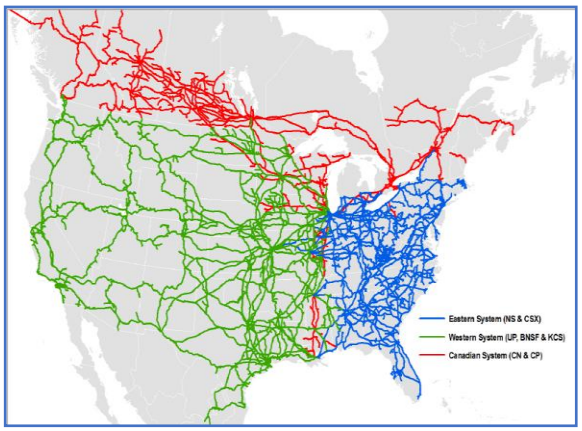
The operating environment for the upgraded rail system on Vancouver Island will be significantly different from the operating environment in 2002.

All aspects of rail service on the Island, including rail and barge services, are currently provided by Southern Rail of Vancouver Island (SVI) in partnership with Seaspan and Southern Railway of British Columbia (SRY). Strategic investments by SRY in facilities like the Annacis rail barge terminal, and loading facilities in Nanaimo, have continually improved rail operations.

All marketing and sales activity is now managed by SRY ensuring shippers are benefiting from market driven pricing and service. Shippers now have access to a competitive rail market with access to four major railways providing seamless service to North American markets.



CP Rail 2002



SVI Rail Link 2022

This expanded access is of particular importance today as an efficient, cost-effective rail service, combined with the benefits of the Foreign Trade Zone Vancouver Island, will also provide a competitive advantage for Island-based export businesses.

The suspension of service outside Nanaimo remains in effect and traffic is limited to cars that can be delivered to destination in the Nanaimo area or cars that can be transloaded to truck at transload facilities located at the Nanaimo rail yard and then taken by highway to their destination. Despite the suspension of service, SVI has managed to increase shipments to approximately 1,200 carloads per year.

Propane cars are delivered by rail to the customer, whereas all other products such as raw materials for manufacturing or agricultural products, must be transloaded to trucks to be taken to their destination.

While rail shipments to the Island have seen consistent growth over the past several years, that growth has been limited due to the inefficiencies, and additional costs, associated with the need to transload products from rail car to truck for final delivery. The lack of direct rail service into and out of our ports has completely closed those markets to rail.

Freight Revenue

Freight revenues have been based on the implementation of a haulage agreement between the rail operator on Vancouver Island and the Southern Railway of British Columbia (SRY) that would provide for a static price for each car originating or terminating on Vancouver Island, regardless of its origination or termination point.

Haulage agreements are common within the railway industry and are particularly useful to small carriers who lack the marketing and sales organizations to support rate-making activities with larger carriers. Haulage agreements are particularly effective when a significant interdependence exists between the carriers involved in the agreement. While rail service is contemplated between the Island and Washington state ports, most cars would likely flow through the SRY at their Annacis Island facility.

The haulage agreement would need to be negotiated, however for the purposes of the business case a per car rate of $1,100 has been utilized. The following table provides for the annual revenue based on the number of cars handled each year:

Annual Cars	Revenue per Car	Total Revenue
2,000	$1,100	$2,200.000
2,500	$1,100	$2,750,000
3,500	$1,100	$3,850,000
4,000	$1,100	$4,400,000
4,500	$1,100	$4,950000
5,000	$1,100	$5,500,000
8,000	$1,100	$8,800,000

Table 28 Freight Revenue

It is assumed the current 1,200 carloads to and from the Island would continue once rail service is restored. Continued growth beyond the existing 1,200 carload base is dependent upon the ability of the new rail system to compete with existing transportation modes on price and service, to effect modal shift, provide Island ports access to rail, and to create new markets that do not exist today through the attraction of industries best served by rail.

Prior to the suspension of service, the system handled an average of 8,000 carloads per year with most of those cars originating from, or destined for, the Port of Port Alberni. Most of that traffic is still moving today and could be shifted back to rail. For the purposes of determining the revenue that could be realized from freight, a target of 50% of the previous freight movement has been established, resulting in revenues of $4,400,000. Once rail service has been proven, and shipper confidence restored, continued growth significantly more than the previous 8,000 carloads is anticipated.

Combined Revenues and Costs

Total revenues include all train operations except for excursion trains. Excursion train revenues will provide another profitable revenue stream, however, given the on-demand nature of these operations and unique requirements for each train, it would be very difficult to provide an accurate estimate of revenue. Revenue contribution from VIA Rail as well as an expected transfer of current regional transit funding make up the balance of the revenue.

Revenues	Conservative	Anticipated	Optimistic
Passenger Ticket	$6,445,282	$8,767,924	$11,090,565
VIA Contribution	$3,500,000	$3,500,000	$3,500,00
Freight	$2,750,000	$4,400,000	$8,800,000
Total Revenue	**$12,695,282**	**$ 16,667,924**	**$23,390,565**

Table 29 Combined Revenues and Costs

Revenues have been provided over a range from Conservative to Optimistic. Passenger services account for the largest share of the revenue and relies on various levels of modal shift within each of the passenger operations.

Total annual operating costs reflect the expected operating costs for the new operation. The costs include all aspects of the operation including passenger and freight operations and assumes a new independent ownership structure to support operations.

Costs have been provided for the level of service and train frequency defined in the Adjusted Intermediate Phase proposal and will support the optimistic scenario as outlined in the combined revenues. The preponderance of the costs are related to scheduled train operations and therefore costs will have minimal fluctuation between the conservative and the optimistic scenarios.

Annual Operations Costs	
Infrastructure Maintenance	$1,816,631
Train Operations	$10,565,361
Equipment Maintenance	$397,823
Total Costs	**$12,779,815**

Table 30 Annual Operating Costs

Train operations costs include all labour for train operations, maintenance of way, equipment and management, as well as fuel, car hire, equipment leases, purchased services and G&A expense and based on known operating experience.

Revenue Vs Costs

The following graph shows the revenues and cost under each of the potential scenarios:

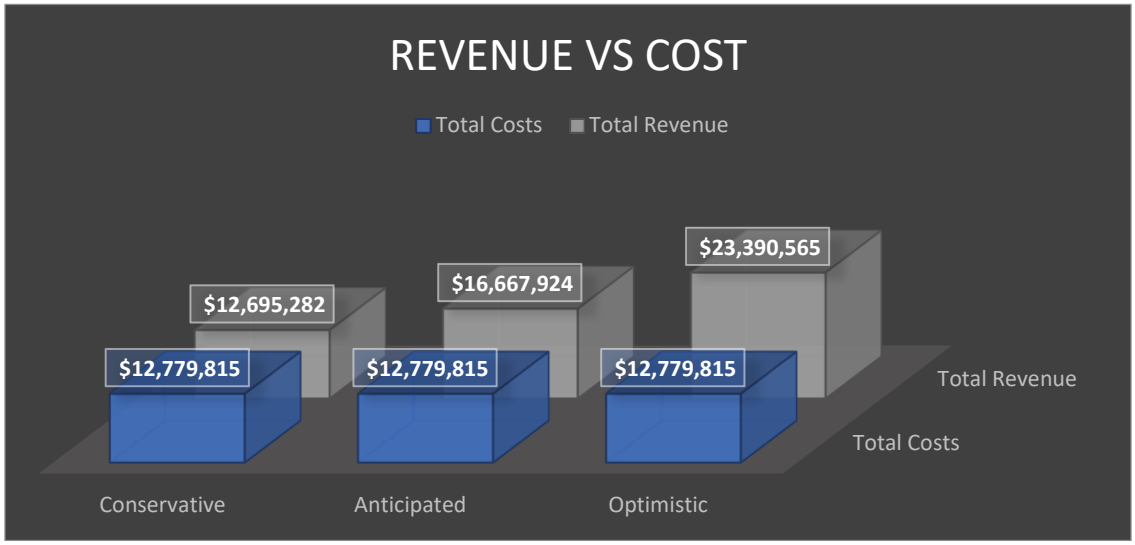


Table 31 Revenue vs. Costs

The Conservative estimate assumes low ridership numbers that would be expected upon start up of operations. The Anticipated revenues are based on a slightly higher modal shift that should be attainable by the second year of operation as the efficiency and reliability of the service is proven. At its most conservative estimate the operation will operate at a break even position.

