



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, July 10, 2024

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. [24-696](#) Minutes of the June 12, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of June 12, 2024 be adopted as circulated.

Attachments: [Minutes - June 12, 2024](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [24-720](#) Presentation: Robert Lewis-Manning (CEO) and Christine Willow (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

5.2. Delegations

5.2.1. [24-727](#) Delegation - Marcie McLean; Councillor, District of Highlands: Re: Agenda Item 6.12. Advocacy to Sustain Funding for At-Risk Youth Counselling

6. CONSENT AGENDA

- 6.1. [24-625](#) Core Area Liquid Waste Management Committee 2024 Mid-Year Capital Projects and Operations Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Mid-Year Capital Projects Operations Update](#)
[Appendix A: Core Area Wastewater Treatment Project Overview Map](#)
[Appendix B: Core Area Wastewater Treatment Project – Current Status](#)
[Appendix C: Core Area Wastewater Capital Program – Current Status](#)
- 6.2. [24-626](#) Core Area Wastewater Treatment Plant Capacity Allocation Review
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CAWWTP Capacity Allocation Review](#)
[Appendix A: ADWF Trend for past 10 years](#)
[Appendix B: Example Monthly Wastewater Flow Report](#)
- 6.3. [24-678](#) 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 CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers. (NWA)
- Attachments:** [Staff Report: Appointment of Officers](#)
- 6.4. [24-690](#) Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project
- Recommendation:** That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board: That the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund. (WA)
- Attachments:** [Staff Report: PRUSC 2024 Capital Plan Amendment](#)
- 6.5. [24-620](#) Millstream Meadows Remediation Project
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board: That the Millstream Meadows project budget increase from \$14.7M to \$15.32M be incorporated into the 2024 capital plan, with the additional project budget of \$0.62M funded from uncommitted project capital on hand. (WP - All except SGI & SSI)
- Attachments:** [Staff Report: Millstream Meadows Remediation Project](#)
[Appendix A: Millstream Meadows Site Location - Map](#)

6.6. [24-604](#) Biosolids Literature and Legal Review - June Update

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

1. That staff be directed to secure a tenured professor that fulfills the qualification criteria outlined in this report, to undertake the independent literature review, as per the terms of reference previously approved for this work, with a budget not to exceed \$40,000; and
2. That staff be directed to procure a legal review in alignment with the selection criteria and scope of work presented in this report, with a budget not to exceed \$25,000. (WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

Attachments: [Staff Report: Biosolids Literature and Legal Review - June Update](#)
[Appendix A: Biosolids Literature Review - Terms of Reference](#)
[Appendix B: Selected Cases on Biosolids Application to Land \(Oct 2013\)](#)

6.7. [24-610](#) Biosolids Beneficial Use Options - Request for Expressions of Interest

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

That staff be directed to issue a Request for Expressions of Interest for biosolids management under Tier 2 of the Long-term Biosolids Beneficial Use Strategy. (WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

Attachments: [Staff Report: Biosolids Beneficial Use Options - RFEOI](#)

6.8. [24-611](#) Biosolids Advanced Thermal Demonstration Plant - Project Update

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

Attachments: [Staff Report: Biosolids Advanced Thermal Demo Plant Project Update](#)

6.9. [24-488](#) 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: External Grants Dashboard](#)
[Appendix B: Grant Alerts](#)

6.10. [24-285](#) Guiding Principle for Distribution of Non-Application Based Grants

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
The guiding principle that the distribution of non-application-based grants be in alignment with the grantor's funding formulae and programing requirements be approved.
(NWA)

Attachments: [Staff Report: Guiding Principle for Distribution Non-Application-Based Grants](#)
[Appendix A: Basis Apportionment Non-Application Grants](#)
[Appendix B: Renewed Fed Gas Tax Agreement 2014-24](#)
[Appendix C: COVID19 Safe Restart Local Gov](#)
[Appendix D: GCF Allocation Project Approvals](#)
[Appendix E: LGHI Letter Program Guide](#)

6.11. [24-718](#) Advocacy to Support Local Government Act Legislative Reform Initiative

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That the Board Chair write a letter of support for the Local Government Act Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig of the Regional District of Nanaimo.
(NWA)

Attachments: [Staff Report: Advocacy to Support LGA Legislative Reform Initiative](#)
[Appendix A: Letter from Chair Craig & Summary of UBCM Panel Session](#)
[Appendix B: Sample Letter of Support](#)

6.12. [24-719](#) Advocacy to Sustain Funding for At-Risk Youth Counselling

Recommendation: The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:
That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.
(NWA)

Attachments: [Staff Report: Advocacy to Sustain Funding for At-Risk Youth Counselling](#)
[Appendix A: January 2023 Letter from Chair Plant](#)
[Appendix B: April 2023 Response from Province](#)

- 6.13.** [24-717](#) Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.
(NWA)
- Attachments:** [Staff Report: Creation of Sub-Reg. Svc. for Expan. of West Shore RCMP Det.](#)
[Appendix A: November 23, 2023 Letter from View Royal](#)
[Appendix B: November 28, 2023 Letter from Langford](#)
[Appendix C: November 29, 2023 Letter from Colwood](#)
[Appendix D: Backgrounder on West Shore RCMP Building](#)
- 6.14.** [24-716](#) Electronic Meetings and Participation by Members
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards.
(NWA)
- Attachments:** [Staff Report: Electronic Meetings and Participation by Members](#)
[Appendix A: Bylaw No. 3828 - Electronic Participation \(Excerpts\)](#)
[Appendix B: LGA - Electronic Mtgs. & Participation \(Excerpts\)](#)
[Appendix C: B.C. Reg. 271/2005 - Reg. District Electronic Mtg. Reg.](#)
[Appendix D: CRD Best Practices Guide for Meetings](#)
[Appendix E: Jurisdictional Rvw of Electronic Mtgs. & Participation](#)
- 6.15.** [24-510](#) Motion with Notice: Regional Diversity on CRD Committees and Commissions (Alternate Director Riddell)
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That staff explore options to ensure that CRD Commissions and Committees reflect the diversity of our region's population, including gender diversity, to the greatest extent possible, and report back to the board with recommendations.
(NWA)
- 6.16.** [24-558](#) Regional Trestles Renewal, Trails Widening and Lighting Project Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Regional Trestles Renewal, Trails Widening & Lighting Project](#)
[Appendix A: Regional Trails Widening & Lighting Project Area - Map](#)

6.17. [24-660](#) Water Safety in CRD Regional Parks

Recommendation: [At the June 26, 2024 Regional Parks Committee meeting, the recommendation (part 1) along with an additional motion (part 2) were carried as follows:]

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

1. That current service levels be maintained, focusing on continued public education to address water safety in regional parks, and that staff work with partners to increase education and awareness for key demographic groups.
2. To implement a pilot program this summer for personal floatation devices and life rings at Thetis Main Beach and Elk Lake - Hamsterly Beach and report back after one season of implementation.

(WP - All)

Attachments: [Staff Report: Water Safety in CRD Regional Parks](#)
 [Appendix A: Water Safety Signage in CRD Regional Parks](#)

6.18. [24-623](#) Motion with Notice: Safety on Multi-Use Trails (Director Tobias)

Recommendation: [At the June 12, 2024 Capital Regional District Board meeting, the below motion with notice was referred to staff for a report back on the approach that would be taken (part 1).

The Regional Parks Committee recommends to the Capital Regional District Board: That the Capital Regional District Board directs staff to undertake a comprehensive study on the safety of multi-use trails, with a particular focus on the risks associated with cyclist speed and the use of e-bikes:

1. Review of Recent Accidents: A detailed review of recent documented accidents involving e-bikes and other trail users.
2. Risk Assessment: An assessment of current risks and contributing factors to accidents on multi-use trails.
3. Public Consultation: Engagement with the public to gather feedback and concerns regarding trail safety.
4. Best Practices: Identification of best practices from other jurisdictions in managing e-bike speeds and trail safety.
5. Actionable Recommendations: Development of actionable recommendations to mitigate identified risks and enhance the safety of all trail users.
6. That staff report back to the Regional Parks Committee with their findings and recommendations as soon as practical so that prompt and effective measures can be implemented to address these safety concerns.

Following the referral motion, a motion arising on signage (part 2) was carried:]

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

1. That this item be referred to staff to bring back an approach report to the Regional Parks Committee.

(NWA)

2. Direct staff to augment a signage program on our regional trails to provide information that reinforces current legal requirements and courtesy protocols (i.e. speeds, passing with courtesy).

(WP- All)

Attachments: [Memo: Notice of Motion](#)

6.19. [24-609](#) Regional Water Supply Service 2024 Capital Plan Amendment

Recommendation: The Regional Water Supply Commission recommends that the Capital Regional District Board:
Amend the 2024 Regional Water Supply Service Capital Plan to move \$180,000 from line item 09-01 Leech River Watershed Restoration; to line item 17-27 Watershed Bridge and Culvert Replacement, to facilitate high priority replacement of a deteriorated major drainage structure in the Goldstream Water Supply Area.
(WA)

Attachments: [Staff Report: RWS Capital Plan Amendment](#)
 [Appendix A: Updated 2024-2028 Five Year Capital Plan](#)

6.20. [24-672](#) 2024 Committee and External Membership Appointments - Update #4

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

Attachments: [2024 Board & Committee Membership Appointments](#)

7. ADMINISTRATION REPORTS**7.1. [24-693](#) CAO Quarterly Progress Report No. 2, 2024**

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

Attachments: [Staff Report: CAO Quarterly Progress Report No. 2 - 2024](#)
 [Appendix A: Photographs of Corporate Activities and Initiatives](#)
 [Appendix B: Board Priorities Dashboard Progress Q2 - 2024](#)
 [Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
 [Appendix D: Capital Regional District Advocacy Strategy](#)
 [Appendix E: Advocacy Dashboard Progress Q2 - 2024](#)
 [Appendix F: Operating Variance Financial Report Q1 - 2024](#)
 [Appendix G: Capital Variance Financial Report Q1 - 2024](#)
 [Appendix H: Human Resources Trends and Corporate Safety](#)

7.2. [24-692](#) Short-term Biosolids Management Plan - July Update

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

Attachments: [Staff Report: Short-term Biosolids Management Plan - July Update](#)

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

8.1. [24-652](#) Request for Inclusion of Property in the Ganges Sewer Service Area -
101 Bittancourt Road (Sea Breeze Inn)

Recommendation: The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.
2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.
(NWA)
4. That Bylaw 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time.
(NWA)

Attachments: [Staff Report: Request for Incl. of Property in the Ganges SSA](#)
[Appendix A: Lady Minto Hosp. Fdn. – App. Ltr. & Supporting Docs 2024-02-20](#)
[Appendix B: Bylaw No. 4609](#)

Finance Committee

8.2. [24-520](#) Bylaw No. 4617: Capital Regional District Recreation Services and
Facilities Fees and Charges 2024-2025

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

1. That Bylaw No. 4617, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024", be introduced and read a first, second and third time;
(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI)
2. That Bylaw No. 4617 be adopted.
(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI, 2/3rds on adoption)

Attachments: [Staff Report: BL 4617 CRD Rec. Svcs. & Facilities Fees & Chgs.](#)
[Appendix A: BL 4617](#)
[Appendix B: List of Revisions](#)

- 8.3.** [24-494](#) Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623.
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second and third time; and
(WA)
 2. That Bylaw No. 4621 be adopted.
(WA, 2/3rds on adoption)
 3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second and third time; and
(WA)
 4. That Bylaw No. 4622 be adopted.
(WA, 2/3rds on adoption)
 5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second and third time; and
(WA)
 6. That Bylaw No. 4623 be adopted.
(WA, 2/3rds on adoption)
- Attachments:** [Staff Report: Municipal Fin Auth 2024, Security Issuing Bylaws](#)
[Appendix A: Bylaw No. 4621](#)
[Appendix B: Bylaw No. 4622](#)
[Appendix C: Bylaw No. 4623](#)

- 8.4.** [24-545](#) Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4619, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time; and
(WA)
 2. That Bylaw No. 4619 be adopted.
(WA, 2/3rds on adoption)
- Attachments:** [Staff Report: BL 4619, 2024-28 Fin. Plan Amend. No. 2, 2024](#)
[Appendix A: BL 4619](#)

Hospitals & Housing Committee

- 8.5.** [24-658](#) 1516 Camosun Street, 1270 and 1286 Pandora Avenue Housing Agreement Bylaw
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4620, "Resale Control and Housing Agreement Bylaw (1516 Camosun Street, 1270 and 1286 Pandora Avenue), 2024" be introduced and read for a first, second and third time; and
(WA)
 2. That Bylaw No. 4620 be adopted.
(WA, 2/3 on adoption)
- Attachments:** [Staff Report: 1516 Camosun St, 1270/1286 Pandora Housing Agmt Bylaw](#)
[Appendix A: Bylaw No. 4620](#)

Transportation Committee**8.6. [24-565](#) Regional Transportation Governance - Workshop Outcomes and Next Steps**

Recommendation: The Transportation Committee recommends to the Capital Regional District Board: That staff draft a broad transportation service establishment bylaw that allows for the implementation of all eight service categories, bringing it back for readings by Q4 2024. (NWA)

Attachments: [Staff Report: Reg'l Trans Gvnce-Wkshop Outcomes & Next Steps](#)
[Appendix A: Summary of Categories](#)
[Appendix B: What We Heard Report](#)

9. BYLAWS**10. NOTICE(S) OF MOTION****10.1. [24-622](#) Motion with Notice: Big City Mayor's Caucus, Federation of Canadian Municipalities (Chair Plant)**

Recommendation: Whereas the Capital Regional District (CRD) has a population of greater than 450,000 residents,
And
Whereas our region experiences similar challenges as that of other large cities in Canada and wants to raise its voice as part of the Big City Mayor's Caucus,
And
Whereas our regional district, and a majority of our membership, participates in FCM membership and pays membership dues,
Be it resolved that:
The CRD lobby the Federation of Canadian Municipalities (FCM) Executive and Chief Executive Officer to earn a seat on the FCM Big City Mayor's Caucus and,
Be it further resolved the seat be held by either the Mayor of the City of Victoria or District of Saanich on a two-year rotating basis.
(NWA)

11. NEW BUSINESS**12. MOTION TO CLOSE THE MEETING****12.1. [24-699](#) Motion to Close the Meeting**

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

13. RISE AND REPORT

14. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

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

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

Meeting Minutes

Capital Regional District Board

Wednesday, June 12, 2024

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. Plant (Chair), M. Little (Vice Chair), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, G. Holman, P. Jones, D. Kobayashi (EP), C. McNeil-Smith, K. Murdoch, D. Murdock, L. Szpak, M. Tait (EP), D. Thompson, S. Tobias, A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; N. Elliott, Manager, Climate Action Programs, Parks & Environmental Services; C. Gilpin, Manager, Arts & Culture; M. MacIntyre, Senior Manager, Regional Parks; A. Orr, Senior Manager, Corporate Communications; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 1:07 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Desjardins, **SECONDED** by Director Brice,
That a late delegation, F. Brassard, Esquimalt Climate Organizers, be permitted to speak and that the agenda for the June 12, 2024 meeting of the Capital Regional District Board be approved as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. [24-553](#) Minutes of the May 8, 2024 Capital Regional District Board Meeting

MOVED by Director Szpak, **SECONDED** by Director Brice,
That the minutes of the Capital Regional District Board meeting of May 8, 2024 be adopted as circulated.
CARRIED

3.2. [24-543](#) Minutes of May 8, 2024 Committee of the Whole meeting

MOVED by Director Szpak, **SECONDED** by Director Brice,
That the minutes of the of the Committee of the Whole meeting of May 8, 2024 be adopted as circulated.

CARRIED

4. REPORT OF THE CHAIR

I'd like to begin by congratulating the Salt Spring Island Local Community Commission on their one year anniversary and say thank you to staff and the commissioners for their work. Many of us in the room attended the Federation of Canadian Municipalities (FCM) convention and annual conference in Calgary this past weekend and I want to draw the Boards attention and congratulate Director Coleman's on his re-election to the FCM BC Caucus. Thank you for putting your name forward to serve. At the FCM convention there was a paper released called the Municipal Growth Framework. It would be beneficial for the board to have a briefing on the purpose of this paper and be provided more information. I will discuss with staff how to best deliver information to the members of our board. The Capital Regional District (CRD) does not have representation at the FCM Big Mayors Caucus, and later in the meeting, I will be providing a Notice of Motion calling on the CRD to advocate for representation. I also want to invite every director to participate with staff in the Victoria Pride Parade taking place on July 7, 2024. I'd like to share with you that the August board meeting will be cancelled to give directors and staff a break this summer. I would like to wish everyone a happy pride month and I hope you and your communities are able to celebrate it.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [24-548](#) Presentation: Vice Chair Little; Re: Ed MacGregor Memorial Bursary 2024

Vice Chair Little presented Item 5.1.1. and introduced the bursary recipient, Luis Almhanna.

5.1.2. [24-549](#) Presentation: Vice Chair Little; Re: Nils Jensen Memorial Bursary 2024

Vice Chair Little presented Item 5.1.2. and introduced the bursary recipient, Makayla Graham.

- 5.1.3. [24-547](#) Presentation: Paul Gerrard (CRD Representative) and Elizabeth Brown (President/CEO), Victoria Airport Authority; Re: Report to Nominators
Paul Gerrard (CRD Representative) and Elizabeth Brown (President/CEO), Victoria Airport Authority presented the Report to Nominators.

Discussion ensued regarding:

- public transit and airport shuttle
- washroom accessibility
- electric airplane development and infrastructure
- accessible parking

5.2. Delegations

- 5.2.1. [24-590](#) Delegation - Dr. Philippe Lucas; Representing Biosolid Free BC; Re: Agenda Item: 7.4. Long-Term Biosolids Management Strategy
P. Lucas spoke to Item 7.4.
- 5.2.2. [24-591](#) Delegation - Jonathan O'Riordan; Representing Creatively United for the Planet Society; Re: Agenda Item: 7.4. Long-Term Biosolids Management Strategy
J. O'Riordan spoke to Item 7.4.
- 5.2.3. [24-648](#) Delegation - Francois Brassard; Representing Esquimalt Climate Organizers; Re: Agenda Item 7.4. Long-Term Biosolids Management Strategy
F. Brassard spoke to Item 7.4.

6. CONSENT AGENDA

**MOVED by Director Alto, SECONDED by Director Tobias,
That consent agenda items 6.1. through 6.11. be approved.
CARRIED**

- 6.1. [24-506](#) Ed MacGregor Memorial Bursary 2024
This report was received for information.
- 6.2. [24-507](#) Nils Jensen Memorial Bursary 2024
This report was received for information.
- 6.3. [24-470](#) CRD Arts and Culture: 2023 Impact Report
**That staff distribute the CRD Arts and Culture: 2023 Impact Report virtually through the CRD website and physical copies to all councils and electoral area directors to raise awareness about the positive impact of the Arts and Culture Support Service throughout the capital region.
CARRIED**

- 6.4. [24-525](#) Community Resiliency Initiative Grant: 2024 FireSmart Community Funding & Supports
- That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the 2024 FireSmart Community Funding and Supports. Staff are directed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed projects.
- CARRIED**
- 6.5. [24-526](#) Appointment of Officers
- That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Gray Wardle, Rachele Norris-Jones, Levi Holland, and Michael Riggs be appointed as Bylaw Enforcement Officers.
- CARRIED**
- 6.6. [24-449](#) Hartland Public Drop-off Depot - Expanded Hours Pilot
- This report was received for information.**
- 6.7. [24-468](#) Increasing Direct-Current Fast-Charge/Level 3 Chargers in the Region
- This report was received for information.**
- 6.8. [24-406](#) Biosolids Literature Review - Update
1. Direct staff to continue the process of identifying suitable academic researchers to undertake an independent biosolids literature review, and report back to the Environmental Services Committee.
 2. That staff be directed to report back to the Environmental Services committee prior to proceeding with an independent unbiased legal review of:
 - a) the risks associated with the land application of biosolids that is compliant with the provincial regulatory framework; and
 - b) the risks associated if noncompliant with the provincial regulatory framework for biosolids.
- CARRIED**
- 6.9. [24-517](#) Tenant Advisory Committee Terms of Reference Amendment, June 2024
- That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.
- CARRIED**

- 6.10. [24-439](#) Provision of Park Land Requirement for Subdivision Applications SU000711 and SU000756 at That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) and Except Parts in Plans 3054 and 17721: PID: 009-499-369 - 3542 Otter Point Road

That in accordance with Section 510 of the Local Government Act, park dedication in the amount of 5% be required for the proposed subdivision of That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) and Except Parts in Plans 3054 and 17721 (the "Land"); PID: 009-499-369; except that a lesser amount may be acceptable where the owner agrees to construct a trail built to JdF Community Parks and Recreation standards prior to subdivision approval on that part of the Land that will become the Wieland Road right-of-way.

CARRIED

- 6.11. [24-434](#) Greater Victoria Drinking Water Quality - 2023 Annual Report

That the Greater Victoria Drinking Water Quality 2023 Annual Report be approved.

CARRIED

7. ADMINISTRATION REPORTS

- 7.1. [24-588](#) 2024 Performing Arts Facilities Select Committee Terms of Reference

N. Chan spoke to Item 7.1.

MOVED by Director Szpak, **SECONDED** by Director Alto,

1. That the Board delegate to the Board Chair the appointment of members to the Performing Arts Facilities Select Committee.

2. That the 2024 Performing Arts Facilities Select Committee Terms of Reference be approved as presented.

CARRIED

Opposed: Holman, Jones, Kobayashi, Wickheim, Windsor

- 7.2. [24-534](#) Bylaw No. 4613 - Resale Control and Housing Agreement Rescission Bylaw (604 Nelson Street), 2024

K. Lorette spoke to Item 7.2.

MOVED by Director de Vries, **SECONDED** by Director Murdoch,

1) That Bylaw No. 4613, "Resale Control and Housing Agreement Rescission Bylaw (604 Nelson Street), 2024", be introduced and read a first, second and third time.

CARRIED

MOVED by Director de Vries, **SECONDED** by Director Murdoch,

2) That Bylaw No. 4613 be adopted.

CARRIED

7.3. [24-544](#) Short-Term Biosolids Management Plan - June Update

L. Jones presented Item 7.3. for information.

Director Tait left the meeting at 1:56 pm.

Discussion ensued regarding:

- ongoing operational issues with the contractor and lessons learned
- non-performance clauses in the contract
- development of additional relationships related to alternative contractor services
- contaminants of concern and timeline of report from the province

7.4. [24-570](#) Long-Term Biosolids Management Strategy

MOVED by Director Little, **SECONDED** by Director Brice,
That the meeting be closed for Intergovernmental Negotiations in accordance
with Section 90(2)(b) of the Community Charter. [2 items]
CARRIED

The meeting recessed and moved to the closed session at 2:03 pm.

The Capital Regional District Board rose from the closed session at 2:29 pm and reported on the following:

On June 6, 2024, the CRD Board received correspondence from Minister Heyman, Minister of Environment and Climate Change Strategy, regarding a request from the CRD Board for a six-month extension to the June 18, 2024 deadline for submission of the Long-Term Biosolids Management Strategy. The Board reviewed the Minister's response to the extension request, which included a number of conditions and revised submission timelines. The Board will consider submitting the Long-Term Biosolids Management Strategy by the original deadline of June 18, 2024.

Director Murdock left the meeting at 2:31 pm.

L. Jones spoke to Item 7.4.

Discussion ensued clarifying there had not been any changes to the Long-Term Biosolids Management Strategy since May 2024.

MOVED by Director Desjardins, **SECONDED** by Director Tobias,
1. Approve the Long Term Biosolids Management Strategy as a portfolio of options (in alignment with the Long-Term Biosolids Management Strategy prepared by GHD, April 2024), that utilizes each option under a prioritization structure, as follows:

(a) Tier 1: Advanced thermal option: Constitutes the preferred long-term solution and will be pursued concurrently with options in other tiers. Current projects include:

(i) Develop a demonstration facility for advanced thermal processing, as planned. Outcomes from the demonstration project will serve as the basis for a scaled, long-term solution.

(b) Tier 2: Out-of-region compliance options: Constitute measures that the CRD will utilize to ensure regulatory compliance is continuously achieved while the Tier 1 thermal processing option is being implemented and when options in Tier 1 are unable to process the totality of biosolids produced in the region.

These are (in priority order):

(i) Industrial land reclamation, such as mine and quarry sites (acknowledging that some reclaimed sites may eventually have a pasture land end use)

(ii) Forest fertilization

(iii) Production of biosolids growing medium and/or feedstock in soil production

(iv) Partnerships with established biosolids programs

(v) Continue alternative fuel combustion in the cement manufacturing facility in Richmond, BC. Prioritize this option when available.

(vi) Explore partnerships with additional industrial partners interested in

combustion.

(c) Tier 3: In-region contingency options: Constitute contingency options to ensure compliance with regulatory requirements. The CRD would implement Tier 3 options on a contingency basis, only when options within the Tier 2 portfolio are unavailable and only after receiving explicit consent from the Board and consulting and engaging with any affected First Nations, should the need for Tier 3 arise.

These include (in priority order):

(i) Industrial land reclamation, such as mine and quarry sites (acknowledging that some reclaimed sites may eventually have a pasture land end use)

(ii) Forest fertilization

(iii) Maintain the option of biosolids application in engineered cover systems and biocell at Hartland Landfill to act as an emergency support option, subject to space availability and cover needs of the Landfill;

2. Direct staff to submit the Long-Term Biosolids Management Strategy to the BC Ministry of Environment and Climate Change Strategy;

3. Direct staff to continue to explore biosolids beneficial use opportunities with those First Nations that express interest both in-region and out-of-region, and to address any concerns First Nations may have regarding the beneficial use options; and

4. Refer the staff report with the Long-Term Biosolids Management Strategy to the Core Area Liquid Waste Management Committee for information.

CARRIED

Opposed: Alto

8. REPORTS OF COMMITTEES

Environmental Services Committee

8.1. [24-486](#) Bylaw No. 4607 - Electric Vehicles Charging and Fees Bylaw No. 1, 2024

MOVED by Director Desjardins, **SECONDED** by Director Thompson,

1. That Bylaw No. 4607, "Electric Vehicles Charging and Fees Bylaw No. 1, 2024", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Thompson,

2. That Bylaw No. 4607 be adopted.

CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Thompson,

3. That Bylaw No. 4611, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 79, 2024", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Thompson,

4. That Bylaw No. 4611 be adopted.

CARRIED

- 8.2. [24-484](#) Bylaw No. 4610 - Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 5, 2024

MOVED by Director Desjardins, **SECONDED** by Director Thompson,
1. That Bylaw No. 4610, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 5, 2024", be read a first, second and third time.
CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Thompson,
2. That Bylaw No. 4610 be adopted.
CARRIED

9. BYLAWS

- 9.1. [24-554](#) Adoption of Bylaw No. 4572 - Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023

MOVED by Director Jones, **SECONDED** by Director Windsor,
That Bylaw No. 4572, "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023" be adopted.
CARRIED

- 9.2. [24-559](#) Adoption of Bylaw No. 4592 - Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024

MOVED by Director Wickheim, **SECONDED** by Director Brent,
That Bylaw No. 4592, "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024" be adopted.
CARRIED

10. NOTICE(S) OF MOTION

10.1. 24-624**Notice of Motion: Safety on Multi-Use Trails (Director Tobias)**

Director Tobias proposed the following Notice of Motion with same day consideration:

"That the Capital Region Board directs staff to undertake a comprehensive study on the safety of multi-use trails, with a particular focus on the risks associated with cyclist speed and the use of e-bikes;

1. Review of Recent Accidents: A detailed review of recent documented accidents involving e-bikes and other trail users.
2. Risk Assessment: An assessment of current risks and contributing factors to accidents on multi-use trails.
3. Public Consultation: Engagement with the public to gather feedback and concerns regarding trail safety.
4. Best Practices: Identification of best practices from other jurisdictions in managing e-bike speeds and trail safety.
5. Actionable Recommendations: Development of actionable recommendations to mitigate identified risks and enhance the safety of all trail users.
6. That staff report back to the Capital Region Board with their findings and recommendations as soon as practical so that prompt and effective measures can be implemented to address these safety concerns."

**MOVED by Director Tobias, SECONDED by Director Brent,
That same day consideration be applied to the Notice of Motion.**

The Chair ruled the motion out of order.

Director Tobias challenged the Chair.

The Chair called for a vote on whether the Chair shall be sustained.

SUSTAINED

**Opposed: Brent, Coleman, Goodmanson, Kobayashi, Little, Tobias, Wickheim,
Williams**

The motion for same day consideration was considered by the Board to be out of order and removed from the floor.

The Notice of Motion was referred to the next meeting of the Regional Parks Committee.

Director Murdock returned to the meeting at 2:52 pm.

10.2. 24-621

Notice of Motion: Big City Mayor's Caucus, Federation of Canadian Municipalities (Chair Plant)

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

"Whereas the Capital Regional District (CRD) has a population of greater than 450,000 residents,

And

Whereas our region experiences similar challenges as that of other large cities in Canada and wants to raise its voice as part of the Big City Mayor's Caucus,

And

Whereas our regional district, and a majority of our membership, participates in FCM membership and pays membership dues,

Be it resolved that:

The CRD lobby the Federation of Canadian Municipalities (FCM) Executive and Chief Executive Officer to earn a seat on the FCM Big City Mayor's Caucus and,

Be it further resolved the seat be held by either the Mayor of the City of Victoria or District of Saanich on a two-year rotating basis."

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING**12.1. [24-550](#)**

Motion to Close the Meeting

MOVED by Director Little, SECONDED by Director Murdoch,

That the meeting be closed for Labour Relations in accordance with Section (90) (1)(c) of the Community Charter.

CARRIED

MOVED by Director Little, SECONDED by Director Murdoch,

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

CARRIED

The Capital Regional District Board moved to the closed session at 2:55 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 3:18 pm without report.

14. ADJOURNMENT

MOVED by Director McNeil-Smith, SECONDED by Director Desjardins,

That the June 12, 2024 Capital Regional District Board meeting be adjourned at 3:19 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JUNE 26, 2024**

SUBJECT **Core Area Liquid Waste Management Committee 2024 Mid-Year Capital Projects and Operations Update**

ISSUE SUMMARY

To provide the Core Area Liquid Waste Management Committee (Committee) with Core Area Wastewater System (System) capital program and operations updates.

BACKGROUND

Capital Program Update

There are two major capital programs associated with the System. One is the Core Area Wastewater Treatment Project (Project) and the second is the Core Area Wastewater Capital Program, which will be an ongoing program of overall asset renewal and upgrades for all system components which are reflected in the five-year and long-term capital plans.

Core Area Wastewater Treatment Project

The Project delivered nine major components (location map in Appendix A) and all projects are complete and in operation. All the liquid waste projects are being operated by Capital Regional District (CRD) staff, the Residual Solids Treatment Plant is under a 20-year Operation and Maintenance Contract and a mediation process is underway to address some current operational concerns. The status of each of the components is detailed in Appendix B.

Core Area Wastewater Capital Program

This capital program reflects the planned capital spending for the next five years and forms part of the annual service budget that is approved in March each year by the CRD Board. In 2024, 42 projects have been identified with a combined budget of \$32,769,000. The status of the more substantial projects are detailed in Appendix C.

Operations Update

Odour

Certain factors such as wind, temperature, and tide patterns impact and increase the risk of odour emissions beyond the facility boundary during maintenance activities. Standard operating procedures now require a review of these factors to align maintenance activities that could produce offsite odours with favorable conditions. Preventative maintenance tasks with a higher risk of odour emissions are now complete for the summer of 2024 to avoid conflicts with seasonally warmer temperatures.

As identified in Appendix C, there are several ongoing capital projects that have been scoped and are dedicated to the reduction and control of odours originating from the McLoughlan Point Wastewater Treatment Plant (MPWWTP). In addition, work has continued on our Odour Action Plan. Vancouver Island University is continuing its collection and analysis of data and has moved

into analysis of the data collected, summarizing the data into a report, but is not ready to present results yet.

In 2023, CRD staff received 116 odour complaints, of which 102 were assumed to be related to MPWWTP, seven were associated with the Residuals Treatment Facility or the solids conveyance line, 38 were associated with CRD and municipal conveyance within the McLoughlin catchment, and four were outside of Core Area. As of June 12, 2024, there have been 20 odour complaints, of which 17 were assumed to be related to the MPWWTP.

Year	Number of days complaints received	Number of complaints	Number of unique complainants
2022	85	101	29
2023	116	151	46
To Date 2024	16	20	8

The other three odour complaints associated with the Core Area system came from the areas near the Marigold Pump Station and the conveyance systems within Esquimalt. The 20 total complaints for 2024 represents a substantial reduction from the 63 complaints received in 2023 during the same reporting period.

2024 System Upgrades

Infrastructure work scheduled for 2024 prioritizes odour mitigation through improved system performance and reduce odour emissions, these projects include:

- Secondary Odour Control System Upgrades: reduced moisture through the pre-filter improves odour elimination and extends the lifespan of the product and reduces maintenance activities.
- Densadeg No. 1 scum removal system: improved scum removal eliminates an odour source and reduces the required frequency of Plant maintenance.
- Tank Cover Upgrades: a new design for tank covers will reduce maintenance project timelines and odour impacts by allowing more efficient access.

Compliance

Compliance monitoring is performed to ensure regulatory requirements are being met and reported.

The table below is a summary of non-compliance events to the end of May 2024:

Month	# of times out of Compliance	Reasons for Non-Compliance
January	5	Primary bypass, tertiary bypass (discharge of blended effluent)
February	2	Secondary bypass, tertiary bypass (discharge of blended effluent)
March	1	Primary bypass (discharge of blended effluent)
April	0	In compliance
May	0	In compliance
Total to end of May:	8	Discharge of blended effluent (8 times);

- Discharges of blended effluent referenced in the table were due to disk filter repair work and wet weather events.
- The one March non-compliance event was due to a short duration screen power failure resulting in a spike of flow to McLoughlin Wastewater Treatment Plant.

In comparison, there were seven non-compliance events in 2023 through the end of May of 2023. These events are similar in nature with regards to type of non-compliance:

- Effluent quality compliance (TSS/CBOD) is likely the most significant non-compliance issue from the regulator's perspective.
- Premature discharge of blended effluent was also common. This is when the plant discharged primary plus tertiary blended effluent when it was not actually raining and should have been able to treat everything to tertiary. However, when these events occurred, they were short duration and didn't necessarily negatively affect effluent quality.

Budget

Aside from the noted ongoing odour system improvements and compliance events, the remainder of the system has had minimal unexpected operational issues to date in 2024. The operating expenditures are in alignment with the budget, with the exception of overspending on waste sludge disposal at the Hartland Landfill and legal costs associated with the Residual Treatment Facility. If waste sludge continues to be landfilled in the third quarter a budget amendment will be required, transferring funds from the Operating Reserve Fund.

CONCLUSION

This report provides the Core Area Liquid Waste Management Committee with updates on both ongoing capital programs for the Core Area Wastewater System and the Core Area Wastewater Treatment Project. In addition, information has been provided regarding operational issues and non-compliance events and budget anomalies.

RECOMMENDATION

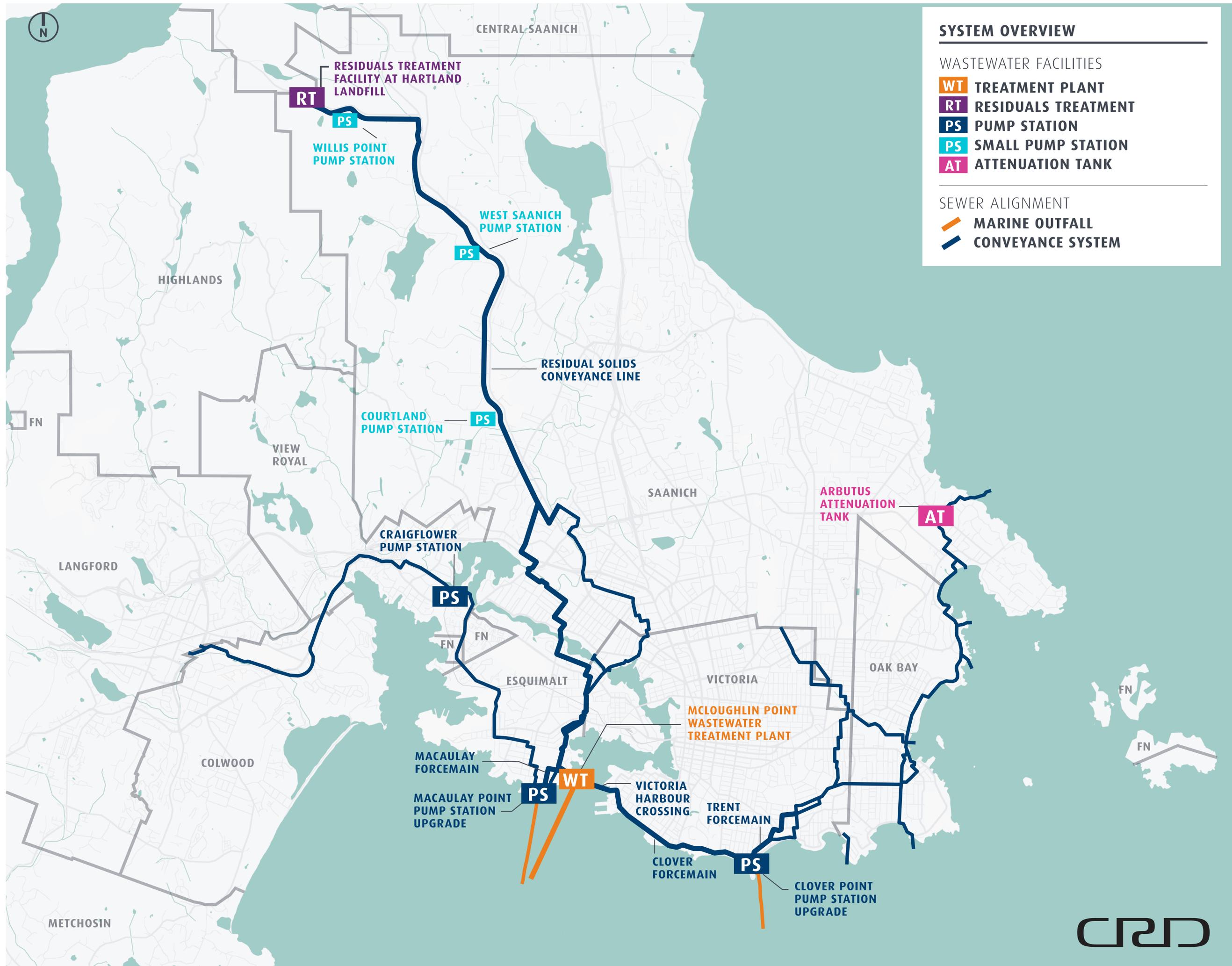
There is no recommendation, this report is for information only.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Submitted by:	Jason Dales, B.SC., WD IV, Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Core Area Wastewater Treatment Project Overview Map
- Appendix B: Core Area Wastewater Treatment Project – Current Status
- Appendix C: Core Area Wastewater Capital Program – Current Status