While gains in modal shift for passengers will have a positive contribution to the new rail system, the biggest opportunity for revenue growth and profit lies within the freight operations.

The new rail system will allow for an aggressive campaign to attract more freight movements both locally and internationally as businesses gain confidence in rail as an efficient and reliable means of moving their products. Perhaps more significantly, rail service will make our ports in Port Alberni and Nanaimo more competitive with other west coast ports and could be utilized as alternate ports, reducing congestion and wait times at mainland ports, and the number of ships anchoring in waters around the Island while they wait for access to Vancouver.

The Conservative revenue scenario assumes a doubling of the current number of carloads handled and was based on known potential shippers that have demonstrated an interest in rail service, or who have contacted SVI or ICF with development interest. The Optimistic revenue scenario represents a return to the number of carloads handled prior to the suspension of service. That freight continues to move today over the highway system and as such would be susceptible to modal shift to the new rail system.

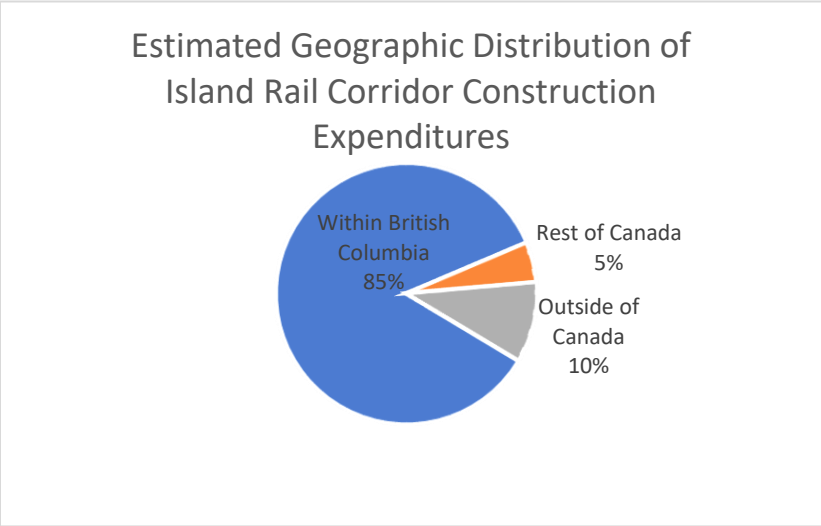
Economic Impact of Investment

In October of 2020 the ICF engaged Vann Struth Consulting group to develop a report to estimate the economic impact of restoring the Island Rail Corridor to operational condition.

The analysis focused only on the construction expenditures for rehabilitating the corridor. Construction costs were based on an April 2020 assessment prepared for the B.C. Ministry of Transportation and Infrastructure (MOTI).

The report focused on the implementation of the ICF's Adjusted Intermediate Phase development which, at the time of the report, was based on 2020 dollars. Each major line item in the project budget was analyzed to identify the most likely source for the required material or service. In most cases, the items can be sourced from British Columbia (including Vancouver Island).

The only class of material that is certain to be sourced internationally is steel products, including rails and other components. These are assumed to be sourced through a British Columbia wholesaler, in which case the wholesale margin is the only part of the expenditure that is retained within B.C. It is possible that some of the specialized technical services that are required will come from the rest of Canada or the U.S.



In total, an estimated 85% of construction expenditures for the project are expected to be sourced from British Columbia companies.

Table 32 Estimated Geographic Distribution of Island Rail Corridor Construction Expenditures

The overall economic impact of this project was developed utilizing the costing data provided in the IRCCA and were based on a construction cost of $302 million and have not been updated to reflect the updated IRCCA costs in the business case of $368 million:

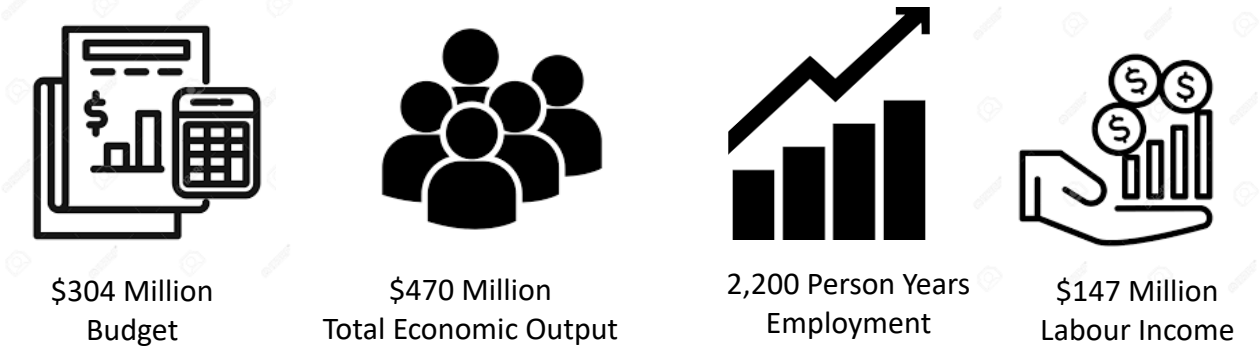


Table 33 Economic Benefits to Vancouver Island and BC

A construction budget of $304 million will support an estimated 2,200 person-years of employment in the B.C. economy, with total labour income of $147 million. This is an average of $67,000 per year for a full-time position.

It is not possible to say exactly how much of the B.C. impacts are felt directly on Vancouver Island, but there will be many opportunities for construction positions for Island-based workers as well as related impacts in accommodation and food services, fuel and equipment suppliers, and possibly wood manufacturers, aggregate producers, and other suppliers of construction materials.

The project will return significant positive economic benefits to Vancouver Island and British Columbia.

Business Case Summary and Conclusion

The following summarizes each of the case evaluations, provides a recommendation on the chosen solution to be advanced for preliminary design, and highlights additional work or investigations that are required to confirm the findings of this business case.

Strategic Case Evaluation

The restoration of rail service on Vancouver Island provides strategic benefits aligned with the planning and policy objectives of the Province of British Columbia.

Strategic benefits are divided into five key areas:

Transportation

Passenger rail service will provide:

- Enhanced transportation capability between Island Communities
- Improved connectivity between municipalities from Victoria to Courtenay
- Provides a needed transportation alternative to the Island highway system
- Rail provides greater travel time certainty for users
- Rail is affordable and accessible

Quality of Life

Passenger train service on Vancouver Island will improve the quality of life of residents through:

- Improved access to the major metro areas on the island
  - Access to specialized services, businesses, and entertainment options
- Improved commute times – more time at home and less time commuting
- Improved access to tourism and recreational services throughout the Island

Economic Development

Passenger and Freight rail service will accelerate growth of Island economies by

- Enhancing the movement of people, expertise, and ideas between the various regions of the Island
- Connecting economic centres and port facilities to the North American rail system
  - Access to new markets through economies offered by rail
- Lowering the cost of landed products
- Improving usage rates of our deep-water ports, adding to the long-term viability
- Improving capacity limitations at all west coast port facilities
- Providing a safe and efficient transportation option to Island visitors

Environmental Sustainability

Rail service will promote environmental sustainability by:

- Reducing overall transportation-related emissions
    - providing an inter-city and commuter passenger service effecting modal shift from our current auto-centric transportation network
    - reducing the number of trucks used in freight service on our island highways

Equity

Rail service will provide transportation services and options for Community members who:

- live in remote areas who have increased distance and travel time
- have accessibility needs that make it more difficult to board and ride a bus
- do not have a family member, friend or caregiver who can provide transportation
- have a low income and are unable to afford alternative travel modes
- do not have access to a personal vehicle or are unwilling or unable to drive.