Core Area Wastewater Treatment Overview Map



SYSTEM OVERVIEW

WASTEWATER FACILITIES

- WT** TREATMENT PLANT
- RT** RESIDUALS TREATMENT
- PS** PUMP STATION
- PS** SMALL PUMP STATION
- AT** ATTENUATION TANK

SEWER ALIGNMENT

- ORANGE LINE** MARINE OUTFALL
- THICK BLUE LINE** CONVEYANCE SYSTEM

Core Area Wastewater Treatment Project – Current Status

Project Component	Delivery Model	Construction Value (Million Dollars)	Status
McLoughlin Point Wastewater Treatment Plant	Design-Build	\$300.7M	- Construction, Performance and Warranty Periods Complete.
Residual Solids Treatment Plant	Design-Build-Finance-Operate-Maintain	\$128.4M	- Construction Complete - HRMG in 20-year Operation and Maintenance Period underway - Mediation process has underway
Macaulay Point Pump Station and Forcemain	Design-Build	\$38.5M	- Construction Complete - Warranty Period Complete
Clover Point Pump Station	Design-Build	\$28.5M	- Construction Complete - Warranty Period Complete
Clover Forcemain	Design-Bid-Build	\$35.5M	- Construction Complete - Warranty Period Complete
Trent Forcemain	Design-Bid-Build	\$12.1M	- Construction Complete - Warranty Period Complete
Arbutus Attenuation Tank	Design-Bid-Build	\$19.8M	- Construction Complete - Warranty Period Complete
Residual Solids Conveyance Line	Design-Bid-Build	\$36.6M	- Construction Complete - Warranty Period Complete
Residual Solids Pump Station	Design-Bid-Build	\$21.6M	- Construction Complete - Warranty Period Complete

Core Area Wastewater Capital Program – Current Status

Project Number	Project Title	Total Budget	Target Schedule	Notes
21-01	Lang Cove Electrical and Building Upgrades	\$1,200,000	Complete Electrical Construction – Q4 2025 Complete Other Building Works – Q4 2026	Construction Contract has been awarded for electrical works, combined projects 21-01, 21-02 & 21-03. Materials procurement process being initiated prior to mobilization to site. Additional building upgrades (include roof) postponed to separate contract, after electrical work is complete. Combined Contract Value \$2,914,282.
21-02	Marigold Electrical and Building Upgrades	\$5,850,000		
21-03	Currie Major Electrical and Seismic Upgrades	\$2,300,000		
21-05	Harling PS – Complete Replacement	\$2,500,000	Complete Design – Q1 2025 Construction Start – Q2 2025	Contract for Consultant Services has been awarded and the design process is underway.
22-01	Odour Control HVAC Testing & Balancing	\$200,000	Complete Control Narratives – Q2 2024	The HVAC testing and air quality analysis for 6 pump stations in the Core area are complete and the odour control systems control narratives are under review.
21-06	Shoreline Trunk Sewer Upgrade	\$3,400,000	Complete Preliminary Design Phase – Q2 2024	Options analysis and preliminary design were delivered as a package for 21-06, 21-07 & 21-13.
21-07	Western Trunk Sewer Twinning	\$25,000,000		
21-13	Craigflower Force Main Twinning	\$13,655,000		
21-09	Bowker Sewer Rehabilitation Ph1	\$8,600,000	Complete	Contract is Substantially Complete and Warranty Period is underway.
21-11	Manhole Repairs and Replacements	\$2,000,000	Design – Q3 2024	RFP for Consultant Services is posted for competitive bid for projects 21-11 and 24-11.
24-11	Western Trunk Grit Chamber Repairs	\$1,500,000		
24-10	East Coast Interceptor and Bowker Sewer Rehab Ph 2	\$8,000,000	Complete Construction – Q4 2025	Construction Contract awarded and preliminary investigation and prep work is underway. Cured-in-Place-Pipe lining work will be complete in 2024.
21-12	Gorge Siphon Inlet Chamber Upgrade	\$1,250,000	Deferred to 2025	Tender prices received in Q1 2024 exceeded available budgets. CRD staff are reassessing the scope and design for this work in 2024 but construction

Appendix C

Project Number	Project Title	Total Budget	Target Schedule	Notes
				efforts will be deferred until at least 2025.
24-13	Craigflower Inlet Reconfiguration	\$1,700,000	Complete Construction – Q3 2024	Construction Contract awarded.
21-15, 21-16, 21-17, 21-19	Meter Replacements (Parsons, Esquimalt Nation, Selkirk, Gorge & Chapman)	\$1,700,000 (combined)	Complete Construction Q4 2025	Installation efforts underway and completion is anticipated in 2024.
21-27	New Infrastructure Optimization	\$300,000	Ongoing	Ongoing efforts for ongoing optimization improvements to new infrastructure. 2024 items being explored include Disc Filter Shear Hub and VFC starter
23-08	Core Area Process and Mechanical Upgrades	\$800,000	Ongoing	Annual Provisional Account for smaller scale, ongoing improvements. 2024 Scope includes: Densadeg scum removal system improvement; secondary odour control system mist eliminator upgrade; Installation of a mixing pump in residual solids pump station #2. Complete efforts include installation of a crane in dirty backwash gallery
23-09	Core Area Safety and Security Upgrades	\$600,000	Ongoing	Annual Provisional Account: Breezeway access Hatch replacement; Secondary deck Guardrail extensions.

Project Numbers refer to project numbers from the 2024 Capital Plan. The list focuses on the most notable project efforts underway but is not comprehensive of all ongoing capital project efforts.



**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JUNE 26, 2024**

SUBJECT Core Area Wastewater Treatment Plant Capacity Allocation Review

ISSUE SUMMARY

To provide an update on average and peak wastewater flows at McLoughlin Point Wastewater Treatment Plant (MPWWTP) for the period from October 1, 2022 to September 30, 2023.

BACKGROUND

The design capacity of MPWWTP for tertiary treatment was based on an average dry weather flow (ADWF) of 108 megalitres per day (MLD). The maximum peak day, (also known as peak wet weather flow), hydraulic capacity of MWWTP is 4xADWF which is 4 x 108 = 432 MLD. Under peak wet weather flow (PWWF) conditions, wastewater from each of the primary, secondary and tertiary treatment systems are blended together prior to discharge out the outfall. The capacities of MPWWTP are regulated under the Ministry of Environment Authorization No. 108831.

Bylaw No. 2312 sets out the ADWF and PWWF allocations for all participants who purchased capacity at the MPWWTP. The capacity allocations by participant and the actual measured ADWF and PWWF, (for the period from October 1, 2022 to September 30, 2023) are noted in Table 1. The total and average annual flow (AAF) for that same period is noted in Table 2. Annual flows are measured for that period so that the Capital Regional District (CRD) can use that data for annual financial requisitions for the upcoming budget year (i.e. 2024).

Table 1: McLoughlin WWTP Allocations and Actual Measured ADWF and PWWF: 2023

Participant Area	Allocated ¹ ADWF Capacity (MLD)	ADWF ² (Jun + Jul + Aug, 2023)		Allocated ¹ PWWF Capacity (MLD)	PWWF ³ (Between Oct 1 to Sep 30)	
		MLD	% of Allocated Capacity		MLD	% of Allocated Capacity
Colwood	4.70	2.81	59.8%	18.80	5.37	28.5%
Esquimalt	7.10	4.44	62.5%	28.40	21.77	76.6%
Esquimalt Nation ⁴	0.07	0.06	85.7%	0.28	0.21	74.5%
Songhees Nation	0.66	0.53	80.3%	2.64	1.82	68.8%
Langford	14.12	9.36	66.3%	56.48	15.49	27.4%
Oak Bay	6.62	5.35	80.8%	26.48	37.96	143.3%
Saanich	32.89	20.92	63.6%	131.56	49.72	37.8%
Victoria	38.30	27.99	73.1%	153.20	99.07	64.7%
View Royal	3.54	1.96	55.4%	14.16	3.75	26.5%
Total	108.00	73.42	68.0%	432.00	235.14	54.4%

¹ Allocated ADWF and PWWF Capacity are set in Bylaw 2312

² ADWF is measured from June 1 to August 31 and divided by 91 days.

³ PWWF for the period of Oct 1, 2022 to Sep 30, 2023 occurred on December 24, 2022 (it excludes overflow volumes)

⁴ Esquimalt Nation's flow is calculated on a correlation with adjacent catchments. A new flow meter is being installed in 2024.

Table 2: Actual Measured Total Annual Flow: (Oct 1, 2022 to Sep 30, 2023)

Participant Area	Total Annual Wastewater Flow (m ³)	Average Annual Flow (AAF)		Percent of Total Core Area Flows
		m ³ /day	MLD	
Colwood	1,124,967	3,082	3.08	3.74%
Esquimalt	2,040,215	5,590	5.59	6.78%
Esquimalt Nation ¹	25,307	69	0.07	0.08%
Songhees Nation	221,365	606	0.61	0.74%
Langford	3,501,060	9,592	9.59	11.63%
Oak Bay	2,499,492	6,848	6.85	8.30%
Saanich	8,617,797	23,610	23.61	28.62%
Victoria	11,290,931	30,934	30.93	37.50%
View Royal	785,662	2,152	2.15	2.61%
Total	30,106,796	82,484	82.48	100.00%

¹ Esquimalt Nation's flow is calculated on a correlation with adjacent catchments. A new flow meter is being installed in 2024.

ADWF's typically provide a better correlation with actual population growth whereas PWWF and AAF can vary from year to year depending on storm events and annual precipitation. The graph in Appendix A shows the ADWF trends for each participant over the last 10 years.

Based on the flow data for 2023, all participants are under their allocated ADWF and MPWWTP is at about 68% of its capacity. Because 2023 was a dry year, (40% less precipitation than normal), the PWWF total was only 54.4% of the plant's capacity. However, one Participant exceeded their PWWF allocation primarily due to their combined sewers in the Uplands Area.

If a participant uses 90 percent or more of their allocated ADWF capacity and desires additional capacity, then there are provisions in Bylaw 2312 for the parties to commence negotiations with the CRD to engage with other participants for reallocation of capacity. Currently the CRD does not have any formal requests, and all participants are below the 90% capacity noted in the bylaw. That said CRD has been approached by two participants who have an interest in increasing their allocation, though no formal requests have been received to date.

Participants are provided with monthly flow reports on a quarterly basis and are informed when peak flow allocations have been exceeded. An example flow report is attached as Appendix B. The monthly reports provide a variety of useful information to assist participants in understanding their wastewater flows. Participants are encouraged to continue with their inflow and infiltration (I&I) reduction plans to reduce their flows to less than 4xADWF.

IMPLICATIONS

Environmental & Climate Action

Climate change modelling predicts that the region will have more intense wet weather storms, so it is important for participants to continue with their I&I reduction plans to reduce PWWF and resulting overflows. The Core Area system is designed to convey and treat peak flows up to 4xADWF. Overflows will continue at designated relief points until PWWF's are less than 4xADWF.

Financial Implications

The operational cost to convey and treat Core Area wastewater is continuing to stabilize now that the new plant has operated for a few years. Costs for individual participants could go up or down depending on their total average annual flow which depends on their growth and I&I volumes (i.e. those who have higher I&I will pay a higher proportional share of the annual operating cost). The cost to reduce I&I can be significant as well, so it may take many years to lower I&I but there is a long-term financial and environmental benefit to lower wastewater volumes.

Regional Growth Strategy Implications

MPWWTP is currently at 68% of its ADWF design capacity and performing well as designed. Based on anticipated growth in the Core Area, it is projected to have sufficient capacity to 2045, depending on increased growth/housing being promoted by senior levels of government.

CONCLUSION

Bylaw No. 2312 establishes the maximum allocated capacity for each of the Core Area participants. Based on the flow data for the period from October 1, 2022 to September 30, 2023, the McLoughlin Point Wastewater Treatment Plant operated at about 68% of its Average Dry Weather Flow (ADWF) capacity and 54.4% of its peak day capacity. The Core Area wastewater system performed well, as designed, and based on current growth in the Core Area, it is projected to have sufficient ADWF capacity to 2045. One participant exceeded their Peak Wet Weather Flow (PWWF) capacity which resulted in overflows at Humber, Rutland and Clover outfalls. Overflows will continue at designated relief points until PWWF are reduced to less than four times the ADWF.

RECOMMENDATION

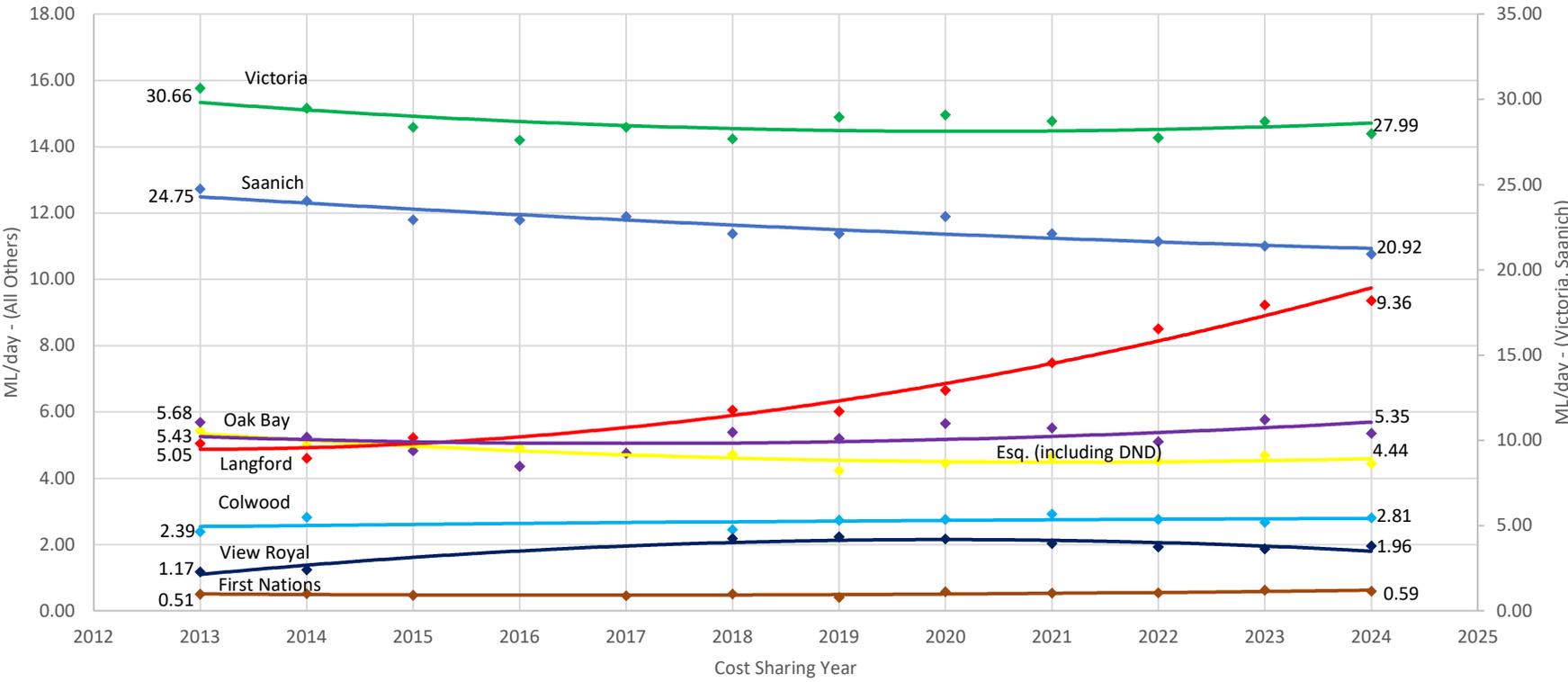
There is no recommendation, this report is for information only.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: ADWF Trend for past 10 years
- Appendix B: Example Monthly Wastewater Flow Report

Average Dry Weather Flow (ADWF) Trends for Core Area Sewer Participants



CRD IWS
Core Area Wastewater System

Monthly Wastewater Flow Report for Victoria - March 2024

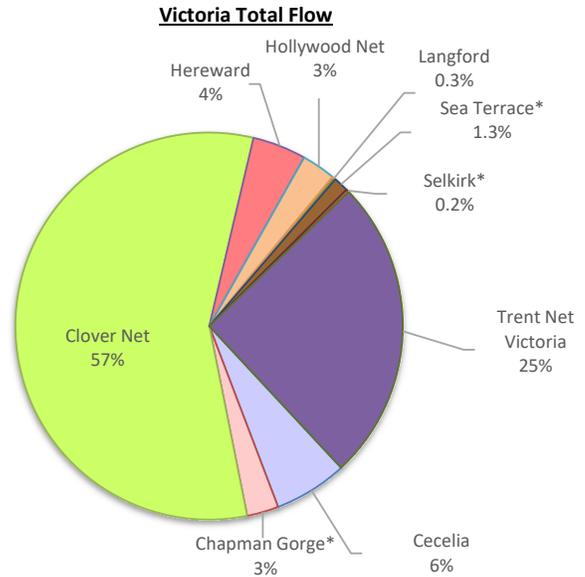
Disclaimer: The data used in this report is considered preliminary. It may be further corrected in the annual cost requisition report.

1. Monthly Wastewater Flow Data: Mar 2024

This data summarizes the volume of flow measured from catchments contributing to Victoria's total flow (map on page 3).

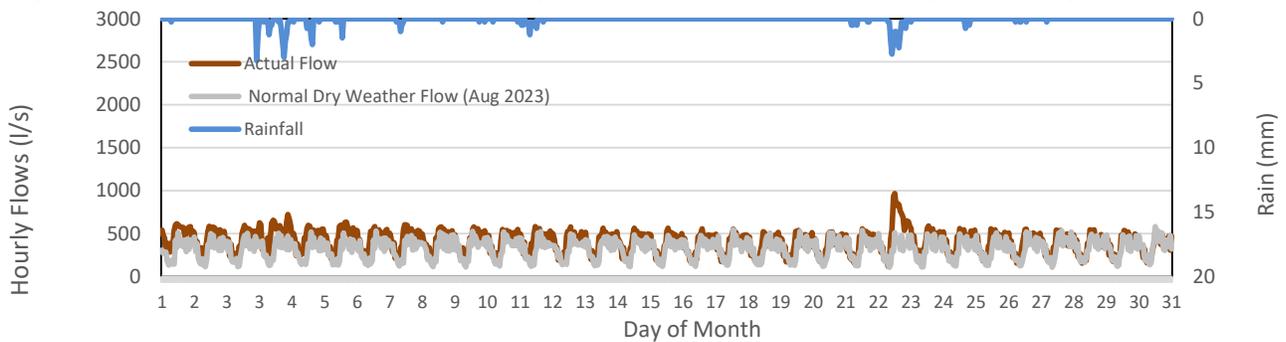
Flow Meter Name	Total Monthly Flow	
	m ³	%
Cecelia	67,296	6%
Chapman Gorge*	28,680	3%
Clover Net	620,144	57%
Clover Magmeter	1,469,254	
Currie PS	- 518,884	
Hollywood & Trent PS	- 330,226	
Hereward	48,855	4%
Hollywood Net	30,986	3%
Hollywood	36,411	
Harling	- 5,425	
Langford	3,162	0.3%
Sea Terrace*	13,778	1.3%
Selkirk*	2,636	0.2%
Trent Net Victoria	275,553	25%
Trent PS	293,816	
Trent Flume	6,399	
Towlney & Haultain	- 24,662	
Monthly Flow	1,091,090	100%

*Flows are calculated based on engineering estimates



2. Victoria Hourly Sewer Flows Mar 2024

This graph shows actual flow (brown) and rainfall (blue), per day, for the month and compares it to normal dry weather flow (grey).