Financial Case Evaluation

Capital Requirements

The proposed solution requires an estimated $431 million investment and provides for a robust commuter system operating within the Capital Regional District (CRD), intercity commuter services into the CRD, regional trains between areas outside the CRD, as well as freight operations throughout the entire Island with particular emphasis on our ports.

The $431 million investment covers the costs of construction and equipment acquisition for a fully operational passenger and freight rail system as outlined above. This equates to an investment of $1.5 million per kilometre. While this is a significant investment it is far lower than similar public rail investments in British Columbia, which are estimated to exceed $300 million per kilometre. The cost of the project on Vancouver Island is significantly lower given it is a restoration of an existing right of way, there are no land acquisition costs, and the majority of the right of way is located in rural areas.

Operating Revenue and Costs

Operating revenue and costs have been determined based on the train service and frequency outlined in the business case and in all scenarios the revenues exceed costs on an annual basis.

	Revenue	*Costs*
Conservative	$12.7 million	$12.8 million
Anticipated	$16.7 million	$12.8 million
Optimistic	$23.4 million	$12.8 million

The revenue in the business case is based on modal shift of passengers and freight primarily from known highway users. Low modal shift rates were used to provide a low risk view of the financial impact of the rail service. There is a considerable opportunity for improved financial performance as incremental improvements over the stated modal shifts will result in higher profit levels given the scalability of service without corresponding increases in cost.

Economic Impact of Investment

The construction activities associated with this project will provide a much needed, immediate, and direct benefit, to the Island economy. The project is estimated to generate $470 million in total economic output with 85% of construction expenditures being sourced from BC companies and with many of the raw materials sourced from Vancouver Island. The project will also provide Island workers with $147 million in income.

Conclusion

The business case is an overview of the benefits and costs associated with the restoration of rail service on Vancouver Island and confirms an urgent need to provide safe, efficient, reliable, and economically viable transportation options for the Island.

The business case demonstrates that rail is an economically viable transportation option that can address the immediate and long-term needs of the Island and will contribute to a robust and sustainable inter-regional transportation network.

Next Steps

The business case was developed to be a tool to assess the strategic and economic rationale of restoring rail service to Vancouver Island and to provide the basis for an approval in principle by stakeholders to further project development.

Upon approval it is recommended that:

- the provincial Ministry of Transportation and Infrastructure and the ICF form a joint multi-disciplinary team to oversee the development of an Updated Business Case with a refined project scope to determine:
    - the project planning process
    - available funding options
    - operational and management control of the new rail system

The Updated Business Case will also develop a preliminary project design that includes:

- Train operations modelling to confirm service design specifications
    - Determine optimum station placement
    - Confirm run times
    - Identify and confirm optimum locations for passing tracks

- Detailed service analysis to fully integrate the new system into the transportation network
    - Review connecting transit and ferry services to maximize connectivity
    - Rationalization of parallel and redundant services

- Review rolling stock requirements, equipment availability and options to maximize rider benefits in the most cost-effective way

- Detailed design and cost estimates for all rail infrastructure including the right of way, crossings, signals, and station infrastructure

- Confirm and update all capital, operating, and maintenance costs as new data becomes available

Making a difference...together

REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 13, 2022

SUBJECT **Public Hearing Report on Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021"**

ISSUE SUMMARY

To receive the Report of the Public Hearing held January 24, 2022, for proposed Bylaw No. 4422, and to consider Bylaw No. 4422 for third reading.

BACKGROUND

At its meeting of December 8, 2021, the Capital Regional District (CRD) Board gave first and second reading to Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021" and passed a resolution to delegate authority to the Regional Director to hold a public hearing with respect to Bylaw No. 4422.

A proposed subdivision under CRD file SU000704 would create an additional 7 lots, including an 11 ha parcel referenced as Lot 2. Bylaw No. 4422 (Appendix A) has been drafted to amend Bylaw No. 2040, "Juan de Fuca Land Use Bylaw, 1992", by deleting the 11 ha portion of Section 42, Otter District (PID 009-497-790) from the Forestry (AF) Zone and adding it to a new Agricultural 2 (AG-2) Zone, for the purpose of permitting agriculture, an equestrian riding facility with an ancillary campground, and two dwelling units with up to either two secondary suites or two detached accessory suites.

On January 24, 2022, a public hearing was held for Bylaw No. 4422. There were ten people in attendance at the hearing. Twenty-five submissions were received in response to the notice of public hearing. Thirteen submissions supported the application. Eleven submissions generally supported the agricultural component of the bylaw amendment but stated concern or opposition to the inclusion of a campground accessory to an equestrian riding facility. One submission expressed concern regarding the commercial nature of an equestrian facility. Two members of the public stated general support for the proposal but requested that Bylaw No. 4422 be amended to more clearly associate the ancillary campground use with the equestrian riding facility use. One member of the public in attendance spoke in favour of the proposal. The Report of the Public Hearing is attached (Appendix B).

Consideration of third reading and adoption of the bylaw has been on hold pending confirmation that the subdivision lot layout and area to be rezoned would remain unchanged as a result of review by the Province. CRD staff have now received confirmation that the layout remains unchanged.

ALTERNATIVES

Alternative 1

1. That the minutes that form the Report of the Public Hearing for Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on January 24, 2022, for Bylaw No. 4422, be received;
2. That Bylaw No. 4422 be read a third time as amended; and
3. That Bylaw No. 4422 be adopted.

Alternative 2

That the minutes that form the Report of the Public Hearing for Bylaw No. 4422, which are certified as a fair and accurate summary of the representations that were made at the public hearing held

on January 24, 2022 for Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021", be received.

IMPLICATIONS

Legislative

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act* (*LGA*). The Otter Point APC considered the application at its meeting on July 6, 2021.

A water licence is required for non-domestic groundwater use pursuant to the *Water Sustainability Act*. This approval is issued by the Province and is not a precondition for rezoning.

Regional Growth Strategy

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a Regional Growth Strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Otter Point OCP area is consistent with the OCP, it does not proceed to the full CRD Board for a determination of consistency with the RGS. The proposed zoning amendment is consistent with the policies of the Otter Point OCP.

Land Use

The Otter Point OCP, Bylaw No. 3819, designates the subject property as Rural Lands. The primary use for the Rural Lands policy area is to protect renewable resources such as agriculture and forestry. OCP policies are supportive of development proposals where the development has minimal impact on existing features, surface runoff is controlled, depletion and contamination of wells is prevented, and vegetation is retained.

The property is zoned AF in Bylaw No. 2040, which permits silviculture, residential and ancillary uses. The applicant has requested that an 11 ha portion of the property, proposed as Lot 2 in concurrent subdivision application SU000704, be rezoned to permit, silviculture, agriculture, an equestrian riding facility and ancillary campground, and a residential density of one dwelling and suite per 4 ha of land. Staff have drafted a new Agriculture 2 (AG-2) zone to reflect the applicant's proposal.

As part of the proposal, Bylaw No. 4422 includes a new definition for equestrian facility as follows:

> EQUESTRIAN RIDING FACILITY means the use of land, buildings and structures to keep, breed, raise, train and ride horses, and may include ancillary boarding stables, riding lessons, tours, veterinary clinic and animal hospital; excludes racetracks and events that must be licenced by the BC Racing Commission, competitions, fairs and festivals.

There were ten people in attendance at the hearing. Twenty-five submissions were received in response to the notice of public hearing. Thirteen submissions supported the application. Eleven submissions generally supported the agricultural component of the bylaw amendment, but stated concern or opposition to the inclusion of a campground accessory to an equestrian riding facility. One submission commented that the proposed equestrian facility and camping appeared commercial in nature. Two members of the public stated general support for the proposal but requested that Bylaw No. 4422 be amended to more clearly associate the ancillary campground use with the equestrian riding facility use. One member of the public in attendance spoke in favour of the proposal.

Proposed Bylaw No. 4422 was revised through the referral process in response to public feedback to decrease the number of camping spaces from five (one camping space per 2 ha) to three (one camping space per 3 ha). As a result of continued concern raised at the public hearing regarding

the potential impact of camping activity, staff recommend an amendment to Section 3B.04(f) of the proposed AG-2 zone in Bylaw No. 4422 to limit the number of persons over the age of 19 per camping space to 4 and the total number of persons per camping space to 10. This change is shown in red and underlined in Appendix A. Setbacks from watercourses of 30 m for agricultural buildings and structures and for manure piles are included in the proposed AG-2 zone to address environmental concerns related to impacts on water quality and riparian areas. In addition, a licence for ground or surface water use for agricultural purposes is required in accordance with the *Water Sustainability Act*. Issuance of the license would occur after adoption of the proposed bylaw designating the AG-2 zone.

Consideration of third reading and adoption of the bylaw has been on hold pending confirmation that the subdivision lot layout and area to be rezoned would remain unchanged as a result of review by the Province. CRD staff have now received confirmation that the layout remains unchanged.

Based on feedback at the public hearing and resultant changes to the proposed AG-2 zone, as well as confirmation that the area to be rezoned remains unchanged as a result of Provincial review, staff recommend that the proposed bylaw be given third reading and adopted.

CONCLUSION

A public hearing was held on January 24, 2022, for Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021". The minutes are attached as the Report of the Public Hearing. Consideration of third reading and adoption of the bylaw has been on hold pending confirmation that the subdivision lot layout and area to be rezoned would remain unchanged.

Based on feedback at the public hearing, changes have been made to the bylaw to limit the campground uses. Staff recommend Alternative 1: to receive the minutes of the public hearing, for the proposed bylaw to be given third reading as amended, and that the bylaw be adopted.

RECOMMENDATIONS

1. That the minutes that form the Report of the Public Hearing for Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on January 24, 2022, for Bylaw No. 4422, be received;
2. That Bylaw No. 4422 be read a third time as amended; and
3. That Bylaw No. 4422 be adopted.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Local Area Services
Concurrence:	Kevin Lorette, P.Eng., MBA, Acting Chief Administrative Officer

ATTACHMENTS

Appendix A: Proposed Bylaw No. 4422 as Amended
Appendix B: Report of the Public Hearing January 24, 2022

Appendix A: Bylaw No. 4422 as Amended

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4422

****

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

****

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

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE A, PART 1, SECTION 2 – DEFINITIONS

(a) By adding a new definition after the definition of ELECTRONIC MESSAGE CENTER SIGN, as follows:

"EQUESTRIAN RIDING FACILITY means the use of land, buildings and structures to keep, breed, raise, train and ride horses, and may include ancillary boarding stables, riding lessons, tours, veterinary clinic and animal hospital; excludes racetracks and events that must be licenced by the BC Racing Commission, competitions, fairs and festivals."

(b) By amending the definition of CAMPING SPACE by adding the words "no greater than 125m^2" after the word "area".

B. SCHEDULE A, PART 1, SECTION 3.07

(a) By adding the words "AG-2 Agricultural 2" after the words "AG Agricultural".

C. SCHEDULE A, PART 2 - ZONING DISTRICTS

(a) By adding a new section 3B.0 Agricultural 2 Zone – AG-2 as follows:

3B.0 Agriculture 2 Zone – AG-2

3B.01 Permitted Uses & Buildings

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted by the Agricultural 2 AG-2 Zone:

Principal Uses:
(a) Agriculture;
(b) Farm Buildings;
(c) Residential;
(d) One-family Dwelling;
(e) Equestrian Riding Facility;

Accessory Uses:
(f) Accessory buildings and structures anciallary to a permitted use pursuant to Part 1, section 4.01;
(g) Secondary Suite pursuant to Part 1, Subsection 4.19;
(h) Detached Accessory Suite pursuant to Part 1, Subsection 4.20;
(i) Home Based Business Categories One, Two and Three;
(j) Two Boarders or Lodgers;
(k) Composting of organic waste generated on site;
(l) Campground accessory to an Equestrian Riding Facility.

3B.02 Minimum Lot Size for Subdivision Purposes

(a) The minimum lot size for subdivision purposes shall be 10.0 ha.

3B.03	**Lot Coverage**	(a) The maximum lot coverage shall be 10%.
3B.04	**Density**	(a) One one-family dwelling per 4 hectares is permitted; (b) One secondary suite or one detached accessory suite per 4 hectares is permitted; (c) The Floor Area Ratio of all Farm Buildings, and buildings and structures devoted to Agriculture or an Equestrian Facility shall not exceed 0.0085; (d) Residential buildings and structures shall not exceed a Floor Area Ratio of 0.01; (e) One camping space per 3 ha and a maximum total floor area of 60 m^2 for all accessory buildings and structures devoted to the campground use; (f) The maximum number of persons per camping space shall be 10, and the maximum number of persons over the age of 19 per camping space shall be 4 persons.
3B.05	**Height**	(a) The maximum height of principal buildings and structures shall be 11 m.
3B.06	**Required Yards**	(a) Residential buildings and structures shall be set back a minimum of: i) 7.5 m from the front lot line; ii) 6 m from side lot lines; iii) 10 m from the rear lot line; iv) 6 m CTS from flanking lot lines. (b) Buildings and structures devoted to Agriculture and Equestrian Riding Stables shall be set back a minimum of: i) 30 m from the front lot line; ii) 15 m from side, rear and flanking lot lines. (c) Campgrounds shall be set back a minimum of 30 m from the front, side, rear and flanking lot lines.
3B.07	**Watercourse Setbacks**	(a) Farm buildings, buildings and structures devoted to Agriculture or an Equestrian Riding Facility, and manure storage areas shall be setback a minimum of 30 m from the natural boundary of a watercourse.

E. SCHEDULE A, PART 3, SECTION 5.0 LAND USE AND PARKING SPACES REQUIRED

(a) By adding the words "Equestrian Riding Facility 5 plus 1 per 2 employees" below the words "Equipment Sales/Rentals (See Retail Uses of the same size)"; and

F. SCHEDULE B, ZONING MAPS

(a) By deleting that portion of Section 42, Otter District, except that part lying 50 feet on each side of the centre line of the right of way shown on Plan 121 RW and excpt that part in Plan EPP63580 from the Forestry AF zone and add it to the Agricultural 2 (AG-2) zone, as shown in Plan No. 1.

Plan No. 1 of Bylaw No. 4422, an amendment to Bylaw No. 2040



2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021".

READ A FIRST TIME THIS	day of	, 2021.
READ A SECOND TIME THIS	day of	, 2021.
READ A THIRD TIME THIS	day of	, 2021.
ADOPTED THIS	day of	, 2021.

CHAIR CORPORATE OFFICER

Appendix B: Report of the Public Hearing

REPORT OF PUBLIC HEARING
held at the Juan de Fuca Local Area Services Building
3-7450 Butler Road, Otter Point, BC
January 24, 2022 at 7:00 pm

SUBJECT: **BYLAW NO. 4422**, cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021"

PRESENT: **Director M. Hicks** (EP), Chair by Resolution of the Capital Regional District Board on Wednesday, December 8, 2021
CRD Staff: I. Lawrence, Senior Manager; JdF Local Area Services (EP);
W. Miller, Recorder (EP)

PURPOSE OF THE HEARING:

Bylaw No. 4422 will amend Bylaw No. 2040, "Juan de Fuca Land Use Bylaw, 1992", by deleting an 11 ha portion of Section 42, Otter District (PID 009-497-790) from the Forestry (AF) Zone and adding to a new Agricultural 2 (AG-2) Zone, for the purpose of permitting agriculture, an equestrian riding facility with an ancillary campground, and two dwelling units with up to either two secondary suites or two detached accessory suites.

NOTICE: Notices were inserted in two (2) consecutive issues of the Sooke News Mirror appearing on January 13, 2022, and January 20, 2022.

ATTENDANCE: Approximately 10 EP

EP – Electronic Participation

The Chair declared the public hearing open at 7:02 pm.

The guidelines and procedures of the public hearing and the Notice of Public Hearing were read to those present.