3. Key Wastewater Flow Stats: Mar 2024

Metric	Flow (m ³) ¹
Total Monthly Flow	1,091,090
Average Daily Flow	35,196
Minimum Daily Flow	30,504
Peak 24hr Flow (PWWF) ²	51,367
Peak 1hr Flow ³	83,395
Average Dry Weather Flow (ADWF) ⁴	27,989
Estimated Daily Domestic Flow ⁵	21,336

¹ Excludes overflows that may have occurred (overflow volumes are not measured).

² Calculated as maximum rolling 24 hr flow for the month.

³ Expressed as 24 hour flow (peak 1 hr flow x 24).

⁴ Average daily flow from most recent Jun 1 to Aug 31 data. Includes groundwater infiltration over that period.

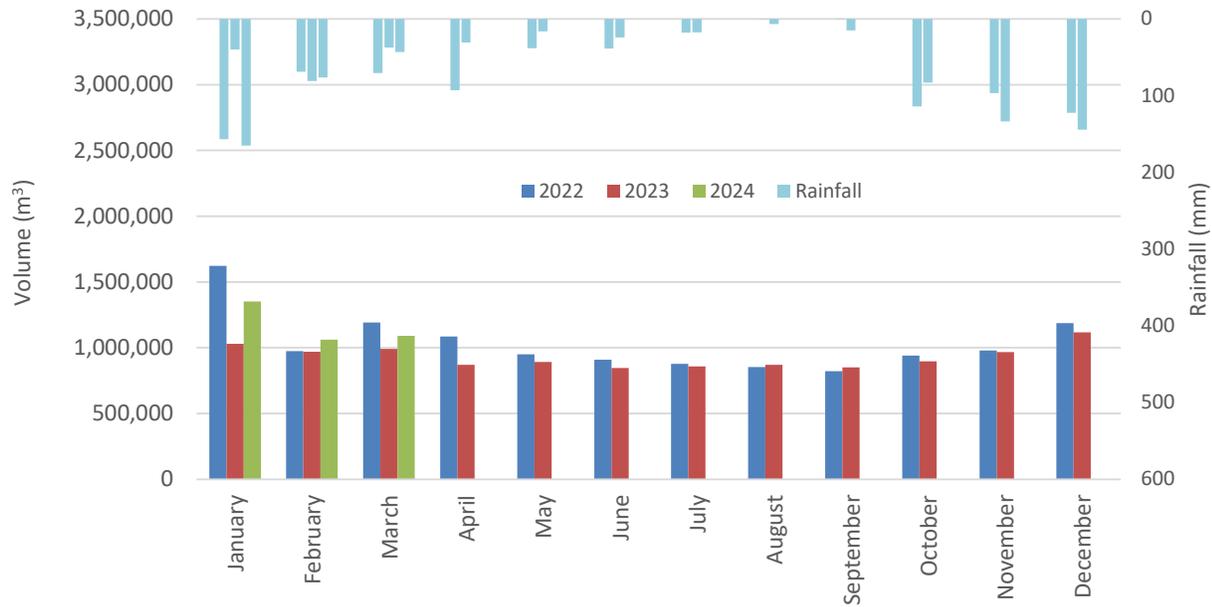
Overflows (monitored by CRD): Mar 2024

Location	Date
Bowker Creek	None
Clover	None
McMicking Outfall	None
Macaulay Outfall	None
Sea Terrace Overflow to Storm Sewer	None

⁵ Calculated as ADWF minus summer groundwater (70% of minimum hourly flow x 24 hours).

4. Monthly Wastewater Flow: Historical vs. Current

This graph shows the total Victoria flow for each month and compares it with previous years.



5. Inflow & Infiltration Flow Summary: Mar 2024

Key I&I Metrics	Value ¹
Total Monthly Flow (m ³)	1,091,090
Estimated Domestic Flow for Month (m ³) ²	661,421
I&I Volume for Month (m ³) ³	429,669
I&I Volume for Month (% total flow)	39%
Peak 24hr Flow (PWWF) ⁴	1.8 x ADWF
Peak 1hr Flow ⁵	3.0 x ADWF

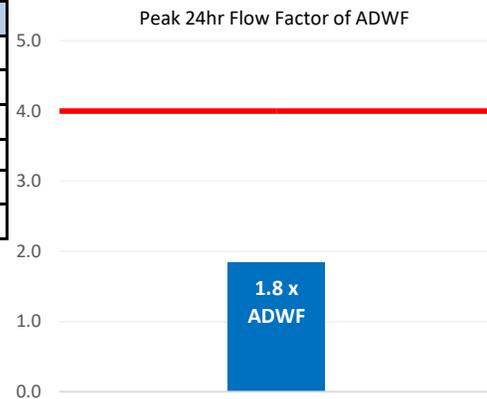
¹ Excludes overflow volume

² Determined by (Est. Daily Domestic flow from section 3.) x (number of days per month)

³ Determined by subtracting Estimated Domestic Flow from Total Monthly Flow

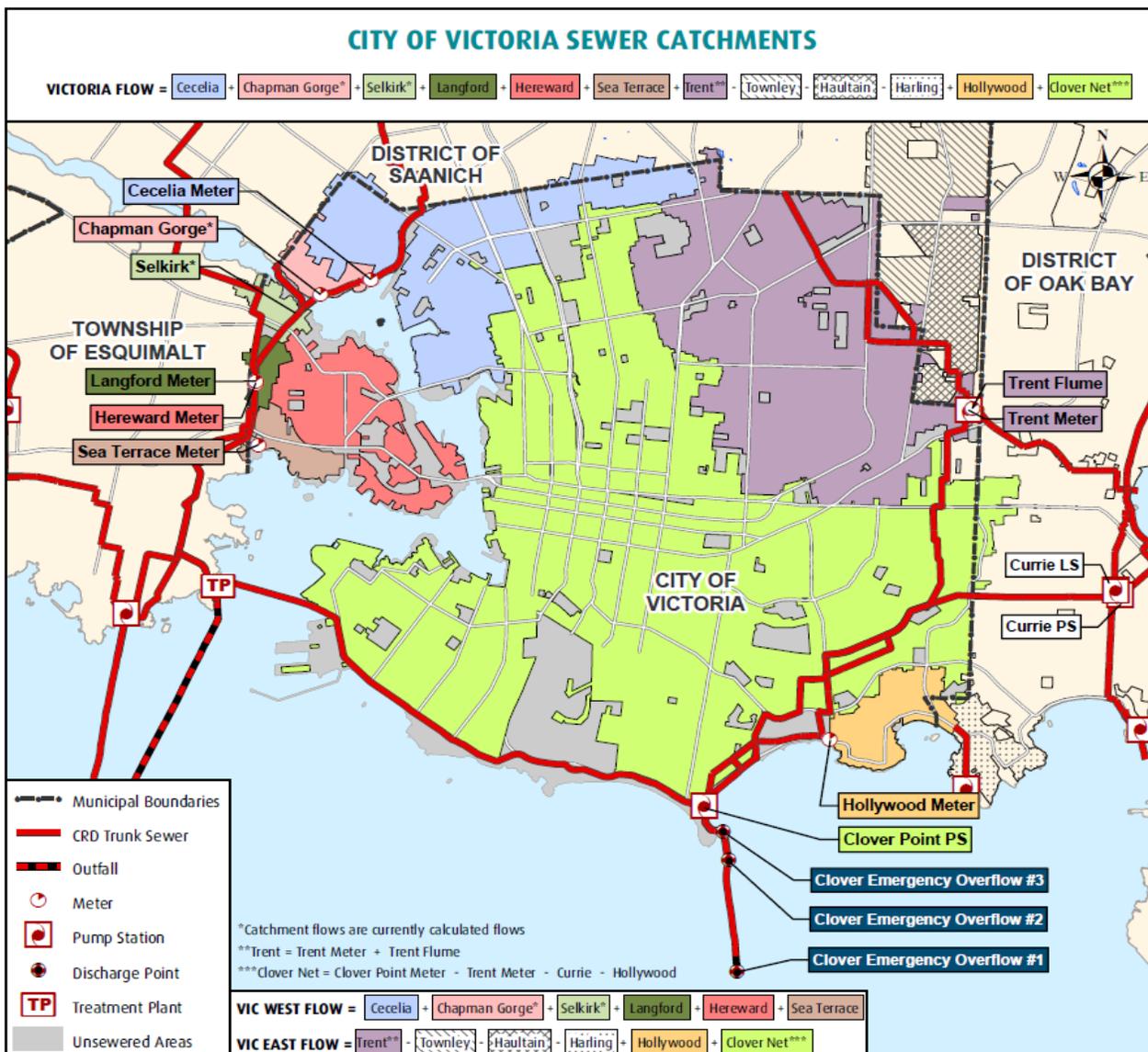
⁴ Determined by dividing Peak 24hr Flow from section 3. by ADWF

⁵ Determined by dividing Peak 1hr Flow from section 3. by ADWF



6. Monthly Flows: I&I and Domestic Flow

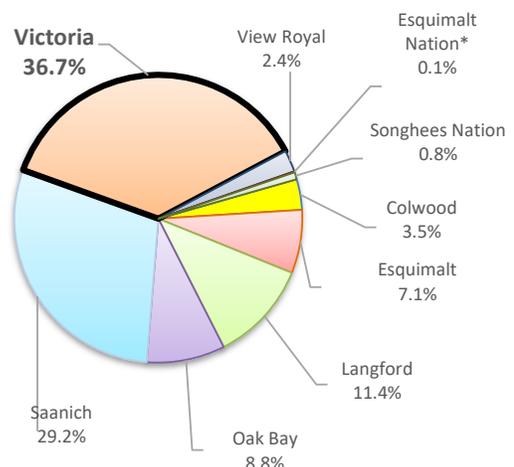




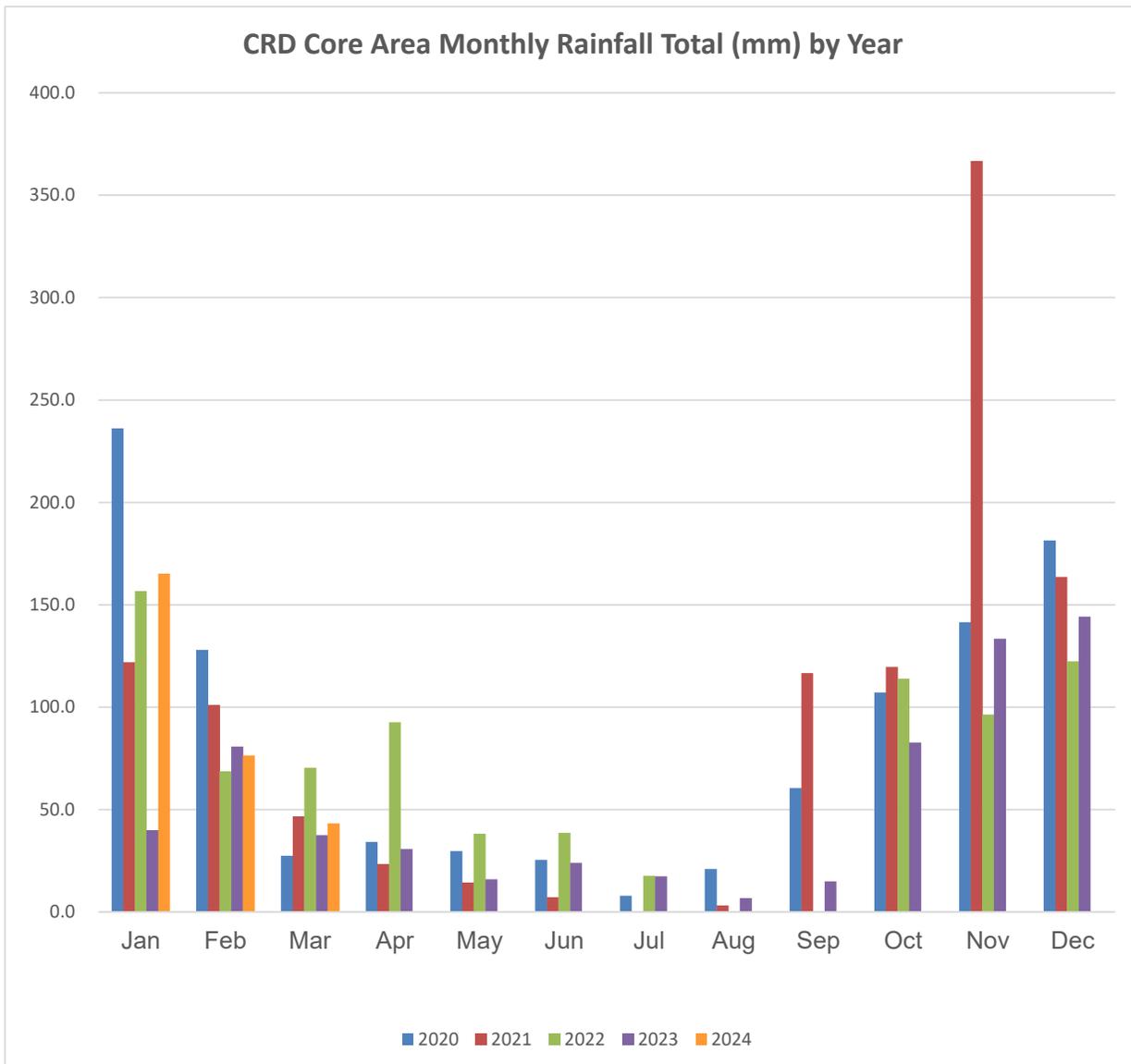
7. Regional Flow Data: Mar 2024

Participant Area	Total Monthly Flow	
	m ³	%
Colwood	103,142	3.5%
Esquimalt	210,686	7.1%
Langford	339,024	11.4%
Oak Bay	260,937	8.8%
Saanich	867,933	29.2%
Victoria	1,091,090	36.7%
View Royal	72,034	2.4%
Esquimalt Nation*	2,731	0.1%
Songhees Nation	23,882	0.8%
Total	2,971,460	100.0%

*Flows are calculated based on engineering estimates



Core Area Monthly Rainfall (mm) by Year



Month	CRD Core Area Monthly Rainfall Total (mm) by Year				
	2020	2021	2022	2023	2024
Jan	236.3	122.0	156.8	40.0	165.3
Feb	128.0	101.3	68.8	80.8	76.5
Mar	27.5	46.8	70.5	37.5	43.3
Apr	34.3	23.5	92.8	30.8	#N/A
May	29.8	14.5	38.3	16.0	#N/A
Jun	25.5	7.3	38.8	24.0	#N/A
Jul	8.0	0.3	17.8	17.5	#N/A
Aug	21.0	3.3	0.3	6.8	#N/A
Sep	60.5	116.8	0.5	15.0	#N/A
Oct	107.3	119.8	114.0	82.8	#N/A
Nov	141.5	366.8	96.5	133.5	#N/A
Dec	181.5	163.8	122.5	144.3	#N/A
Total	1,001.0	1,085.8	817.3	628.8	#N/A

The data above is for the KWL rain guage located on roof of 3045 Douglas Street.



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 10, 2024**

SUBJECT Appointment of Officers

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District (CRD) 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 CRD 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 CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers.

Alternative 2

That this report be referred back to staff for further information based on Electoral Areas Committee direction.

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division.

CONCLUSION

The bylaw enforcement appointments reflect staff changes in the CRD 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 CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers.

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



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**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF TUESDAY, JULY 2, 2024**

SUBJECT **Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project**

ISSUE SUMMARY

Additional funds are required to complete the Genset Upgrade Project to provide standby power for the Wastewater Treatment Plant.

BACKGROUND

The Genset Upgrade Project (22-01) to purchase and install a new generator was initiated as the current generator at the Wastewater Treatment Plant does not have sufficient power for the entire facility during a power outage, which reduces the treatment plant's ability to meet effluent criteria during power outages. A new generator has been procured and the Capital Regional District (CRD) has now requested quotations for contractors to complete the installation. Based on the supply costs to date and the quote for installation efforts, additional funding of \$20,000 is required to cover any contingency costs, CRD staff time for oversight, management and integration. It is proposed that the project budget be increased from \$100,000 to \$120,000 by utilizing \$20,000 from the Capital Reserve Fund (CRF).

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

Alternative 2

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

IMPLICATIONS

Financial Implications

Additional funding of \$20,000 is required to support installation, CRD oversight, management, and integration. This project has approved budget of \$100,000 funded by grant funding through the Community Works Fund (Gas Tax) of \$90,000 and by the service's CRF of \$10,000. The construction industry has seen significant escalation recently and the revised cost estimates are higher than initially budgeted. The service's CRF will have an estimated balance of \$39,000 at the end of 2024, which is sufficient to fund the additional \$20,000 for this project.

Service Delivery Implications

Without the upgrades, the wastewater treatment plant will be unable to provide sufficient power for the aeration process during power outages, which will continue to have an impact on effluent quality.

Environmental & Climate Action

By extension of the service delivery implications noted above, by not proceeding with this amendment, the project will need to be further delayed and power outages will continue to have reduced effluent quality, which increases the impact on the receiving waters.

CONCLUSION

A Capital Plan amendment is required to move forward with the generator installation for the Port Renfrew Wastewater Treatment Plant. The implications of not proceeding with the amendment have been outlined above. Funding for the additional fees is proposed to be provided from Capital Reserves.

RECOMMENDATION

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 19, 2024**

SUBJECT Millstream Meadows Remediation Project

ISSUE SUMMARY

To seek approval to increase the budget for the Millstream Meadows remediation project.

BACKGROUND

Millstream Meadows, located at 1965 Millstream Road (Site), is a 12.8-hectare (32-acre) property in the District of Highlands (Highlands) that was used for the unregulated disposal of septage and other trucked liquid waste between the early 1940s and 1985 (Appendix A). Since 2005, the Capital Regional District (CRD) and the Province of BC (the Province) have worked cooperatively to investigate and remediate contamination at the CRD-owned property, with the end goal of divestiture. The overall project approach, schedule and budget are managed in cooperation with, and are approved by, the Province.

A large excavation of the most contaminated material took place in 2007-2008; however, soil and groundwater contamination remain below the surface at and adjacent to the Site. Beginning in 2016, the CRD implemented a Detailed Site Investigation (DSI) to delineate the degree and extent of contamination, which is a requirement of the BC Ministry of Environment and Climate Strategy (ENV). A Human Health and Ecological Risk Assessment (HHERA) is underway to demonstrate the remaining contamination does not pose a risk to human health or the environment, and the Site is eligible for certification under commercial land use in accordance with BC Contaminated Sites Regulations (CSR). A soil vapour investigation is currently underway as part of the HHERA and will be completed by the fall. Upon final completion of the DSI and HHERA, the CRD intends to apply to ENV to obtain a risk-based Certificate of Compliance, which will ultimately enable site redevelopment.

Beginning in 2020, the project experienced significant external delays. In August 2020 and May 2021, the CRD submitted two Protocol 6 Pre-approval Applications to ENV. Protocol 6 applications are filed when an alternative approach to site investigation or remediation is desired over the standard approaches set out within the CSR framework. The CRD's applications required ENV approval before the DSI and HHERA could be finalized. Typically, the ENV review process is expected to take three to six months; however, during the Covid-19 pandemic, ENV's response times were extended and the CRD's approval was not issued until 35 months later, in July 2023.

ENV's pre-approval application review process lasted close to three years, resulting in unbudgeted site monitoring and carrying costs. The additional 2.5 years of site care and maintenance from 2020 through 2023 resulted in approximately \$280k of unanticipated costs. The largest share of these costs was approximately \$200k paid for bottled water delivery to residents within one kilometer of the Site, as required under the project terms. Other costs included domestic drinking water well monitoring, project management, site maintenance and invasive species management.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That the Millstream Meadows project budget increase from \$14.7M to \$15.32M be incorporated into the 2024 capital plan, with the additional project budget of \$0.62M funded from uncommitted project capital on hand.