I. Lawrence advised that twenty-five submissions were received in response to the notice of public hearing. Thirteen submissions supported of the application. Eleven submissions generally supported the agricultural component of the bylaw amendment but stated concern or opposition to the inclusion of a campground accessory to an equestrian riding facility. One submission expressed concern regarding the commercial nature of an equestrian facility. All submissions were provided to the Electoral Area Director for review and consideration, and will form a part of the record of the public hearing.

Heather Phillips, Otter Point:
- generally supports the application but has concerns regarding the accessory campground use
- unlike other campgrounds, the proposed bylaw does not specify a ratio for adults to children per campsite
- the proposed bylaw does not clearly associate equestrian event use to campground use
- the proposed bylaw appears to read that if a horse is on site, a campground is a permitted use
- the spot zoning has been created in response to the current property owner's vision
- the spot zoning will run with the land, regardless of ownership

Yolanda and Ian Scott, Otter Point:
- own property to the west of the subject area
- not opposed to the application as the proposal does not involve soil, quarry use or high density development
- support the equestrian use as community equestrian trails have been lost over time through development
- support the residential traffic proposed by the application as opposed to dump truck traffic
- proposal will restore and improve the property by allowing for agriculture

Chris Moss and Lynn Moss, Otter Point:
- generally in favour of the equestrian facility but not certain that the campground use is tied tightly enough to the equestrian use
- support the campground stay being reduced to 5-7 days with opportunity to up to 30 days

The Chair called three times for further discussion on the bylaw and hearing none closed the public hearing on Bylaw No. 4422 at 7:11 pm.

CHAIR, Director M. Hicks

From: [redacted]
To: Wendy Miller
Cc: [redacted]
Subject: Support: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way). You can .
Date: Monday, November 22, 2021 5:10:58 PM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

I am writing in support of the application to rezone Section 42 in Otter Point Estates from AF Forestry to Rural 2 Zone -RU2. The land will be used to develop the [redacted] Farmstay and Stable. This will bring tourism to the area and will generate small scale agricultural production in a sustainable manner. Other benefits include a better and more sustainable land use, and will reduce dump truck traffic and dumping of fill on the site and and illegal dumping of garbage along the road leading to the site.

I look forward to seeing this project proceed in the near future following a speedy administrative approval.

Paul McCaughey
[redacted]
Sooke, B.C.
[redacted]

[redacted]

[redacted]

[redacted]

November 22, 2021

Sooke, BC[redacted]

Capital Regional District

Juan de Fuca Electoral Area Community Planning

625 Fisgard Street

Victoria BC V8W 1R7

Re: Support: RZ000272-Section 42, Otter District (Clark Road and Aythree Way)

To whom it may concern:

Please accept this letter of support for the rezoning of Section 42, Otter Point Estates from AF-Forestry to Rural 2 Zone – RU2. This rezoning will allow the[redacted] to establish a Farmstay and Stable, a worthy project that includes sustainable agriculture, green tourism, and outdoor recreation. We support this rezoning for the following reasons:

- As the ongoing pandemic has shown us, Vancouver Island's food supply is tenuous. We need to be growing more of our own food on the Island to avoid the empty shelves we all experienced at the beginning of the COVID-19 lockdown.
- There is huge potential on the west coast of the Island for green tourism. A farmstay and stable would be a wonderful attraction for tourists looking to explore our part of the world.
- This area is well-known for locally owned, family-operated niche businesses. We believe the [redacted] plans for Section 42 fit very nicely into this category.

We fully support the[redacted] in their efforts to rezone Section 42 Otter Point Estates to Rural Zone 2 – RU2.

Sincerely,

Bob Turley and Wendy Renwick

From: [redacted]
To: Wendy Miller
Subject: Support: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way)
Date: Monday, November 22, 2021 7:06:15 PM

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November 22, 2022

Hello,

I hope you are well. I am writing this letter to show my enthusiastic support towards rezoning a portion of Section 42 in Otter Point Estates on Aythree Rd to allow the agricultural use needed for the [redacted] Farm and Stable.

I believe that this family-owned trail and riding stable will create agri-tourism, local jobs, and a symbiotic relationship with other local businesses. I also support this woman owner-and-operated business because it focuses on green building practices, sustainable farming, and the preservation of nature and wildlife.

Additionally, I would like to speak to [redacted] character. [redacted] is one of the most inventive and determined people I've ever known. I have always been impressed by [redacted] natural ability to lead by example. Her connection to people, animals, and nature is remarkable. As someone who was directly managed by [redacted], I can speak to her ability not only as a leader, but a path maker. I've never known anyone more caring, responsible, and goal-oriented than [redacted].

Thank you,
Stephanie Rose Guilman
Private Yoga Teacher/Health & Wellness Enthusiast
(Former Assistant Manager to [redacted], VI Fitness Centres)

--
Thank you,
Stephanie Rose Guilman

From: [redacted]
To: Wendy Miller
Subject: Support: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way).
Date: Monday, November 22, 2021 7:44:13 PM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

To: CRD Juan de Fuca City Council and Planning Department,

I am writing this letter to advise of my support for the CRD to rezone a part of Section 42 in Otter Point Estates (Aythree Rd) to allow the agricultural use needed for the [redacted] Farm and Stable.

Rezoning this section of land has many community and personal benefits. For example, purchasing locally grown fruits and vegetables from a local business not only benefits the local economy, it has proven more beneficial to the health of our community vs purchasing from "Big Box store" where they import from areas outside our local area.

The Sooke community would also benefit from having this area opened up to bring our children to experience a farming community. Last year our family went to visit a farm out in Saanich, as there are currently limited types of this opportunities in Sooke.

Having this area rezoned will give further economic benefits. Keeping selling and buying local to Sooke gives great economical stimulus, which is always important, but even more so during this time of COVID-19.

Please accept this recommendation,

Michael & Annabelle Wilson
[redacted]
Sooke BC [redacted]

From: [redacted]
To: Wendy Miller
Subject: Support: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way)
Date: Monday, November 22, 2021 8:47:56 PM

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November 22 2021

CRD Juan de Fuca City Council and Planning Department
625 Fisgard Street
Victoria, BC V8W 1R7

Dear Board Members of the Juan de Fuca City Council and Planning Department:

Re: [redacted] family Farmstead and Stables – Letter of support

On behalf of [redacted] please accept this letter of support for the [redacted] family Farmstead and Stables in their application for rezoning of land for agricultural purposes.

The [redacted] family would like to purchase the land to run a hobby farm however the land is currently zoned for high-density Townhomes. The land's current owner has logged, destroyed the natural environment by mining and dumping fill waste from other development sites onto the property. Residents have had to contend with eroded soil, dump truck traffic and noise pollution. Unfortunately, some community members have been using the property as their landfill.

I would like to offer my support for the [redacted] family Farmstead and stables. This development will provide agri-tourism activities, permaculture-structured agricultural farming, fungi culture, and equestrian activities. It will increase our local food supply, horseback riding, and green tourism. All of these activities will increase business and local consumerism in our area. I would be happy to have the [redacted] family as my neighbour.

My Daughter is on the Autism Spectrum and with [redacted] vision in motion; my daughter will have a safe place to be herself while learning about the advantages of agricultural farming. Animal Therapy is proven to be a great form of therapy for anyone on the Autism Spectrum; a Hobby Farm will touch my daughters heart and the heart of everyone.

[redacted] vision can provide a safe place for everyone whocan be themselves in a world of scrutiny. Mental health in today's views is only now being noted and only the beginning of understanding mental health is documented. [redacted] vision ahead will impact in a healing way that we need in today's world.

If you require more information from me, please contact me via email, mail or phone.

Sincerely,

Debbie Tominski
[redacted]
Victoria BC [redacted]
[redacted]

From: [redacted]
To: Wendy Miller
Subject: Re zoning section 42 Otter Point
Date: Monday, November 22, 2021 8:49:55 PM

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CRD Juan de Fuca City Council and Planning Department.