Alternative 2

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

IMPLICATIONS

Financial Implications

The CRD Board approved an overall project budget of \$14.7M in 2020, representing an increase from the previous project budget of \$14.32M. The 2020 project budget amendment funded additional groundwater well installation and sampling to delineate deep groundwater contaminant migration under neighbouring properties.

Project costs are shared between the CRD and the Province at 61% and 39%, respectively. The CRD's share has been funded through: Municipal Finance Authority debt, requisition, Hartland tipping fees and the septage disposal service capital reserve.

The Millstream Meadows Remediation project budget of \$14.7M will be fully spent and committed by the end of August 2024. A budget increase of \$0.62M, to a total of \$15.32M, is required to fund the remaining estimated costs, including:

- soil vapour investigation and completion of HHERA
- ENV and Contaminated Sites Approved Professionals submission fees
- resident bottled water delivery service and other site carrying costs
- groundwater monitoring well decommissioning
- follow-up reporting, performance verification plan and contingency

The requested \$0.62M budget increase will be fully funded from uncommitted Millstream Meadows Remediation project capital on hand.

Intergovernmental Implications

The CRD and the Province committed to remediate the Site to protect human health and the environment. Completion of the project and receiving Certificates of Compliance are necessary to meet these commitments.

The future land use of the Site is expected to remain consistent with current commercial and industrial land uses allowed; however, the Highlands is currently in the process of updating its Official Community Plan, which may result in changes to allowable land use.

CONCLUSION

The Millstream Meadows Remediation project is approaching completion; however, regulatory approval delays resulted in unanticipated site-related costs. Additional funds are required to complete key deliverables and tasks for the project. Staff recommend an increase in the overall project budget sourced from the Millstream capital budget reserve. The CRD plans to apply for Certificates of Compliance by the end of 2024, with risk-based certificates expected from the Ministry of Environment and Climate Strategy in early 2025.

Upon project completion, the CRD must proceed with offering the property for sale, as defined in the existing project terms, or it may seek to retain the property to provide solid waste management services.

RECOMMENDATION

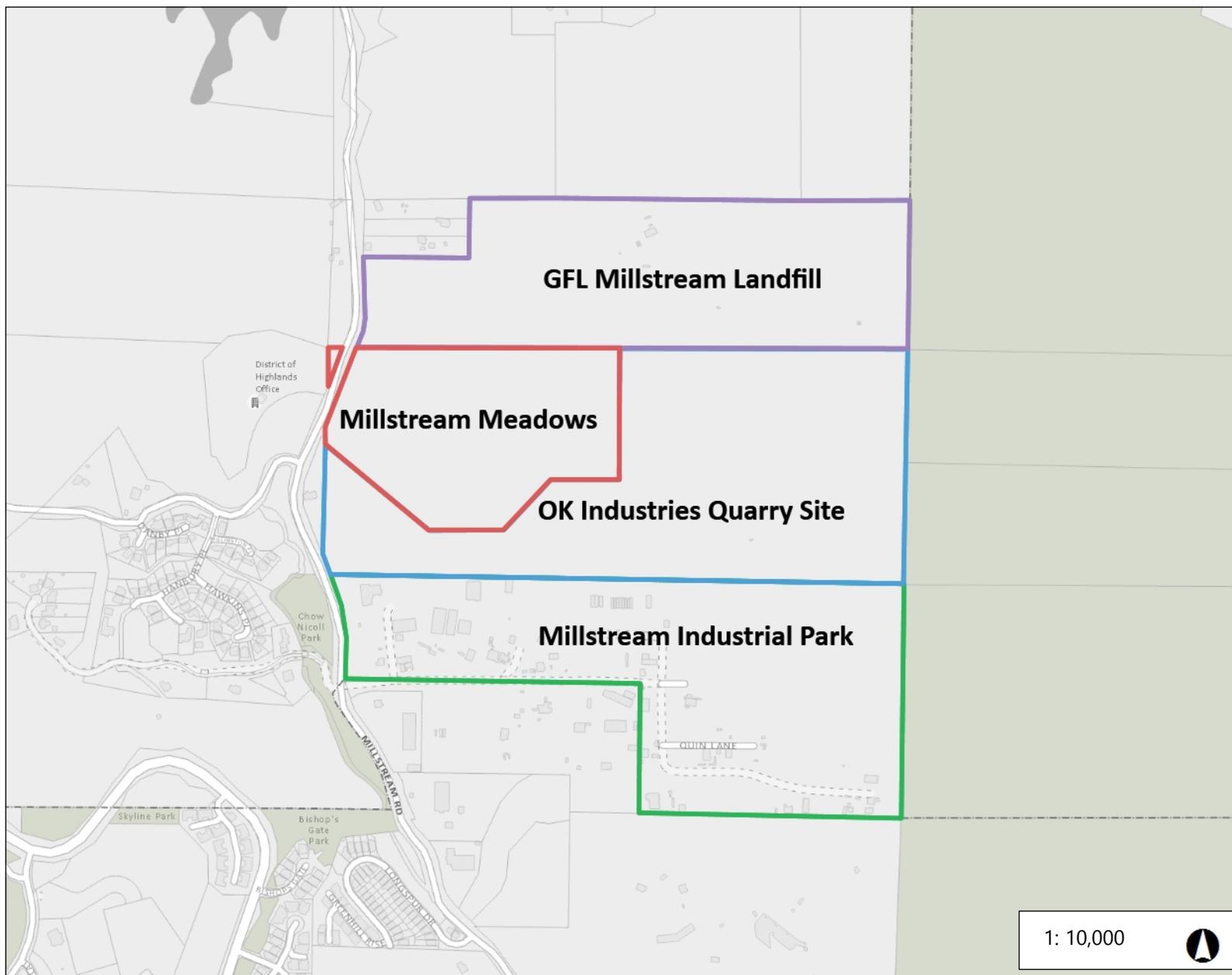
The Environmental Services Committee recommends to the Capital Regional District Board: That the Millstream Meadows project budget increase from \$14.7M to \$15.32M be incorporated into the 2024 capital plan, with the additional project budget of \$0.62M funded from uncommitted project capital on hand.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Millstream Meadows Site Location – Map

Millstream Meadows and Surrounding Properties



Legend

1: 10,000



508.0 0 254.0 508.0 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

Notes

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, JUNE 19, 2024

SUBJECT Biosolids Literature and Legal Review – June Update

ISSUE SUMMARY

To provide follow-up on Board direction to evaluate the Capital Regional District's (CRD) risks associated with land application of biosolids. Staff seek clarity from the Environmental Services Committee (ESC) on criteria that should be used to select an unbiased, independent research group to undertake a literature review on the human health and ecological risks of biosolids land application, and to provide the ESC with a summary of the criteria and direction that will be given to a recommended law firm to assess the legal liability of various aspects of land application.

BACKGROUND

At the August 9, 2023 CRD Board meeting, staff were directed to prepare a proposal for undertaking literature and legal reviews of biosolids land application. These efforts were delayed in anticipation of the province releasing a similar literature review specific to the Organic Matter Recycling Regulation (OMRR), which likely would have answered many of the ESC's outstanding questions on the human health and ecological risk of biosolids land application. The provincial review has been delayed until at least the Fall 2024, resulting in the ESC requesting that staff reassess CRD-led reviews.

At the May 15, 2024 ESC meeting, staff brought forward a proposal to hire an academic research group to undertake the review, and a proposed Terms of Reference (Appendix A). Subsequent ESC and Board discussions have reaffirmed direction for the CRD-led reviews, with the following motions coming from the May 15 ESC and June 12, 2024 Board meetings:

- 1) *That staff be directed to continue the process of identifying suitable academic researchers to undertake an independent biosolids literature review, and report back to the Environmental Services Committee.*
- 2) *That staff be directed to report back to the Environmental Services Committee prior to proceeding with an independent unbiased legal review of:*
 - a) *the risks associated with the land application of biosolids that is compliant with the provincial regulatory framework; and*
 - b) *the risks associated if noncompliant with the provincial regulatory framework for biosolids.*

Literature Review

Staff continue to search for suitable academic reviewers for this scope. Qualifications for suitable candidates include:

- Academic tenure, which ensures independence from external influences for researchers at Canadian universities. This allows researchers to undertake research, develop conclusions and publish research consistent with their findings.

- Publishing the research in peer-reviewed journals, which ensures an open discussion in the scientific literature that guards against any bias in the research or interpretations. Peer-reviewed research ensures the studies can be repeatable, verified before being published, confirms the validity and reliability of the research, and is the basis for scientific advancement of knowledge.
- Knowledge in some or all of the fields of soil science, hydrogeomorphology, contaminant transport, environmental chemistry and toxicology and an understanding of human health and environmental risk assessment would be key to a successful literature review.
- Subject matter knowledge, including the application of science for policy development, should be critical to providing a relevant literature review for the Board's consideration.
- Absence of publicly stated positions in the matter of land application of biosolids. This criteria, as directed by the Board, aims to ensure a balanced approach to the work and mitigate public perception of bias.
- Knowledge of current and proposed regulatory frameworks in Canada and BC, currently listed as an asset but not a requirement (to avoid making the requirement list too astringent).

The process of securing a suitable reviewer in a timely matter is posing a major challenge given the type of work (which is academic in nature, where suitable candidates do not respond to the CRD's traditional work procurement methods (i.e., requests for proposals); and the time required to identify candidates, confirm interest and availability, report to the ESC (and Board), and finalize the engagement.

Staff have identified a few other qualified Canadian university researchers that may have capacity and interest to complete the work. To streamline the timeline and improve chances of securing suitable candidates, the ESC may choose to direct staff to award the scope of work to a suitable candidate, as long as the candidate fulfills the conditions noted above. Alternatively, staff can continue to reach out to those identified teams and report back to ESC and the Board seeking direction to award.

Legal Review

The ESC previously received copies of a Selected Cases on Biosolids Application to Land report (Appendix B) that suggests potential liability to the CRD in limited circumstances, though this has never been confirmed or provided to internal or external legal counsel for review or consideration. As highlighted at the October 18, 2023 ESC meeting, any legal opinion would be specific to the CRD and based on biosolids generated in the capital region, not on biosolids generally, as the facts and assumptions would need to be defined and applicable to the region's risk profile.

As such, staff recommend selection of a law firm that does not regularly perform work for the CRD but has expertise with environmental and local government matters. The scope of work is to assess:

1. The legal liability to the CRD:
 - a) If the OMRR is determined in the future to not be sufficiently protective of human health and/or the environment due to currently non-regulated chemical constituents potentially found in CRD biosolids destined for land application;
 - b) If contractors that land apply CRD biosolids in the future do so either:
 - i. in compliance with OMRR; or
 - ii. out of compliance with OMRR;

- c) If regional biosolids continue to be disposed of in the landfill;
 - d) If not all CRD biosolids are beneficially reused, as per provincial directive and federal expectations.
2. The applicability to the CRD of biosolids-related case law summarized in the Selected Cases on Biosolids Application to Land report and more recent case law in Canada;
 3. A background on regulatory offence law; the law of nuisance; the law of negligence; and other potential sources of environmental claims that may be of assistance to decision-makers on these issues.

The proposed selection process addresses the Board's concerns for independence through the nature of the lawyer-client relationship. Through this agreement, the hired firm has a duty to be an advocate for their client's interest and to provide the best information possible.

Staff have identified several potential law firms with strong reputations that meet the above criteria. If the Board approves of the selection criteria and scope of work outlined in this report, staff will approach potential law firms to determine availability and cost options and then proceed with obtaining the requested legal opinion.

ALTERNATIVES

Alternative 1

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

1. That staff be directed to secure a tenured professor that fulfills the qualification criteria outlined in this report, to undertake the independent literature review, as per the terms of reference previously approved for this work, with a budget not to exceed \$40,000; and
2. That staff be directed to procure a legal review in alignment with the selection criteria and scope of work presented in this report, with a budget not to exceed \$25,000.

Alternative 2

That this report be referred back to staff for further consideration.

IMPLICATIONS

Financial Implications

The cost to complete the external literature and legal review will be covered by existing funds in the Liquid Waste Management Plan planning budget. The timeline for the tasks is expected to be three to four months from the time of procurement.

CONCLUSION

The CRD Board directed staff to consider options for a fulsome review of the current science and legal liabilities associated with potential risks associated with the Short and Long-term Biosolids Management Strategy and associated plans. This work will involve procuring external experts to review the current available science and legal and regulatory framework to inform the Board's ongoing biosolids management program. The use of tenured university academics for the scientific literature review, and a law firm knowledgeable in regulatory and municipal compliance for the legal review, will achieve the objectives of independent and unbiased opinions for the Board's consideration. The work will likely take three to four months from the time of procurement.

RECOMMENDATION

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

1. That staff be directed to secure a tenured professor that fulfills the qualification criteria outlined in this report, to undertake the independent literature review, as per the terms of reference previously approved for this work, with a budget not to exceed \$40,000; and
2. That staff be directed to procure a legal review in alignment with the selection criteria and scope of work presented in this report, with a budget not to exceed \$25,000.

Submitted by:	Glenn Harris, Ph.D., R.P. Bio., Senior Manager, Environmental Protection
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Biosolids Literature Review – Terms of Reference

Appendix B: Selected Cases on Biosolids Application to Land (October 30, 2013)

BIOSOLIDS LITERATURE REVIEW**TERMS OF REFERENCE****June 2024**

BACKGROUND

In 2011, the Capital Regional District (CRD) Board passed a resolution to ban the land application of biosolids from CRD facilities primarily due to concerns about the potential human and environmental risks of contaminants therein. This ban ended a small CRD program that distributed lime-stabilized Class A biosolids (as defined under the BC Organic Matter Recycling Regulations [OMRR]) from a sub-regional wastewater treatment plant to the general public and local landscaping businesses. In 2020, the CRD commissioned a new wastewater treatment plant that substantially increased the volume of Class A biosolids produced annually to approximately 3,600 tonnes. Biosolids management options were subsequently introduced.

As per BC Ministry of Environment and Climate Change Strategy (ENV) expectations, Canadian Council of Ministers of the Environment guidance, and CRD commitments under its Core Area Liquid Waste Management Plan, the CRD is required to beneficially use all biosolids output. In BC, biosolids land application is regulated under OMRR. A long-term biosolids management plan is currently under final review and approval by the CRD Board and is due to ENV by June 18 2024.

Currently, CRD Class A biosolids are being managed under a short-term biosolids management plan (2020-2025), with the primary beneficial use options being incineration as an alternative fuel in a cement manufacturing plant in Richmond, BC, and integration with landfill cover systems as contingencies. When neither of these options are available, landfilling biosolids at the regional landfill has been the only alternative. However, in 2023, given significant operational and logistical challenges with the short-term options, the CRD Board amended its position to allow for limited non-agricultural land application of biosolids as a contingency option. The CRD has secured the use of biosolids for industrial land reclamation at a quarry near Cassidy, BC. CRD staff continue to seek additional short-term beneficial use contingency options that meet Board limits, in order to limit or avoid landfilling of biosolids when the other options are not available.

As part of development of the CRD's long-term biosolids management plan, the CRD has external technical advice that recommends that land application be included in a portfolio of options to ensure program redundancy and resiliency. Land application is typically the most reliable and cost-effective beneficial use option. As such, the CRD Board has given preliminary approval to include non-agricultural out-of-region land application options in the long-term management plan. Non-agricultural in-region land application options are only to be used as a last resort. This plan is scheduled for Board discussion and approval on June 12, 2024. However, there continue to be concerns raised about the potential human health and environmental risks associated with biosolids land application.

In response to these concerns, raised both in the CRD and elsewhere in the province, and around the world, ENV convened a technical working group to review the OMRR to ensure it remains protective of human health and the environment. A summary report is expected in Q2 2024. In the meantime, the CRD Board is seeking its own independent literature review on the risks and benefits of biosolids land application.

PURPOSE

The purpose of the literature review is to provide the Board and general public a summary of the human health and environmental risks, and benefits of the land application of CRD Class A biosolids.

AUTHOR(S) QUALIFICATIONS

The author(s) undertaking the literature review must include at least one tenured faculty member from an independent academic institution(s) with expertise and experience in assessing human health and environmental risk, general knowledge of biosolids land application practices, and an understanding of contaminant fate and impact. Additional co-authors with relevant expertise can be included if a team approach is taken. The authors should not have made any previous public statements regarding biosolids land application.

SCOPE

The literature review must:

- Build on previous literature reviews through a comprehensive scan of up-to-date primary scientific literature and other relevant studies.
- Consider environmental conditions typical of BC's south coastal region.
- Assess the human health and environmental risks of legacy contaminants, and those of emerging concern, that are potentially found in biosolids.
- Summarize contaminant concentrations in biosolids relative to levels of exposure in general society.
- Discuss the limitations of extrapolating lab-based toxicity testing to observations in the environment.
- Summarize areas of uncertainty in biosolids land application risk, including a summary of relevant techniques for evaluating and addressing uncertainty.
- Summarize biosolids land application techniques that can reduce risk and/or address uncertainty.
- Briefly summarize risks and concerns that have resulted in land application bans elsewhere.
- Briefly summarize risks and benefits of longstanding land application programs elsewhere.
- Assess the overall risks of biosolids land application considering the intent of the Precautionary Principle (Rio Declaration, 1992 and subsequent derivations).

The CRD will provide the author(s) with a summary of the known contaminant concentrations in CRD Class A biosolids and a list of the potential land application opportunities that have been identified as the long-term biosolids management plan is being developed.

The literature review author(s) are not expected to undertake new scientific experiments as part of this project.

DELIVERABLES

The literature review must provide a comprehensive and up-to-date summary of the human health and environmental risks, and benefits, of biosolids land application. It must include an executive summary and/or conclusions section that is understandable by a non-technical general public.

TIMELINE

The literature review must be completed within three months of project commencement.

BUDGET

The literature review will have a maximum budget of \$40,000.

SELECTED CASES ON BIOSOLIDS APPLICATION TO LAND

**BY GRACE JACKSON, ARTICLED STUDENT
and
BRUCE WARNSBY, LAW STUDENT
October 30, 2013**

This summary was prepared by an articling student and a law student and is for information purposes only. It should not be relied on as legal advice.

The following is a summary of just some of the relevant case law involving the land application of biosolids in North America. The purpose of this summary is to point out areas of potential legal liability which the CRD may wish to investigate before deciding whether or not to repeal its ban on the application of biosolids to lands within the CRD.

PROVINCIAL OVERSIGHT

In British Columbia, in one case so far, the Environmental Appeal Board found that a permit issued by the province of BC allowing the use of biosolids as fertilizer did not ensure protection of the environment as per the necessary requirements under BC's *Waste Management Act* (WMA) (*Organic Producers Assn. of Cawston & Keremeos v. British Columbia (Assistant Regional Waste Manager*¹). In that case, the permit was rescinded.

This case illustrates the potential for omissions by the province in its regulation of biosolids. It also illustrates how various administrative bodies might come to different conclusions about the environmental safety of biosolids application to land.

LOCAL GOVERNMENT JURISDICTION

In the United States, the battle over whether biosolids should be applied to land is being litigated in the context of jurisdiction. On the one hand, there are cases such as *Welch v. Board of Supervisors of Rappanock County*², where a local ordinance banning the land application of sewage sludge was upheld despite provisions of the federal *Clean Water Act* that encouraged the land application of biosolids. On the other hand, there are cases such as *Blanton v. Amelia County*³, where a local ordinance banning biosolids application was overruled by state permits allowing such application.

US case law suggests that courts in that country will attempt to harmonize two levels of regulation over the same subject area, and only if the regulations cannot be harmonized will the state law trump the local law (*O'Brien v. Appomattox County Virginia*⁴, *Queen Anne's Country v. Soaring Vistas*⁵). However, this principle can be applied with inconsistent results.

¹ *Organic Producers Assn. of Cawston & Keremeos v British Columbia (Assistant Regional Waste Manager)* (11 April 2002), 2000WAS-024, online: BCEAP <<http://www.eab.gov.bc.ca/waste/2002WASList.htm>>

² *Welch v Board of Supervisors of Rappanock County*, 888 F Supp 753, 759 (WD Va 1995).

³ *Blanton v Amelia County*, 540 SE 2d 869 871 (2001).

⁴ *O'Brien v Appomattox County*, 293 F Supp 2d 660 (WD Va 2003) affirmed *O'Brien v Appomattox County*, 71 Fed. Appx. 176 (4t ct App 2003).

⁵ *Queen Anne's Country v. Soaring Vistas* 121 Md. App. 140 (1997).

As another example, in *Thayer v. Town of Tilton*,⁶ the Supreme Court of New Hampshire upheld a local ban on the use of more hazardous “Class B” biosolids, stating that federal and state law left space for the town to protect the health and wellbeing of its residents through the ban. Conversely, in the case of *Franklin County v. Fieldale Farms*,⁷ the Supreme Court of Georgia found that allowing such local ordinances would breach the principle of uniformity.

The US battle continues on in places such as Kern County, California, where residents seek to ban the application of biosolids to land despite state legislation that promotes the use of biosolids. That case, *Los Angeles v. Kern County*,⁸ is currently being appealed to the Supreme Court of California.

A similar battle took place in Quebec, in the context of a prohibition on applying biosolids to farm land in Elgin County. Quoting the municipality’s plenary powers to enact by-laws for the general welfare of its people, and the Supreme Court of Canada’s direction to use the precautionary principle to deal with cases of conflicting scientific evidence, the prohibition was upheld at trial. However, on appeal the prohibition was held to be *ultra vires* the municipality and was overturned due to the specific wording of the various laws (*Ferme L’Évasion inc. c. Elgin (Municipalité du canton d’)* 2011 QCCA 967).

These cases demonstrate different approaches that may be taken by courts in trying to deal with divergent rationales for regulation and conflicting scientific evidence about health and environmental concerns.

EMERGING ISSUES

In addition to local governments, it may be that Indian Tribes in the United States also have the ability to regulate the depositing of biosolids on their land. In a September 2013 decision, *St. Isidore Farms v. Coeur D’alene Tribe of Indians*,⁹ the federal District court for Idaho ruled that the tribal court had jurisdiction to deal with concerns of the Tribe. The Tribe is concerned about the health risks for members who consume wildlife which grazes on a property located on the reserve that had sludge injected into it pursuant to state approval. In order to make that finding, the court found that the affidavits and expert evidence presented by the Tribe was sufficient to show that the health and safety of the Tribe may be threatened. To our knowledge, the case is now before the Tribal Court which will weigh the evidence.

While the authority of First Nations in Canada to regulate biosolids has not been addressed in courts to our knowledge, the *Coeur D’alene Tribe of Indians* case illustrates logic that Canadian courts could potentially adopt in considering whether applying biosolids to lands that provide habitat to wildlife may interfere with not just human health, but also aboriginal rights. If there was, for example, a First Nation that had valid health concerns about eating wildlife that had come into contact with biosolids, it is possible that a court could find that the application of biosolids effectively eliminated the aboriginal right to hunt for food or other purposes. It therefore may be

⁶ 151 N.H. 483; 861 A.2d 800; 2004 N.H. LEXIS 186

⁷ 270 Ga. 272; 507 S.E.2d 460; 1998 Ga. LEXIS 1157; 47 ERC

⁸ 214 cal app 4th 394.

⁹ 2013 U.S. Dist. LEXIS 127705

that the constitutional duty to consult and accommodate aboriginal rights is triggered in relation to governments' decisions to allow the application of biosolids in areas that provide habitat to wildlife that may be eaten.¹⁰

COULD APPROVING THE LAND APPLICATION OF BIOSOLIDS GIVE RISE TO LIABILITY?

Approving the land application of biosolids may open up various parties to legal liability if it results in public health or environmental problems.

HAS LIABILITY BEEN ATTRIBUTED TO THE GOVERNMENT?

The United States Department of Agriculture (USDA) was ordered by a federal judge to compensate a farmer whose cows died due to the land application of biosolids in the case of *R. A. McElmurray v. United States Department of Agriculture*¹¹. In that case, the judge concluded that the USDA had failed to professionally monitor, test and record the toxicity levels of the biosolids it applied to the farmer's land.

CAN FARMERS BE HELD PERSONALLY LIABLE?

It remains the fact that farmers in the US can be held liable for damages caused by the land application of biosolids despite the protections offered by Right to Farm acts. This is because the application of biosolids may be considered to be outside the scope of normal farm practices, and because Right to Farm acts do not protect against negligence, trespass or the escape of a dangerous substance under the rule in *Rylands v Fletcher*. This is also the case despite the US federal *Comprehensive Environmental Response, Compensation, and Liability Act* (CERCLA) if the sludge that is applied to lands ends up containing particularly hazardous materials, and even if the farmer was unaware that the sludge was toxic (*Fallowfield Development Corp. v. Strunk*¹²).

In Quebec, neighbours of a farm storing municipal sludge were awarded a total of \$2000 plus interest and costs due to the presence of odors. The farmer was held liable in that case primarily due to the fact that he had been issued two violations of the provincial environmental quality act (*Maisonneuve c. Fermes Lebec inc.*, 2013 QCCQ 5923 (CanLII)).

Although none of these cases are from BC, they demonstrate the potential for litigation on this topic, and therefore suggest that care be taken in regulating the application of biosolids to lands.

¹⁰ See, for example, *Haida Nation v. British Columbia* (Minister of Forests), [2004] 3 SCR 511, 2004 SCC 73.

¹¹ *R.A. McElmurray v United States Department of Agriculture*, 535 F Supp 2d 1318 (SD Ga 2008).

¹² 1994 WL 498316 (ED Pa).

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 19, 2024**

SUBJECT **Biosolids Beneficial Use Options - Request for Expressions of Interest**

ISSUE SUMMARY

The Capital Regional District (CRD) must develop biosolids management options in accordance with the Long-term Biosolids Beneficial Use Strategy.

BACKGROUND

The Capital Regional District (CRD) has been responsible for the beneficial use of Class A biosolids produced at the Residuals Treatment Facility since the commissioning of the core area wastewater treatment project in 2020. Currently, the CRD is operating under the Short-term Biosolids Management Plan (2020-2025), with the primary beneficial use options being incineration as an alternative fuel in a cement manufacturing plant in Richmond, BC, and integration with landfill cover systems as contingencies. When neither of these options are available, landfilling biosolids at Hartland Landfill has been the only alternative.

In 2011, the CRD Board passed a resolution to ban the production and land application of biosolids at CRD facilities and parks, and on farmland in the CRD; however, in 2023, given the operational and logistical challenges with the short-term plan, the CRD Board amended its position to allow limited non-agricultural land application of biosolids as a contingency option. The CRD has secured the use of biosolids for industrial land reclamation at a quarry near Cassidy, BC. Staff continue to seek additional short-term beneficial use contingency options, in order to limit or avoid landfilling of biosolids when the other options are not available.

On June 12, 2024, the CRD Board approved a long-term biosolids beneficial use strategy (strategy), which outlines and prioritizes how biosolids will be beneficially used in the coming years. As directed by the BC Ministry of Environment and Climate Change Strategy, the strategy was submitted for provincial review on June 18, 2024, with the intention that it will be implemented by January 1, 2025. The strategy indicates a tiered approach to biosolids management options, with Tier 1 indicating a preference for, and commitment to, developing advanced thermal processing of biosolids in the region. The strategy indicates Tier 1 will require 7-10 years to pilot technology and, if successful, then procure, commission and permit a full-scale advanced thermal facility. Therefore, the strategy includes creating a portfolio of out-of-region options (Tier 2) that the CRD will utilize to ensure regulatory compliance is continuously achieved to bridge the biosolids management program as the CRD pursues Tier 1 options.

As previously reported to the Board in the Monthly Short-term Biosolids Management Plan updates, the contingency mine reclamation project in Cassidy, BC, may also reach capacity in 2024 and therefore does not provide sufficient, reliable viability under current conditions. In addition, staff will be meeting with LaFarge senior staff to assess next steps in improving the reliability of the Richmond cement kiln incineration project. Additionally, staff recognize that landfilling biosolids is not a beneficial use accepted under current provincial regulations and utilizes much needed airspace at the Hartland landfill.

Considering these factors, staff are recommending a Request for Expressions of Interest (RFEOI)

process to identify partners with an interest in biosolids management, with the intention of creating a portfolio of options. The scope of the RFEOI would align with Tier 2 of the Long-term Management Strategy, such that:

Options explored must be out-of-region, and can include:

- (i) Industrial land reclamation, such as mine and quarry sites
- (ii) Forest fertilization
- (iii) Production of biosolids growing medium and/or feedstock in soil production
- (iv) Partnerships with established biosolids programs
- (v) Fuel combustion in cement manufacturing facilities
- (vi) Additional industrial partners interested in combustion

Upon concluding the RFEOI process, staff will present outcomes to inform next steps.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That staff be directed to issue a Request for Expressions of Interest for biosolids management under Tier 2 of the Long-term Biosolids Beneficial Use Strategy

Alternative 2

That this report be referred back to staff with alternate direction.

IMPLICATIONS

Financial Implications

The current options that are available under Tier 2 are limited to conventional thermal (combustion) and land application. Through the research by the CRD's technical consultant during the biosolids long-term plan development, Tier 2 options will likely be similar (<\$300 per tonne). A caveat for any combustion options is that the cost of implementation would be higher if significant capital investment is required for specialized receiving, storage and handling of biosolids.

Service Delivery Implications

A portfolio of options is required to ensure redundancy and resiliency of the biosolids management strategy. Previous experience with the CRD, as well as a jurisdictional review, has indicated that relying on a single or very few options and single contingency is not suitable to maintain service delivery and regulatory compliance. The CRD is at risk to landfilling biosolids under an emergency situation, if additional options cannot be procured before the end of July. This would be out of line with regulatory requirements and may have serious consequences for delivery of the solid waste service, as airspace is currently limited in cell 3 of the landfill while cell 4 is under development.

Alignment with Board and Corporate Priorities

Procurement of Tier 2 options under the Long-term Biosolids Management Strategy aligns with the 2023-2026 CRD Corporate Plan goal of *Management of wastewater and treatment residuals*, and the initiative to *Develop and implement a long-term Biosolids Management Plan*. The Strategy also supports the initiative under this goal to *Update the Liquid Waste Management Plans for the*

Saanich Peninsula and Core Area with regards to complying with the commitment to beneficially use the biosolids generated from the wastewater treatment plants.

First Nations Implications

First Nations are seeking a more respectful, reciprocal government-to-government relationship with the CRD related to service delivery and service delivery impacts in their traditional territories. The CRD will continue to explore beneficial use opportunities with those Nations that express interest. The CRD will also listen to any concerns Nations may have regarding the beneficial use options and is committed to working with individual Nations to address their concerns.

Intergovernmental Implications

As specific options are identified, CRD staff will provide advanced communication to local governments in jurisdictions where out-of-region options are being contemplated or procured. Due to the nature of some of the beneficial use options and in order to have a portfolio of options that ensures redundancy and flexibility, it is not unusual for local governments to have biosolids management programs that extend beyond the jurisdictional boundaries of the local government in terms of processing and end use, particularly in areas that are more urban and those that produce larger volumes of biosolids.

CRD staff do not anticipate a need to amend the current Short-term Biosolids Management Plan (2020-2025) in order to implement additional beneficial use options during the provincial review of the long-term strategy submission.

CONCLUSION

On June 12, 2024, the CRD Board approved a long-term biosolids beneficial use strategy that outlined and prioritized how biosolids will be beneficially used in the coming years. The strategy includes creating a portfolio of out-of-region compliance options that the CRD will utilize to ensure regulatory compliance is continuously achieved until the preferred option (advanced thermal processing) is available. Staff have also identified an immediate need for additional contingency capacity for biosolids management and have identified an out of region option that aligns with the Board's strategy and will meet regulatory requirements. Staff are seeking approval to pursue a contract to address the immediate need for biosolids management and Issue a Request for Expressions of Interest for biosolids management under Tier 2 of the Long-term Biosolids Beneficial Use Strategy.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board: That staff be directed to issue a Request for Expressions of Interest for biosolids management under Tier 2 of the Long-term Biosolids Beneficial Use Strategy.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JUNE 19, 2024**

SUBJECT **Biosolids Advanced Thermal Demonstration Plant – Project Update**

ISSUE SUMMARY

To provide an update on the status of the project to procure and carry out a biosolids advanced thermal demonstration plant.

BACKGROUND

At the April 12 2023 meeting, the Capital Regional District (CRD) Board directed staff to issue a Request for Expressions of Interest (RFEOI) for the design and operation of a Biosolids Advanced Thermal Demonstration Plant. An open call was posted on BC Bid and ten submissions from companies world-wide were received and evaluated, resulting in six proponents being shortlisted for the next step, an invitational Request for Proposals (RFP). On October 11, 2023, the Board also provided direction that consideration should be given to the processing of a secondary waste stream as part of the demonstration project.

Since that time, a business advisor has been engaged, Reshape Strategies, a Vancouver-based firm that was instrumental in the renewable natural gas project. Also, an RFP for an owner's engineer/technical advisor was issued and GHD was selected to fill this role. The RFP for the design-build-operation of the demonstration facility is under development and is scheduled to be issued to the six proponents in mid-July. The CRD has a standard RFP document and contract for services that is being customized for this procurement due to the unique nature of the project. Work is advancing on the technical specifications, as well as the general conditions that will form the main elements of the RFP.

Primary considerations in this RFP for the demonstration plant include the following:

- The trial period will be for 15 months, as this is the maximum trial duration allowed under a provincial approval pursuant to the Environmental Management Act.
- The technologies that will be accepted as an advanced thermal process include gasification, pyrolysis and any variations thereof, but will not include incineration.
- The intent is that this trial will be a Design Build Operate Maintain project.
- The RFP will provide the proponents with several options on payment for the equipment, including a straight purchase or a lease for the duration of the trial period.
- The capacity required will be based on a minimum of 2.5 tonnes per day (tpd) but will allow for any larger amount up to 10 tpd based on the proponent's standard available model.
- Proponents can optionally propose one or more secondary streams of solid waste to be processed as part of the demonstration plant trial.
- The RFP period will be conducted concurrently with the first stage of regulatory authorization to expedite project delivery.

IMPLICATIONS

Climate Implications

Operational greenhouse gas (GHG) emissions will be one of the evaluation criteria included within the Request for Proposals. During the pilot period, the pilot will evaluate end uses for the

byproducts, which are expected to include biochar, syngas and a bio-oil. As part of this evaluation, an analysis of the GHG sequestration potential and value of carbon credits that could result from biochar will be included.

Financial Implications

Following the RFEOI process, the Board approved pursuing an advanced thermal demonstration plant project, with a preliminary estimate of \$10M, including all soft costs, which is based on preliminary costs provided by several respondents. There are no indications that this will be insufficient at this time.

Submissions will be evaluated on the costs of both the pilot project, including any salvage value remaining at the end of the pilot period, along with the (indicative) levelized cost of a permanent plant over an assumed 15-year life span. Because of the lengthy regulatory process required for permitting of a permanent plant after a (successful) pilot period, staff are not yet certain if it will be possible to reuse equipment from the trial period.

Intergovernmental/Regulatory Implications

Staff and the technical advisor have identified several regulatory permitting requirements that are required for this project. First is obtaining authorization for air discharges under the Environmental Management Act. Staff have initiated the first of this two-stage process and anticipate an approximate 4-6-month timeline for completing the pre-application stage. Following pre-application, staff, the selected proponent, and the CRD's technical advisor will compile and submit a detailed application for provincial review and approval, which staff anticipate will take an additional 18-22 months. If the pilot project is successful, this process will need to be repeated for a full commercial-scale facility.

In addition to the above, the CRD may require several permits for completing a development project from the District of Saanich, as well as permits from Technical Safety and WorkSafe BC. However, until the project details are established through the RFP process, these specific requirements cannot be determined.

Service Delivery Implications

The project schedule calls for issuing the RFP by mid-July and staff are currently on schedule to meet that date. The schedule originally allowed for the RFP to be open for five weeks but the CRD's business advisor has recommended allowing eight weeks, plus potential for up to four additional weeks, if extensions are requested. The reasoning is that a shorter timeline may result in some proponents choosing to not submit a proposal, particularly as this period of time occurs during the summer vacation season. Staff feel it is prudent to follow this recommendation to ensure all six proponents have ample opportunity to respond with a bona fide proposal. With the longer initial RFP open period and potential extensions, it is anticipated that the results of the RFP and staff recommendation will be presented to the ESC at the October 16 meeting. The RFP period will therefore be taking place concurrently with the first stage of regulatory authorization to expedite the overall project delivery.

The Fall staff report will establish an overall project schedule based on the input of the preferred proponent and the response from the Province.

CONCLUSION

At the direction of the CRD Board, staff issued a Request for Expressions of Interest for a Biosolids Advanced Thermal Demonstration Plant and a subsequent Request for Proposals is being developed to be issued to the six shortlisted proponents. The RFP will be issued in mid-July and the project is deemed to be on budget at this time. The pre-application has been submitted to the province and a response is expected in the Fall, at which time an updated project schedule will be presented to the Environmental Services Committee.

RECOMMENDATION

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

Submitted by:	Steve May, P.Eng., Senior Manager, Facilities Management & Engineering Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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REPORT TO FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 03, 2024

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

To provide the Finance Committee and the Capital Regional District (CRD) Board a bimonthly update on external grants activity for the period between April 16, 2024 and June 17, 2024.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in May 2024. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of 2024. Appendix B provides a summary of grant alerts for 2024 referencing CRD grant applications approved, pending and declined.

IMPLICATIONS

Financial Implications

Grants/Contributions Awarded

1. \$1,710,037 (CRD portion of \$6.4M) through the Investing in Canada Infrastructure Program's Green Infrastructure Stream to fund the CRD's Public Electric Vehicle (EV) Charging Network Project, which in partnership with the City of Victoria, will install approximately 596 EV chargers at 80 locations across the region. This has an estimated total project cost of \$8,700,000.
2. \$369,429 through the Province of BC's Local Government Climate Action Fund to support a range of climate action projects that align with the CleanBC Roadmap, from 2024 until 2026 across the Capital Region. Projects include building and transportation initiatives, as well as investments to infrastructure.
3. \$100,000 through the Salt Spring Island Foundation's Bloom Fund to support the Maxwell Park Preservation and Improvement Project. New trails and signage will be added to the park. This has an estimated total project cost of \$115,000.
4. \$25,000 through Employment and Social Development Canada's New Horizons for Seniors Program to fund equipment and programming at Dinner Bay Park on Mayne Island.
5. \$5,000 through the Salt Spring Island Foundation's Community Grant to purchase full height mirrors and barres for the Salt Spring Island Multi Space facility on Salt Spring Island, to facilitate ballet classes. This has an estimated total project cost of \$10,000.

There is one grant under news embargo.

Applications Submitted

Eight CRD applications were submitted:

1. \$350,000 through the Union of BC Municipalities’ Community Resiliency Investment Program to support a FireSmart education campaign, along side other smaller initiatives to reduce wildfire risk.
2. \$149,995 through the Canadian Mortgage and Housing Corporation’s (CMHC) Seed Funding Program to support early development activities for the 186-unit 1800 McKenzie Phase 1 project.
3. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 215-unit Cloverhurst-Amberlea project.
4. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 162-unit Grey Oak Square project.
5. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 97-unit Swanlea project.
6. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 110-unit Verdier project.
7. \$28,000 through Heritage BC’s Heritage Legacy Fund to remove significant and damaging graffiti from the historic Goldstream Powerhouse and perform restorative work. - estimated total project cost \$56,000.
8. \$3,942 through Outdoor Recreation Council of BC’s Outdoor Recreation Fund to create a new information kiosk for Henderson Park on Mayne Island. - estimated total project cost \$8,000.