My name is Nancy Saggar. I am a resident of Sooke and friend of [redacted]. I am writing this letter in support of [redacted] application to re-zone a portion of section 42 in Otter Point Estates on Aythree Rd.

In speaking with [redacted] she aims to use this land for agricultural use as she and her family would like to embark on a life long dream of owning a small farm and stable.

I support this re-zoning application for a number of reasons. Re-zoning would allow the [redacted] family to own and operate a trail riding stable and a small produce farm which would contribute to the local economy in Sooke.

Small family owned businesses like this promote the community minded feel of Sooke and Otter Point and are a form of eco-friendly tourism. This would fit in nicely with the local breweries and small bed and breakfast's that are already established in the area, making it a tourist hot spot.

This would also support the local job force by creating jobs. Occupying this space with a family owned and operated business would set the tone for the neighbourhood and attract like minded neighbours to also establish homes in the area, thereby alleviating the issues that come with unoccupied land, like garbage dumping which has historically taken place at this location.

In speaking with [redacted] she is passionate about preserving the lands natural beauty while creating multi use local trails. The [redacted] family supports the preservation of wildlife corridors and preserving significant viewscapes

I am happy to be a reference for a great initiative. Please feel free to call me at [redacted].

Sincerely,

Nancy Saggar

[redacted]

From: [redacted]
To: Wendy Miller
Subject: Support: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way)
Date: Wednesday, November 24, 2021 8:21:45 AM

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To: CRD Juan de Fuca City Council and Planning Department

We are writing this letter to express support towards rezoning a portion of Section 42 in Otter Point Estates on Aythree Rd to allow the agricultural use needed for the [redacted] Farm and Stable.

We believe that this venture will provide beneficial Agricultural Tourism for the City of Sooke as well as contribute to the overall integrity of our community. Family run businesses promote community involvement as well as financial investment. Family farms can employ local individuals while supporting and supplying local businesses in the area. Studies show that local economies benefit from family owned and run farms.

Sooke is a community who prides herself in providing local sourced food stability and availability. From local restaurants to local markets, Sooke is known for her locally sourced goods.

There is a growing need for stables on Vancouver Island as many are discovering the benefits of horseback riding. Riding improves psychological and physical health. The horse community is a very strong community in which riders and owners socialize with instructors, other riders, employees and their horses. Sooke is a community that thrives on tourism, and this is another opportunity to promote the Sooke's healthy balanced lifestyle.

As the city of Sooke grows, it is important on Vancouver Island to support the preservation of wildlife corridors and preserve our significant viewscapes which we believe the [redacted] will sustain. Family farms are invested in keeping rural areas thriving, green and sustainable. They protect the natural environment and act as stewards of the land.

We know personally the [redacted] family. [redacted] serves his local community as a member of the RCMP and [redacted] has an entrepreneurial spirit. [redacted] has a passion for life and has identified a passion that will contribute to the growing market of the Sooke community. She displays a strong business sense with an ability to focus on the task at hand.

Thank you,

24 Nov 2021
Byron and Yahna Neufeld
[redacted], Sooke
[redacted]
[redacted]

[redacted]

From: Scott Tominski
To: Wendy Miller
Subject: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way)
Date: Monday, December 13, 2021 8:42:13 PM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

December 13 2021

CRD Juan de Fuca City Council and Planning Department
625 Fisgard Street
Victoria, BC V8W 1R7

Dear Board Members of the Juan de Fuca City Council and Planning Department:

Re: [redacted] family Farmstead and Stables – Letter of support

On behalf of [redacted] please accept this letter of support for the [redacted] family Farmstead and Stables in their application for rezoning of land for agricultural purposes.

The [redacted] family would like to purchase the land to run a hobby farm however the land is currently zoned for high-density Townhomes. The land's current owner has logged, destroyed the natural environment by mining and dumping fill waste from other development sites onto the property. Residents have had to contend with eroded soil, dump truck traffic and noise pollution. Unfortunately, some community members have been using the property as their landfill.

Below is a letter written by Jade Tominski, 16 years old.

> I think an animal farm will help many kids in the area including me. I myself am on the autism spectrum, and I think that an animal farm like this will help other kids and adults on the autism spectrum as well as people with other mental health disorders as well.
> For me I think at the end of the day people would love to go to farm pet animals and would love animals cuddling up with them, spending quiet time with them instead of seeing buildings with the hustle and bustle of vehicles on the road.
> For me; playing with animals helps me calm down during tuff times so and animal farm will help me with myself.

Sincerely,

Jade Tominski

[redacted]

[redacted]
Victoria BC, [redacted]

From: Scott Tominski
To: Wendy Miller
Subject: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way)
Date: Monday, December 13, 2021 8:47:34 PM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

December 15 2015
CRD Juan de Fuca City Council and Planning Department
625 Fisgard Street
Victoria, BC V8W 1R7

Dear Board Members of the Juan de Fuca City Council and Planning Department:

Re: [redacted] family Farmstead and Stables – Letter of support

On behalf of [redacted] please accept this letter of support for the [redacted] family Farmstead and Stables in their application for rezoning of land for agricultural purposes.

The [redacted] family would like to purchase the land to run a hobby farm however the land is currently zoned for high-density Townhomes. The land's current owner has logged, destroyed the natural environment by mining and dumping fill waste from other development sites onto the property. Residents have had to contend with eroded soil, dump truck traffic and noise pollution. Unfortunately, some community members have been using the property as their landfill.

I would like to offer my support for the [redacted] family Farmstead and stables. This development will provide agri-tourism activities, permaculture-structured agricultural farming, fungi culture, and equestrian activities. It will increase our local food supply, horseback riding, and green tourism. All of these activities will increase business and local consumerism in our area. I would be happy to have the [redacted] family as my neighbour.

Being our family is connected with the Autism Community; I feel that this is what we need to grow outdoor awareness, activities, structure and life to everyone in our community. This can give everyone an opportunity to learn and grow with nature, be who we are and feel comfortable within our community.

If you require more information from me, please contact me via email, mail or phone.

Sincerely,

Scott Tominski

[redacted]
Victoria BC, [redacted]

From: Kevin Gray
To: Wendy Miller
Subject: Support: RZ000272 - Section 42, Otter District, (Clark Road & Aythree Way).
Date: Monday, December 20, 2021 7:10:04 PM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

To: CRD Juan de Fuca City Council and Planning Department
I am writing this letter to illustrate my strong support towards rezoning a portion of Section 42 in Otter Point Estates on Aythree Rd to allow the agricultural use needed for the [redacted] Farm and Stable.

I support agri-tourism in Sooke as well as support home and family based business. Although urban development is important it is not all about more condos and townhouses. We need to protect the integrity of real communities as well as support women owned-and-operated!
As a friend of the [redacted] family I know their focus is on green building practices and creation of multi-use public trails and plan a business plan around a symbiotic relationship with other local businesses. They support the preservation of wildlife corridors and preserving significant viewscapes and also promote sustainable farming practices and understand the importance of soil integrity.

I believe these are steps we need to truly consider as to retain our identity on the island we must encourage families such as the [redacted] family.

Thank you for your time and consideration on this matter,

Kevin Gray
Sailor 2nd Class
Royal Canadian Navy

From:	Jeff Bryson
To:	idf info
Subject:	Zoning Amendment Application RZ000272 - Section 42, Otter District (Clark Road & Aythree Way)
Date:	Saturday, January 15, 2022 9:33:50 AM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

As homeowner's within 500 metres of section 42 Otter district we are opposed to the zoning amendment application of bylaw No. 2040 for the purpose of creating a new zone AG-2 and removing it from its current zoning AF. The owners of this property were aware of current bylaws when they purchased said property and should be used as currently zoned for. We live out here for the small farms, rural lifestyle and quality of life Otter Point provides. What this application looks like to me is a commercial property as it has a Equestrian riding facility with a campground, multiple dwelling's and accessory buildings. With the lack of water in the surrounding area and with global warming this new bylaw would not be beneficial to our water resources or the environment. There is also a increased risk of fire potential that comes with a campground. Also roads in the area do not support the increase in traffic this facility would bring.