Service Delivery Implications

New Grant Opportunities

Twelve grant calls (including programs with multiple streams) were issued during the reporting period and are summarized in Table 1. Appendix B details relevant active grants (as of June 17, 2024) and lists recently closed grants for 2024. Appendix B also references CRD grant applications approved, pending and declined/withdrawn.

Table 1: Grant Calls Issued

Grant	Deadline	Information
AgriSpirit Fund – Farm Credit Canada	15-May-24	Funding for food waste reduction, supporting agriculture and food, reducing the environmental footprint and accessibility projects
Environmental Damages Fund – Environment and Climate Change Canada	30-May-24	Opportunities for restoration, environmental quality improvement, research and education projects
Hosting BC – ViaSport BC	31-May-24	Support for hosting sporting events that encourage economic and community development
Community Park Enhancement Fund – BC Parks	31-May-24	Funding for conservation or recreation projects in community parks

Grant	Deadline	Information
Watershed Grants – Watershed Security Fund	26-Jun-24	Supports projects and initiatives that advance resiliency in BC watersheds
PlanH Healthy Communities Grant – BC Healthy Communities	04-Jul-24	Funding to support local governments to advance policies, programs and strategies aimed at improving health equity and well-being
Growing Canada’s Community Canopies Initiative – Green Municipal Fund	12-Jul-24	Funding for tree planning initiatives
Community Development Grants – Jumpstart Foundation	12-Jul-24	Support for delivering sport and recreation programming to children
Enabling Accessibility Fund – Employment and Social Development Canada	23-Jul-24	Supports infrastructure projects that improve accessibility and safety for persons with disabilities
ChildCareBC New Spaces Fund – Province of BC	02-Aug-24	Funding to create new childcare spaces
Capacity Development Partner Grant – Green Municipal Fund	07-Aug-24	Funding for basic and in-depth technical training to advance climate adaptation knowledge and skills
Local Leadership for Climate Adaptation – Green Municipal Fund	14-Aug-24	Support for equity-information climate adaptation projects incorporating low-carbon and nature-positive community benefits

CONCLUSION

The CRD recognizes grants as 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 grant opportunities relative to service needs. Local partners are informed of these opportunities through the Grants Dashboard and Grants Alerts. The CRD will continue to provide a bimonthly summary of activities and outcomes in the External Grants Update.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: 2024 External Grants Dashboard
- Appendix B: 2024 Grant Alerts

APPENDIX A

2024 EXTERNAL GRANTS DASHBOARD

(updated 17-Jun-24)

 Approved	 Pending	 Declined
19	16	11
\$14,449,816	\$7,642,082	\$64,242,122

2024 Approved Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Schooner Way-School Trail - Pender Island	500,000	2023
	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Last-mile Connectivity and Economic Diversification for the Southern Gulf Islands	495,000	2023
	Community REGreening Program – BC Hydro	Dinner Bay Park Fitness Circuit Beautification - Mayne Island	4,600	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services (Con't)	New Horizons for Seniors Program – Employment and Social Development Canada <i>*New</i>	Dinner Bay Seniors Fitness Circuit - Mayne Island	25,000	2024
Executive Services	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Merchant Mews Pathway Project – Salt Spring Island	112,000	2023
	Bloom Fund – Salt Spring Island Foundation <i>*New</i>	Mount Maxwell Community Park Preservation and Improvement	100,000	2023
	Community Grants Fund – Salt Spring Island Foundation <i>*New</i>	Dance Studio Mirrors and Barres	5,000	2024
Parks & Environmental Services	CleanBC – BC Hydro Custom Incentive Program	Panorama Recreation Arena Dehumidifier Electrification	7,514	2023
	Energy Audit Program – BC Hydro	Saanich Peninsula Wastewater Treatment System Energy Study	25,000	2023
	Family Day Grant Program – BC Recreation and Parks Association	SEAPARC Family Day Activities	1,000	2024
	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Regional Trestles Renewal, Trails Widening and Lighting Project	500,000	2023
	Sustainable Communities Program – BC Hydro	Capital Region Covered Buildings List	16,000	N/A

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services (Con't)	CleanBC Communities Fund – Climate Change Mitigation – Green Infrastructure Stream – Investing in Canada Infrastructure Program <i>*New</i>	Capital Regional District Public Electric Vehicle Charging Network Project (Total Grant Award of \$6.4M including City of Victoria portion as partnership)	1,710,037	2022
	Local Government Climate Action Program – Province of BC <i>*New</i>	2024-26 Local Government Climate Action program	369,429	N/A
Planning & Protective Services	Rapid Housing Initiative – Canada Mortgage and Housing Corporation	1502 Admirals Road Housing Project	9,922,687	2022
	Community Resiliency Initiative Grant – 2023 FireSmart Community Funding and Supports – Union of BC Municipalities (UBCM)	Capital Regional District FireSmart Project – 2023	344,057	2022
	Local Government Housing Initiative – Province of BC	For projects such as: Official Development Plan updates, Housing Needs Reports and other activities	252,492	N/A
	Active Transportation Network Planning Stream – BC Active Transportation Infrastructure Grants Program	Juan de Fuca Electoral Area - Active Transportation Network Plan	30,000	2023
	Community Emergency Preparedness Fund – UBCM	Emergency Support Services Equipment and Training	30,000	2024
Total			14,449,816	

APPENDIX A

2024 Pending Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Capital and Innovation Program – Island Coastal Economic Trust	Schooner Way-School Trail - Pender Island	100,000	2024
	Community Emergency Preparedness Fund – UBCM	Climate Risk Assessment and Water Conservation Signage	180,000	2024
	Outdoor Recreation Fund of BC – Outdoor Recreation Council of BC *New	Henderson Park Information Kiosk	3,942	2024
Executive Services	Community Grants Fund – Salt Spring Island Foundation	Portlock Park Bleachers	9,000	2023
	Community Grants Fund – Salt Spring Island Foundation	Inclusive Recreation Gym and Swim	10,000	2023
	Community Grants Fund – Salt Spring Island Foundation	Rollerskating for Youth Drop-in	4,900	2023

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services (Con't)	Community Grants Fund – Salt Spring Island Foundation	Portlock Park Well Revitalization Project	10,000	2024
Integrated Water Services	Heritage Legacy Fund – HeritageBC *New	Graffiti Removal - Goldstream Powerhouse	28,000	2024
Planning & Protective Services	Active Transportation Fund – Infrastructure Canada	Galloping Goose Regional Trail and Selkirk Trestle Enhancement Project (Submitted by Ministry of Transportation and Infrastructure, in partnership with Regional Parks)	5,848,328	2022
	Community Grant Program – Tire Stewardship BC	Greenglade Community Centre Playground	18,472	2023
	Active Community Grant Program – BC Alliance For Healthy Living	Moving on With Your Life (after brain injury) and Beyond Breast Cancer – SEAPARC Programming	50,000	2024
	Natural Climate Solutions Grant – Paul G. Allen Foundation	Building Climate Resilience and Community Connections through Tree Planting in the Capital Region	500,000	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023
	Community Emergency Preparedness Fund – UBCM	Capital Regional District Fire Department Training and Equipment Project 2024	179,440	2023
	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	Community Resiliency Investment Program – UBCM *New	2024 FireSmart Community Funding and Supports	350,000	2024
Total			7,642,082	

APPENDIX A

X 2024 Declined Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Ganges Harbourwalk Revitalization Project - Detailed Designs	100,000	2023
Integrated Water Services	Disaster Mitigation and Adaptation Fund – Infrastructure Canada	Capital Regional District – Regional Water System Upgrades – Disaster Mitigation and Adaptation Improvement Project	63,150,000	2023
Parks & Environmental Services	CleanBC – BC Hydro Commercial Custom Program	Panorama Energy Recovery Project	200,000	2020
	Grant Program for Specialized Equipment and Training for Police and Related Agencies – Civil Forfeiture Office	Park Ranger Equipment	4,462	2023
	Community Development Grants – Canadian Tire Jumpstart	Serve’s Up! Tennis for Saanich Peninsula Schools – Panorama Programming	5,485	2024
	Active Community Grant Program – BC Alliance For Healthy Living	Serve’s Up! Tennis for Saanich Peninsula Schools – Panorama Programming	32,200	2024
Planning & Protective Services	Seed Funding – CMHC	1800 McKenzie Phase 1	149,995	2024
	Seed Funding – CMHC	Cloverhurst-Amberlea	149,995	2024
	Seed Funding – CMHC	Grey Oak Square	149,995	2024
	Seed Funding – CMHC	Swanlea	149,995	2024
	Seed Funding – CMHC	Verdier	149,995	2024
Total			64,242,122	

APPENDIX B

2024 GRANT ALERTS

Open Grants as of 17-Jun-24 (Including CRD Applications Approved, Pending and Declined)

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
26-Jun-24	Watershed Grants – Watershed Security Fund [LINK]	Supports projects and initiatives that advance resiliency in British Columbia (BC) watersheds	
04-Jul-24	PlanH Healthy Communities Grant – BC Healthy Communities [LINK]	Funding to support local governments to advance policies, programs and strategies aimed at improving health equity and well-being	
12-Jul-24	Growing Canada’s Community Canopies– Green Municipal Fund [LINK]	Funding for tree planning initiatives	
12-Jul-24	Community Development Grants – Canadian Tire Jumpstart [LINK]	<p>Two funding streams:</p> <ol style="list-style-type: none"> 1. Programming Support – develop or sustain the delivery of sport or physical-based activities 2. Operational Support – to build inclusive, equitable, safe sport participation experiences <ul style="list-style-type: none"> • <i>Parks and Environment Services, Serve’s Up! Tennis for Saanich Peninsula schools – Panorama Programming</i> 	
15-Jul-24	TD Friends of the Environment Foundation Grant – TD Bank Group [LINK]	Funds to support environmental initiatives including green space programs such as park revitalization, community gardens and park programming	
23-Jul-24	Enabling Accessibility Fund – Employment and Social Development Canada [LINK]	Supports infrastructure projects that improve accessibility and safety for persons with disabilities	

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Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
02-Aug-24	ChildCareBC New Spaces Fund – Province of BC [LINK]	Funding to create new childcare spaces	
07-Aug-24	Capacity Development Partner Grants – Green Municipal Fund [LINK]	Funding for basic and in-depth technical training to advance climate adaptation knowledge and skills	
14-Aug-24	Local Leadership for Climate Adaptation – Green Municipal Fund [LINK]	Support for equity-information climate adaptation projects incorporating low-carbon and nature-positive community benefits	
06-Sep-24 06-Dec-24	Community to Community Program (C2C) – Union of BC Municipalities (UBCM) [LINK]	To support C2C forums and expanding to include First Nation-local government reconciliation and relationship building through agreements, joint plans and/or strategies for reviewing by-laws and/or policies	
27-Sep-24	Asset Management Planning – UBCM [LINK]	To support planning grants, training subsidies, and the development of asset management resources	
30-Sep-24 31-Dec-24	FireSmart Community Funding and Supports – UBCM [LINK]	Funding to increase community resiliency by undertaking community-based planning and activities that reduce the community’s risk from wildfire <ul style="list-style-type: none"> • <i>Planning and Protective Services</i> 2024 FireSmart Community Funding and Supports *New 	
04-Oct-24 28-Mar-25	Disaster Risk Reduction-Climate Adaption (2024/25) – UBCM [LINK]	Funding to reduce risks from future disasters due to natural hazards and climate-related risks through three streams: <ol style="list-style-type: none"> 1. Foundational activities including risk mapping, risk assessments and planning. 2. Non-structural projects including land use planning and education and temporary mitigation equipment 3. Small Scale Structural Projects 	

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Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
15-Oct-24	Canada Arts Presentation Fund –Canadian Heritage [LINK]	Funds for organizations that offer support to arts presenters
15-Oct-24	Community Salmon Program – Pacific Salmon Foundation [LINK]	To provide resources to enable the public to participate in Fisheries and Oceans Canada’s Salmon Enhancement Program
18-Oct-24	Volunteer and Composite Fire Departments Equipment and Training (2024) – UBCM [LINK]	Funding to fire departments for preparation and response to emergencies
18-Oct-24	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails
01-Nov-24	Indigenous Cultural Safety and Cultural Humility Training (2024) – UBCM [LINK]	To enhance cultural safety and humility in the delivery of local emergency management programs and services
02-Dec-24	Plastics Action Fund – Alacrity Canada [LINK]	To support new projects and project financing in the Regional Plastics Innovation Category in communities with a population of less than 25,000
31-Jan-25	Emergency Support Services Equipment and Training – UBCM [LINK]	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training
28-Feb-25	Emergency Operations Centres Equipment and Training (2025) – UBCM [LINK]	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises

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Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
31-Mar-27	Codes Acceleration Fund – Natural Resources Canada [LINK]	To accelerate the adoption of the highest feasible energy performance such as net-zero emissions codes, promote compliance and build capacity in two streams: <ol style="list-style-type: none"> 1. Regional and municipal governments that have the authority to adopt energy by-laws and codes 2. Regional and municipal governments that do not have authority to adopt building energy by-laws and codes
Continuous (limited funds)	The Living Cities Canada Fund (2024) – Green Communities Canada [LINK]	For small-scale green infrastructure projects
Continuous (limited funds)	Go Electric – CleanBC [LINK]	Funding to support fleet transition to electric vehicles
Continuous (limited fund)	Rural Transit Solutions Fund Planning and Design Stream – Infrastructure Canada [LINK]	Planning and design project funding to support the development and expansion of locally driven transit solutions
Continuous through 2025	Next Generation 911 – UBCM [LINK]	Funding to eligible recipients to support the transition and operational readiness of existing 911 services to NG911
Continuous through Mar 26	Local Community Accessibility Grant Program – Social Planning and Research Council of BC (SPARC BC) [LINK]	Funding to identify and remove barriers to improve accessibility and inclusion
Continuous	CleanBC Custom Program – BC Hydro [LINK]	Energy study funding and capital incentives for fuel switching and electrification measures <ul style="list-style-type: none"> • <i>Parks and Environmental Services</i>, Panorama Recreation Arena Dehumidifier Electrification

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM			DESCRIPTION				
Continuous	Integrated Energy Audit – BC Hydro [LINK]			An integrated energy audit to Improve efficiency and managing energy costs <ul style="list-style-type: none"> <i>Parks and Environmental Services, Saanich Peninsula Wastewater Treatment System Energy Study</i> 				
Continuous	Legacy Fund – Building Communities through Arts and Heritage – Canadian Heritage [LINK]			Funds to celebrate community, increase opportunities for local artists, artisans, heritage performers or specialists and First Nations, Inuit and Metis cultural carriers to be involved in their community with citizen involvement and local partners				
Continuous (limited funds)	Community Buildings Retrofit Initiative – Green Municipal Fund [LINK]			Retrofit existing community buildings to lower green house gas (GHG) emissions and extend their life cycle				
Continuous	Clean Energy for Rural and Remote Communities Program – Natural Resources Canada [LINK]			Provides funding for renewable energy and capacity building projects in rural and remote communities. Accepting application for only two steams: <ol style="list-style-type: none"> Biomass heating, district heating, combined heat and power systems research, development, and demonstration projects 				
Continuous	Multiculturalism and Anti-Racism Program – Events Component – Canadian Heritage [LINK]			Funding for community-based events that promote intercultural or interfaith understanding or celebrate a community’s history and culture				
Continuous	Connecting British Columbia Program – Phase Two: Connectivity Infrastructure Strategy [LINK]			To support the development of regional connectivity infrastructure strategies that ensure that infrastructure strategies achieve objectives for the region				
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada [LINK]			Employers are compensated for operational losses when reservists take time away from work to serve on military operations				

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Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
Continuous	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada [LINK]	Funds to respond to economic development opportunities or adjust to changing and challenging economic circumstances	
Continuous	Rental Protection Fund – Ministry of Housing [LINK]	Provides funding for affordable housing projects	
Continuous	National Institute of Disability Management and Research (NIDMAR) Disability Management Program Assessment – NIDMAR – BC Workforce Development Agreement [LINK]	Provides BC workplaces with two levels of opportunity: <ol style="list-style-type: none"> 1. Free assessment of current Disability Management and Return to Work workplace structures 2. Potential subsidy of up to \$7,500 to address issues identified in the assessment 	
Continuous	Supporting Rural Destinations – Discover West Tourism [LINK]	Funding for tourism events in rural communities	
Continuous	Capital project: Retrofit of existing municipal buildings – Federation of Canadian Municipalities [LINK]	Retrofit a municipal building or portfolio of municipal buildings for higher energy performance and significant GHG emissions reduction	
Continuous	Homelessness Community Action Grants Program – SPARC [LINK]	One-time funding for local planning and collaborative initiatives to respond to the needs of those who are homeless or at risk of becoming homeless	
Continuous	Canada Cultural Spaces Fund – Canadian Heritage [LINK]	Funding for improvement of physical conditions for heritage, culture and creative innovation including renovation and construction projects	
Continuous	Retrofit or New Construction of Sustainable Affordable Housing – Green Municipal Fund [LINK]	Funding to evaluate solutions for integrating deep energy efficiency measures and onsite renewable energy generation in existing affordable housing retrofit and new build projects	

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Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
Continuous	GHG Impact Retrofit – Federation of Canadian Municipalities [LINK]	Funding to retrofit a local recreational or cultural facility to reduce GHG emissions	
Continuous	Commemorate Canada – Canadian Heritage [LINK]	Funding for initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance	
Continuous	GHG Reduction Pathway Feasibility – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding to assess feasibility for projects that reduce energy and GHGs for recreational and cultural facilities	
Continuous	McConnell Foundation Fund [LINK]	Funding to support projects through three streams: <ol style="list-style-type: none"> 1. Climate 2. Reconciliation 3. Communities 	
Continuous	Medium and Heavy Duty Zero Emission Vehicles Program – Transport Canada [LINK]	Funding to encourage adoption of medium and heavy-duty zero emissions vehicles	
Continuous	Planning Stream: Early Support Grant for Sustainable Affordable Housing Projects– Green Municipal Fund – Federation of Canadian Municipalities [LINK]	<p>Funds for deliverables required in applications for additional funding of energy efficient affordable housing</p> <ul style="list-style-type: none"> • <i>Planning and Protective Services, Campus View Redevelopment Project</i> • <i>Planning and Protective Services, Village on the Green Affordable Housing Redevelopment Study</i> 	

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Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
Continuous	Capital project: Municipal Fleet Electrification – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services	
Continuous	Regional Innovation Ecosystems in BC– Pacific Economic Development Canada [LINK]	Funding to create, grow and nurture inclusive ecosystems that support business needs	
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada [LINK]	Four funding streams: <ol style="list-style-type: none"> 1. Established Renewables 2. Emerging Technologies 3. Grid Modernization (the only eligible Applicants are Utilities and System Operators) 4. Strategic Dialogue Linked Projects 	
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	Funding through two components to support public transit and school bus operators to electrify their fleets: <ol style="list-style-type: none"> 1. Planning projects 2. Capital projects 	
Continuous	ECO Employment Programs – Environmental Careers Organization of Canada [LINK]	Funding for training and employment to support job seekers looking to enter or advance their careers in the clean economy.	