Lindsay & Jeff Bryson

From: Mike Reid
To: Wendy Miller
Subject: Support for re-zoning on Aythree Way
Date: Tuesday, January 18, 2022 8:41:13 PM

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Dear Ms. Miller,

I am writing to express my support for the re-zoning of [redacted] property on Aythree Way from AF to Ag-2. I will be her neighbour in the near future as I am purchasing the property directly next to her land on Aythree Way for my personal residence.

Please let me know if you have any questions or wish to discuss further.

Kind regards,
Mike Reid
[redacted]

From: j phillips
To: jdf info
Subject: Zoning application bylaw 4422
Date: Wednesday, January 19, 2022 10:03:25 AM

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re: the rezoning application for Section 42 Clark Rd and Aythree Way

This application includes the permitted accessory use (l) "Campground accessory to an Equestrian Riding Facility". The proposal submitted for the owner by Grayland Consulting actually says "overnight camping with or without horses", which suggests the intent is for the campsite to be used not just for equine events. Each of the three permitted campsites can legally accommodate up to 10 people staying for 30 days, so there is the potential for 30 people to be camping there at one time. This many people on the property does bring up the possibility of problems with fire, water use, trespass, overstay, etc.

I feel that permitted accessory use (l) "Campground accessory to an Equestrian Riding Facility" should be removed from bylaw No 4422.

Thanks!

Jo Phillips
[redacted]

From:	Linda Smith
To:	idf info
Subject:	proposed campground off of Otter Point
Date:	Wednesday, January 19, 2022 10:14:05 AM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

To whom it may concern,

It has come to my attention that there is a proposal to rezone section 42 in the Otter Land District to allow for a campground.
This is a big concern for the entire neighbourhood. It could potentially allow for 30 campsites. Although it states it is a proposed 'Equestrian Facility', which I have no problem with, it says the campground would be available, with or without horses, and could allow 'campers' to stay for 30 days. I have spent my life working with horses and visiting large equestrian facilities and 30 campsites is unheard of. When overnight events occur, the longest horse owners stay would be a couple of days.. This is clearly not the true intention of the applicants, and an insult and assault to the community.
The very real concern for water and fire issues, as well as the obvious density that it would allow, makes this a terrible thing to even consider.

Please make the right decision for our beautiful area and reject this proposal.
Sincerely,
Linda Smith

From:	Bob & Heather Phillips
To:	jdf info; Bob and Heather Phillips
Subject:	Public Hearing for Bylaw 4422 to amend Bylaw 2040 January 24 2022.
Date:	Wednesday, January 19, 2022 3:26:24 PM

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Director Hicks or his delegate
Re: Public Hearing for Bylaw 4422 to amend Bylaw 2040

Heather Phillips
[redacted]
Sooke BC

January 19, 2022

I have been following this rezoning application and generally support it.

I am concerned about the proposed camp ground use.

I was pleased that the JdF Land Use Committee recommendation to the CRD directors was to amend the proposed bylaw to tie the accessory camping use directly to the principal equestrian facility use.

I do not see how this is accomplished in the proposed bylaw. It reads ""campground accessory to an Equestrian Riding Facility."

It is not clear how the campground will be "accessory "and not become an independent use.

It would be clearer if the bylaw specified that camping would only be permitted for those participating in or attending an equestrian event held on site.

I see that the definitions for "Camp ground" and for "camping space" that apply to the whole of the Electoral Area do not specify how many persons or the age of the persons who may camp at each camping space, whereas, the wording for the proposed accessory use camp ground specifies 10 persons per camping space.

Looking at management of other camp grounds, it seems more usual to specify a ratio of adults to children. For example, a regulation might permit "up to ten persons with a limit of four adults".

I think that permitting a total of 30 adults is permitting too many.

If the "Campground accessory to an Equestrian Riding Facility" use is retained in the proposed bylaw, I think it needs to be clarified

-that campers will only be those attending or participating in an equestrian event
-that the length of stay will be limited to the duration of the event

-that *the maximum number of persons per camping space shall be 10 with a limit of 6 adult persons per space* (or some ratio that matches the likely attendees and participants)

I see that the definition of "Camping space" that will apply to the whole of the Electoral Area is to be amended with a specification as to the area of a camping space.

When Bylaw 2040 is reviewed and amended as a whole, it would be wise to consider limiting the number of persons per camping space for the whole of the Electoral Area.

CAMP GROUND means a site operated as temporary accommodation for holiday makers for a length of stay of not more than 30 consecutive days, in travel trailers, recreational vehicles or tents; but a camp ground is not a mobile home park or a motel or hotel; may include accessory sanitary and laundry facilities; Bylaw 3705

CAMPING SPACE means an area in a camp ground used for the placing of one tent or vehicle, for the purpose of picnicking or overnight camping;

Heather Phillips, Otter Point

From: Cheryl Kirkpatrick
To: Wendy Miller
Subject: Sec 42 PID : 009-497-790
Date: Thursday, January 20, 2022 8:17:01 AM

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Good morning Wendy

My name is Cheryl Kirkpatrick and my family has bought [redacted] in Otter Point Estates. This is on the edge of the Sec 42 Clark and Aythree Way.
I am so excited to have this proposed bylaw amendment from AF to AG-2 so there will be a farm and the equestrian riding facilities in the future.
I know that this will be a benefit for many people of this area including my family and friends in the surrounding area.
I would be happy to be part of this process to have this amendment approved.
I am one of the closest neighbors to this project and I think that it will be an asset to the area.
We will be building in the next few years as our retirement home on Aythree.

Thank you for your consideration and time in advance.

Regards Cheryl [redacted]

From: Jill Fader
To: jdf.info
Subject: Bylaw 4422
Date: Thursday, January 20, 2022 12:38:37 PM

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Permitted accessory use (1) "Campground accessory to an Equestrian Riding Facility" should be removed from Bylaw No 4422.

Sincerely, Jill Fader

From: Sheila Hubbard
To: Wendy Miller
Subject: Juan d Fuca Planning Byalw 4422
Date: Thursday, January 20, 2022 1:21:08 PM

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Sheila Hubbard
2540 Amanda Place Sooke B.C. V80ZK3

To: CRD Juan de Fuca Planning
Subject: Bylaw No 4422 Juan de Fuca land use bylaw amendment

To whom it may concern:

As my property directly adjoins the subject property and I will be the one most impacted by this application. I have lived here for over 18 years in peace and tranquility and certainly would not like this to change so dramatically.

I very much object to a campground being listed as a permitted accessory use. This area is not suitable for camping, there is little water and few flat areas. There are no public trails on or off the subject property, so I feel my and other adjoining properties will be used by campers to explore, which creates a security and liability issue for me. I have already had numerous people who are friends of the owner on my property uninvited, which is odd as the owners were so very rude and aggressive to local people who walked their dogs on the subject property before it was developed. The owners are also noisy, and use loudspeakers, so the prospect of 20 campers partying is not something I look forward to. The owners already have horses and cattle on the property even though it is not zoned for them, so they obviously do not care about bylaws, and I foresee this property being a constant source of bylaw complaints. I don't feel anybody is going to police the 30 day limit on camping stays, and I sure don't want to do that, so I think you are just creating a management problem for neighbours and CRD for years to come. Please remove this accessory use from the bylaw.

I also want to let you know that I am only somewhat okay with it being turned into a horse property. However I think there need to be some limits placed on how many animals and what kind of animals are raised there; I would really not be happy if it was turned into a pig farm or a feedlot for 100's of cattle, and it looks to me as if this zoning allows that.

Please reconsider this application!

Thank you,
Sheila Hubbard

From: Howard Taylor
To: jdf info
Subject: Bylaw No 4422
Date: Friday, January 21, 2022 8:29:38 AM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

To: Iain Lawrence, Manager, Juan de Fuca Community Planning
Re: Bylaw No 4422 Juan de Fuca Land Use Bylaw Amendment

Dear Iain,

Our property adjoins the proposed 11 ha subdivision of Section 42.

I am in favour of the requested AG-2 zoning, except for the permitted accessory use (l) "Campground accessory to an Equestrian Riding Facility". It appears that campground use is not tied to equestrian events, and permits stays of up to 30 days for up to 10 people per campsite. This creates the possibility of problems with fire, water use, trespass, overstay, etc., and could generate chronic bylaw enforcement issues.

I suggest that permitted accessory use (l) "Campground accessory to an Equestrian Riding Facility" be removed from bylaw No 4422 before AG-2 zoning is adopted.

Thanks,

Howard Taylor
[redacted]

From: [redacted]
To: Iain Lawrence
Cc: Wendy Miller
Subject: Re: Public Hearing - Zoning Amendment Application RZ000272 (Clark Road and Aythree Way)
Date: Friday, January 21, 2022 8:37:13 AM

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Dear Iain:

Thank you for the opportunity to comment on this application. I appreciate all the work you and others put into making this process fair for all parties.

My property backs directly on to the proposed 11 ha subdivision of Section 42 that would be developed for a commercial agricultural operation under the proposed Bylaw No. 4422.

As I have said in previous submissions, I welcome an equestrian facility and farm to the neighbourhood, but I am opposed to a zoning that allows the establishment of a commercial campground in an otherwise quiet rural area.

The proposed bylaw allows for "a campground accessory to an Equestrian Riding Facility". In both the OPC and LUC meetings it has been sated by the owners that the camping on this property would be for individuals staying a few nights for equestrian and other agri-tourism events. But I see nothing in this bylaw that restricts camping to individuals attending such events.

The only facts in the bylaw are the definition of a campground and numbers of campers allowed.

- *Definitions section of bylaw 2040*
  CAMP GROUND means a site operated as temporary accommodation for holiday makers for a length of stay of ***not more than 30 consecutive days****, in travel trailers, recreational vehicles or tents; but a camp ground is not a mobile home park or a motel or hotel; may include accessory sanitary and laundry facilities; Bylaw 3705*

- *2B.04 Density* section of proposed bylaw 4422
  - One camping space per 3 hectares = 3 sites
  - Maximum 10 persons per camp site

The result could be 30 campers at a time for up to 30 days. And/or members of the travelling public coming and going for a few days at a time all summer long. This may not be the intent of the current owner, but the zoning lasts beyond a particular ownership.

Given that the campground will be adjacent to attractive forested private acreages, and that people on holiday cannot be expected to be quiet, I think that allowing commercial tourist accommodation could lead to issues for local residents and subsequently for bylaw enforcement. The increase in risk of forest fire is also an issue. The subject property has been clearcut so has considerable fuel on the ground, and the forests have been tinder dry these past summers.

If accessory use (l) "Campground accessory to an Equestrian Riding Facility" is to be retained in Bylaw 4422, I would like the proposed new zoning to specify that campers be limited to those attending events designated as allowed on the property, and stays limited to three nights.

Respectfully,
Sharon Sterling
[redacted]

From: Melissa Drummond
To: Wendy Miller
Date: Friday, January 21, 2022 3:42:18 AM

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[redacted] Aythree way rezoning'. I SUPPORT THIS IDEA

From: Paul Schoemaker
To: jdf info
Subject: Bylaw No 4422 - Campgrounds in the JDFEA
Date: Friday, January 21, 2022 11:52:32 AM

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Hello,

I was just made aware of Bylaw No 4422 being proposed which will apply to a property in Otter Point.

Allowing campgrounds on properties changes the character of an area. We have already allowed B&B's to spread all over bringing additional traffic and noise to our neighbourhoods.

We are a rural community of residents, many of us here for the peace and quiet of rural life. Visitors staying in our neighbourhoods (B&B users, campers) are often noisy and not respectful of local residents - they are on vacation and want to have a good time!

Please do not change our neighbourhoods by allowing campgrounds.

Thank you,

Paul Schoemaker
[redacted]
Otter Point

From: James Gaston
To: jdf info
Subject: AG-2 zoning
Date: Friday, January 21, 2022 11:57:13 AM

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To: Iain Lawrence, Manager, Juan de Fuca Community Planning

Re: Bylaw No 4422 Juan de Fuca Land Use Bylaw Amendment

To whom it may concern,

The new AG-2 zoning is ok except for the "Campground accessory to an Equestrian Riding Facility".

This is going to be horrible for the neighbors and risks the happiness and well-being of everyone. Ten people per campsite, for up to thirty days? I can see parties, disturbances of the peace, heavy water usage, and the risk of fire. Does the CRD have the personnel to police this space for code violations? And how do you keep it from becoming a long-term camp?

Please, say no to the campground.

Sincerely,

James Gaston

[redacted]

From: Amanda Booth
To: idf.info
Subject: Proposed change to zoning to allow campground.
Date: Saturday, January 22, 2022 9:33:15 AM
Attachments: image001.png

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

To whom it may concern:
I have become aware of a proposal to change the allowable uses on AG2 zoned land to allow a campground with maximum stays of 30 days for a property in Otter Point. I wish to oppose this change. I feel that the implications have been poorly thought through. I am familiar with the property for which this change has been proposed. It has many issues which render it unsuitable for a campground, including a lack of potable water for that number of people allowed, and sewage concerns. It is also not in an area ecologically suited to a large influx of campers, potentially for protracted periods.
I would request that you change the amendment to remove the allowability of a campground.
I enclose a copy of the zoning amendment in question.
Thank you for your consideration. I strongly feel that in approving this amendment you would be opening the door for the probability severe ecological consequences in the area.

Yours Sincerely
Amanda J Booth
DVM, MVet Sc, DIP ACVIM.

C. SCHEDULE A, PART 2 - ZONING DISTRICTS

(a) By adding a new section 3B.0 Agricultural 2 Zone – AG-2 as follows:

3B.0 Agriculture 2 Zone – AG-2

3B.01 Permitted Uses & Buildings

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted by the Agricultural 2 AG-2 Zone:

Principal Uses:

(a) Agriculture;
(b) Farm Buildings;
(c) Residential;
(d) One-family Dwelling;
(e) Equestrian Riding Facility;

Accessory Uses:

(f) Accessory buildings and structures anciallary to a permitted use pursuant to Part 1, section 4.01;
(g) Secondary Suite pursuant to Part 1, Subsection 4.19;
(h) Detached Accessory Suite pursuant to Part 1, Subsection 4.20;
(i) Home Based Business Categories One, Two and Three;
(j) Two Boarders or Lodgers;
(k) Composting of organic waste generated on site;
(l) Campground accessory to an Equestrian Riding Facility.

3B.02 Minimum Lot Size for Subdivision Purposes

(a) The minimum lot size for subdivision purposes shall be 10.0 ha.

Sent from the all new AOL app for iOS

From: Rich Mably
To: jdf info
Subject: RZ000272 - Zoning Amendment Application (Clark Road and Aythree Way)
Date: Monday, January 24, 2022 11:09:12 AM

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

To: Juan de Fuca Community Planning

Re: Zoning Amendment Application RZ000272 (Clark Road and Aythree Way)

I am opposed to the rezoning as currently proposed.

My main concern with the proposed zoning is the inclusion of a campground as a permitted use. This has the potential to severely change the neighbourhood for the worse. Besides the four dwelling units permitted on the property, 30 more people (campers), plus visitors, and staff to operate the campground may be present; it is not difficult to envision 50 people on this property at a time. Their activities and comings and goings could generate a significant and unwelcome amount of traffic and noise for the neighbouring residences. Their water requirements will add further demand on our aquifer, which is not a highly productive one. There will be added load on infrastructure for road maintenance, waste disposal, bylaw enforcement (e.g., noise, trespass), and fire protection. The risk of wildfire from a campground that adjoins forested properties is significant.

In short, while a small equestrian facility may have a tolerable impact, a campground in this residential area is bound to be to the detriment of my community, without any offsetting benefit. Such a commercial enterprise does not fit the rural residential character of the area. I urge you not to permit a campground in the zoning for this property.

Rich Mably
[redacted]