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Closed Grants

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
08-Jan-24	National Anti-Racism Fund (NARF)'s Projects Grants – Canadian Race Relations Foundation [LINK]	The fund supports communities fighting against racism and discrimination with a theme of addressing systemic racism in the delivery of public services, employment and public life						
10-Jan-24	Canada Summer Jobs Wage Subsidy (2024)– Employment and Social Development Canada [LINK]	Funding for quality summer work experiences for young people (15-30 yrs.) and respond to national and local priorities as provide opportunity for those who face barriers including youth in rural areas and remote communities						
10-Jan-24	Infrastructure Planning Grant Program – Ministry of Municipal Affairs [LINK]	Funds to support projects related to the development of sustainable community infrastructure						
12-Jan-24	Complete Communities Program – UBCM [LINK]	Funding to undertake assessments to inform land use decision-making; considering housing need, supply and location; providing transportation options; and connecting to infrastructure investment and service decisions						
12-Jan-24	Low Carbon Economy Challenge (The Challenge Fund) –Environment and Climate Change Canada [LINK]	Funding to support the implementation of projects that deploy proven, low-carbon technologies resulting in material GHG emissions reductions						
12-Jan-24	Sustainable Development Goals Program – Employment and Social Development Canada [LINK]	Funds to increase public awareness and enhance the United Nations’ 2030 Agenda for Sustainable Development and it’s 17 Sustainable Development Goals which includes sustainable cities and communities						
15-Jan-24	BC Vision Zero in Road Safety – Government of British Columbia [LINK]	Funds for projects aimed at improving vulnerable road user safety in local communities						

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Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
15-Jan-24	TD Friends of the Environment Foundation Grant – TD Bank [LINK]	Funds to support environmental initiatives including green space programs such as park revitalization, community gardens and park programming						
15-Feb-24	Community Salmon Program – Pacific Salmon Foundation [LINK]	To provide resources to enable the public to participate in Fisheries and Oceans Canada’s Salmon Enhancement Program						
24-Jan-24	Search and Rescue (SAR) New Initiatives Fund – Public Safety Canada [LINK]	Annual funding for projects that improve search and rescue in Canada, enhance SAR responses and promote sharing and prevention best practices						
26-Jan-24	Community Emergency Preparedness Fund – UBCM [LINK]	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention, and training						
		<ul style="list-style-type: none"> • <i>Planning and Protective Services, Emergency Support Services Equipment and Training</i> • <i>Corporate Services, Climate Risk Assessment and Water Conservation Signage</i> 						
26-Jan-24	Energy Innovation Program – National Energy Systems Modelling Call – Public Health Agency of Canada [LINK]	Projects that quantitatively model innovative emissions reduction technologies for the energy sector and its role in achieving a net-zero emissions economy						
31-Jan-24	Community ReGreening Program – BC Hydro [LINK]	Funding to support community planting projects and vegetation that enhance ecological networks and ensure the right trees are planted around power lines						
		<ul style="list-style-type: none"> • <i>Parks and Environmental Services, Dinner Bay Park Fitness Circuit Beautification</i> *New 						

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Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
31-Jan-24	WildFire Community Preparedness Day Award – FireSmart Canada [LINK]	Funding to support community events that raise awareness of wildfire risk and increase community resilience
01-Feb-24	Fighting and Managing Wildfires in a Changing Climate Program: Training Fund – Natural Resources Canada [Link]	Funds to support wildfire training projects that increase firefighting capacity and build community capacity to respond to wildfires
01-Feb-24	2024 Family Day Event Grant – BC Recreation and Parks Association [LINK]	Funds to support community recreational and cultural activities that will be free of charge over the Family Day weekend <ul style="list-style-type: none"> <i>Parks and Environmental Services, Family Day Event at SEAPARK Recreation</i>
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living [LINK]	Create or expand accessible physical activity opportunities by reducing financial and transportation barriers <ul style="list-style-type: none"> <i>Parks and Environmental Services, Serve’s Up! Tennis for Saanich Peninsula Schools – Panorama Programming</i> <i>Parks and Environmental Services, Moving on With Your Life (after brain injury) and Beyond Breast Cancer – SEAPARC Recreation</i>
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living [LINK]	Funding for community level changes to increase and support physical activity planning, infrastructure and participation
07-Feb-24	Our Priorities Fund – Real Estate Foundation of BC [LINK]	Funds to support law and policy reform around land use, fresh water, built environments, food sovereignty, and the real estate profession

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Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
07-Feb-24	Real Estate Foundation BC (REFBC) General Grants – REFBC [LINK]	Prioritized funding projects that advance justice, equity, diversity, and inclusion for racialized and other communities historically and systemically excluded from land use decision-making						
08-Feb-24	Low Carbon Economy Challenge – Environment and Climate Change Canada [LINK]	Funds to reduce Canada’s GHG emissions and build resilient communities through the Challenge Fund which supports the deployment of proven, low-carbon technologies						
09-Feb-24	Research and Knowledge Initiative – Infrastructure Canada [LINK]	Funds projects focused on key Government of Canada research and data priorities related to housing, infrastructure and communities						
09-Feb-24	Active Transportation Planning Program – UBCM [LINK]	Funding to support active transportation components of formal planning documents including research, consultation, and policy development						
13-Feb-24	ParticipACTION Community Challenge – ParticipACTION Canada [LINK]	To help promote and deliver sport and physical activity opportunities to equity-denied populations						
15-Feb-24	Community Salmon Program – Pacific Salmon Foundation [LINK]	To provide resources to enable the public to participate in Fisheries and Oceans Canada’s Salmon Enhancement Program						

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Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
16-Feb-24	Green Jobs Initiative – Canadian Parks and Recreation Association – [LINK]	Provide learning experiences for youth to become successful in the workplace and potentially pursue careers in the green jobs sector						
16-Feb-24	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails <ul style="list-style-type: none"> • <i>Corporate Services, Schooner Way – School Trail, Pender Island</i> 						
20-Feb-24	Canadian Tourism and Growth Program – Pacific Economic Development Canada [LINK]	Funding for local communities to grow and develop tourism products and experiences						
22-Feb-24	Multiculturalism and Anti-Racism Program – Organizational Capacity Building Component – Canadian Heritage [LINK]	Provide funding to build an organization’s internal capacity to meet the objectives of the Multiculturalism and Anti-Racism Program						
22-Feb-24	Canada’s Charged for Change Program – Aviva [LINK]	Funding for electric vehicle charging stations and electric vehicle infrastructure in public places, workplaces and multi-unit residential buildings in underserved communities of less than 100,000						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
23-Feb-24	Energy Innovation Program – Utilization Focus Area – Natural Resources Canada [LINK]	Supports research, development and CO ² utilization technologies that reduce costs, energy and permanent carbon sequestration						
23-Feb 24	Emergency Operations Centres Equipment and Training (2024) – UBCM [LINK]	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises						
25-Feb-24	Fairs, Festivals and Event Funds – Ministry of Tourism, Arts, Culture and Sport [LINK]	Funds to help community event organizers recover from cost increases, reduced sponsorship, and severe weather events						
28-Feb-24	Rural Transit Solutions Fund: Capital Projects Stream — Infrastructure Canada [LINK]	Funding for rural and remote community capital projects to support both traditional and non-traditional transport modes and transportation systems						
01-Mar-24	Canada Post Community Foundation Grants – Canada Post [LINK]	Funding for projects that create or expand services such as purchasing new equipment or launching new programs						

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Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
08-Mar-24	Local Government Development Approvals Program – UBCM [LINK]	To improve development approval processes while meeting local government planning and policy objectives						
14-Mar-24	Connecting Communities – Government of BC [LINK]	Funds for Broadband Infrastructure for underserved households in areas that lack internet service						
31-Mar-24	Community Grants Fund – Salt Spring Island Foundation [LINK]	Provides funding to a wide range of community projects on Salt Spring Island						
		<ul style="list-style-type: none"> Executive Services, Dance Studio Mirrors and Barres *New Executive Services, Portlock Park Well Revitalization Project 						
31-Mar-24	Community Safety Support Fund – Fierte Canada Pride (FCP)	Provides funding to both FCP members and non-members for Pride Festivals and Events between June 1, 2023 and March 31, 2024						
31-Mar-24	Jobs and Growth Fund In British Columbia – Pacific Economic Development Canada [LINK]	Funding for four streams: <ol style="list-style-type: none"> Activities that support the transition to a green economy Activities that foster an inclusive recovery Activities that advance Canada’s competitiveness and grow small and medium-sized enterprises through digital adoption Activities that strengthen capacity in sectors critical to Canada’s recovery 						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE		PROGRAM		DESCRIPTION				
31-Mar-24		B.C. Employer Training Grant – WorkBC [LINK]		To support skills training for new hires to increase job security or a move into better jobs for employees				
31-Mar-24		Rapid Housing Initiative – Canada Mortgage and Housing Corporation (CMHC) [LINK]		Funds for 4,500 new units of permanent affordable housing for vulnerable and targeted populations with 25% towards women-focused projects <ul style="list-style-type: none"> • <i>Planning and Protective Services, 1502 Admirals Road Housing Project</i> 				
02-Apr-24		Arts Impact Grant – British Columbia Arts Council – [LINK]		Funding for arts and cultural organization’s foundational, community, or artistic and cultural impact				
12-Apr-24		Community Wellness Grant Program – Island Health [LINK]		For community led wellness projects that reduce barriers and increase supports				
12-Apr-24		Natural Climate Solutions Grant – Paul G. Allen Foundation [LINK]		Funding to support rigorous, place-based and inclusive natural climate solutions. <ul style="list-style-type: none"> • <i>Parks and Environment Services, Building Climate Resilience and Community Connections through tree planting in the Capital Region</i> 				
17-Apr-24		Energy Innovation Program – Natural Resources Canada [LINK]		Funding for methane measurement, reporting, verification, and emissions mitigation				

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Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
22-Apr-24	Foam Recycling Coalition Grant Program – Foodservice Packaging Institute [LINK]	Improve the collection and recycling of polystyrene foam
26-Apr-24	Heritage Legacy Fund – HeritageBC [LINK]	Supports community initiatives that conserve and increase appreciation of heritage resources <ul style="list-style-type: none"> • <i>Integrated Water Services, Graffiti Removal - Goldstream Powerhouse</i> *New
26-Apr-24	Public Notification and Evacuation Route Planning – UBCM [LINK]	Funding programs to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies
30-Apr-24	Biodiversity Conservation Grant – Fraser Basin Council [LINK]	Opportunities for conservation tools and incentives on private lands
30-Apr-24	Community Anniversaries- Building Communities through Arts and Heritage –Canadian Heritage [LINK]	Funding for one-time events/capital projects that celebrate the 100th (or 125th/150th /175th, etc.) anniversary of a significant historical event/personality
30-Apr-24	Outdoor Recreation Fund – Outdoor Recreation Council of BC [LINK]	Funding for trail enhancement, stewardship and education and inclusive participation measures <ul style="list-style-type: none"> • <i>Corporate Services, Henderson Park Information Kiosk</i> *New
30-Apr-24	Indigenous Housing Fund – Request for Proposals – BC Housing [LINK]	Funds for non-profit housing providers who wish to partner with indigenous housing providers providing housing on and off reserve for Indigenous people in our province

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
14-May-24	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada [LINK]	Funding for wildfire risk assessment, risk mitigation, and adaptation forestry practices						
15-May-24	AgriSpirit Fund – Farm Credit Canada [LINK]	Funding for food waste reduction, supporting agriculture and food, reducing the environmental footprint and accessibility projects						
17-May-24	Go Electric Public Charger Program – CleanBC [LINK]	To increase the numbers of public DC fast charger stations						
24-May-24	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails						
30-May-24	Environmental Damages Fund – Environment and Climate Change Canada [LINK]	Opportunities for restoration, environmental quality improvement, research and education projects						
31-May-24	Hosting BC – ViaSport BC [LINK]	Support for hosting sporting events that encourage economic and community development.						
31-May-24	Community Park Enhancement Fund – BC Parks [LINK]	Funding for conservation or recreation projects in community parks						
12-Jun-24	Infrastructure Planning Grant Program – Ministry of Municipal Affairs [LINK]	Funding for infrastructure and asset planning						



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 03, 2024**

SUBJECT **Guiding Principle for Distribution of Non-Application-Based Grants**

ISSUE SUMMARY

To establish a guiding principle and approach for distribution of non-application-based grants received by the Capital Regional District (CRD).

BACKGROUND

Non-application-based grants are direct awards to the CRD. The amount awarded is determined by the grantor typically using a formula based on a local government metric such as population. These non-application-based grant awards have not yet been allocated to specific CRD services and/or CRD projects compared to application-based grants. To administer non-application-based grants, internal assessments and prioritization of initiatives through planning is required to allocate funds within various parameters.

In recent years, the number of non-application-based grants to local governments such as the COVID Safe Restart and Growing Community Funds (GCF), have increased. The expectation is this trend will continue, as such, establishing a guiding principle to address distribution is recommended.

On April 12, 2023, upon the request of the Electoral Areas Committee (EAC), the EAC and Board received an information report summarizing how the CRD received and distributed non-application-based external grants (Appendix A). Staff have also brought forward program specific reports, referenced below with the corresponding program.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

The guiding principle that the distribution of non-application-based-grants be in alignment with the grantor's funding formulae and program requirements be approved.

Alternative 2

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

IMPLICATIONS

Distribution of grant funds to CRD services and specific projects have a direct impact on service area residents receiving funding. By allocating funds according to how they are received, the CRD would be in a better position to align with the funding program's intended outcome.

Financial Implications

The CRD has received several notable non-application-based grants in recent years. Below is a summary detailing funds received, the program formula and the CRD's distribution method.

Community Works Fund - \$1.2M (Annual) – 2014-2024

The Community Works Fund (CWF) is from the federal government administered by Union of British Columbia Municipalities (UBCM) on behalf of the province through a trilateral 10-year (2014-2024) agreement to provide direct funding to local governments to assist with infrastructure and capacity-building projects. Funding was directly allocated to the CRD on a per capita rate using unincorporated populations with an indexed base funding amount. The CRD Board resolved (August 2014, Appendix B) to follow the program's allocation formulae to distribute CWF funds to the three EAs on a per capita basis, in alignment with the CRD allocation formulae. Once the funds are reallocated to EAs, staff administer the CWF through an ongoing application process to distribute the funds to specific projects against the funding availability to each EA account.

Safe Restart - \$2M - 2020-2021

Safe Restart was a liquidity injection (\$425M) across the province to assist local governments with response and recovery costs of service delivery through the COVID-19 pandemic. Funding was directly allocated to the CRD on two different per capita rates for regional and unincorporated population. The CRD Board resolved (December 2020 and April 2021, Appendix C) to follow the program's allocation formulae to distribute the funding to regional service area (by regional population) and EA local service areas (by unincorporated population).

Growing Communities Fund - \$11.6M – 2023

The GCF was one-time funding (\$1B) across the province to support local governments to address infrastructure and amenity demands related to community growth. Funding was directly allocated to the CRD on two different per capita rates for regional and unincorporated populations and a funding amount based on growth for the unincorporated population only. The CRD Board selected eight specific projects (September 2023, Appendix D) out of seventeen, which were applied for through an internal intake open to all CRD services.

Local Government Housing Initiative \$252K – 2024

Local Government Housing Initiative (LGHI) is one-time funding (\$51M) across the province to support the local governments for the implementation of legislative changes to advance housing initiatives (Appendix E). Funding was directly allocated to the CRD on a per capita rate using unincorporated population only. The CRD hasn't distributed the funding to CRD services and specific projects.

Service Delivery Implications

By establishing a guiding principle on a recommended distribution methodology, staff will a baseline to identify and allocate funding to eligible projects and service areas. Staff will develop and design necessary internal processes in evaluation, prioritization and allocation to projects in consideration of existing plans; strategic, corporate, service & financial and asset management. This will improve overall efficiency and effectiveness of funding and reduce delays in allocation to services and eligible projects.

CONCLUSION

The CRD often receives non-application-based grants with program guidelines, conditions and allocation formulae from funders. The CRD is responsible for administration and allocation of funds to services and projects. By establishing a guiding principle to distribute funding in the same way they are received, projects can be advanced more efficiently and benefit the areas in alignment with the program’s intention.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
The guiding principle that the distribution of non-application-based grants be in alignment with the grantor’s funding formulae and program requirements be approved.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Staff Report from April 12, 2023: Basis of Apportionment of Non-Application Based Grants and Services
- Appendix B: Staff Report from July 16, 2014: Renewed Federal Gas Tax Agreement 2014-2024
- Appendix C: Staff Reports from 2020 and 2021: COVID-19 Safe Restart Grants for Local Governments
- Appendix D: Staff Report from September 13, 2023: Growing Communities Fund Allocation and Project Approvals
- Appendix E: Local Government Housing Initiative Letter and Program Guide



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, APRIL 12, 2023

SUBJECT **Basis of Apportionment of Non-Application Based Grants and Services**

ISSUE SUMMARY

The Electoral Areas Committee (EAC) requested information associated with regional and sub-regional cost apportionment of services in addition to the benefit apportionment of external grants.

BACKGROUND

At the March 8, 2023 meeting of the EAC, the following motion was passed:

That staff prepare a report as to the formulas and principles used in apportioning regional and sub-regional costs and service benefits and for apportioning benefits and external grants (e.g., Community Works Fund, COVID recovery, etc.)

The report is structured into two parts:

1. Detailing non-application based external grants, including funds received, program allocation methodology and the distribution of grants at the Capital Regional District (CRD). The analysis excludes housing and application-based grants, as these are restricted funds, and outside the intended motion approved by committee. The following grants are summarized:
 - Regional District Grant
 - Community Works Fund – Canada Community-Building Fund (CWF)
 - COVID-19 Safe Restart Grant for Local Governments (Safe Restart)
 - Local Government Climate Action Program Grant (LGCAP)
 - Growing Communities Fund (GCF)

2. Environmental scan detailing apportioning service costs as defined in Establishment Bylaws, Letters Patent and Supplementary Letters Patent. The CRD services that are subject to cost apportionment include regional, sub-regional, and joint Electoral Areas (EA) services.

IMPLICATIONS

Financial Implications

Non-Application Based Grant Programs

The CRD receives provincial and federal funding through non-application based grants. This section provides an overview of each of the following grants: Regional District Grant, CWF, Safe Restart, LGCAP and GCF.

- Regional District Grant: An annual unconditional grant from the province to assist local governments with administrative costs.
- CWF: One of three program streams under Canada Community-Building Fund (CCBF). Funding is from the federal government where Union of British Columbia Municipalities (UBCM) administers the program on behalf of the province through a trilateral 10-year (2014-2024) agreement. CWF provides direct funding to local governments to assist with infrastructure and capacity-building projects.
- Safe Restart: A liquidity injection to local governments to assist with response and recovery costs of service delivery through the COVID-19 pandemic.
- LGCAP: A three-year (2022-2025) provincial program announced in 2022 to replace the Climate Action Revenue Incentive Program (CARIP) which ended in 2021. Funding will help local governments achieve their goals that align with the CleanBC Roadmap, the BC Climate Preparedness and Adaptation Strategy and local climate action priorities.
- Growing Communities Fund: One-time funding to local governments to address infrastructure projects and amenity demands related to community growth.

Funding

Table 1 outlines funding received for non-application grant programs between 2020 through 2023. Appendix A further details the programs, funding and reporting.

Table 1: Amount of Funding Received

Program	Amount Received (\$)	Program Year
Regional District Grant ¹	76,000	2022
CWF	1,175,476	2022
Safe Restart	1,996,000	2020-2021
LGCAP	126,082	2022
Growing Communities Fund	11,559,000	2023

¹In 2022, the CRD received a one-time higher payment amount. The historic grant value has consistently been \$60,000.

Program Allocation Methodology

Program funders do not use a consistent formulae or variables to determine allocation; varying from population/per capita, lump sum base amounts, sliding scale multipliers, etc.

For the five non-application-based grants reviewed:

- Regional District Grant: Based on regional and rural populations.
- CWF: Funding is received first by UBCM as the program administrator and is then distributed to local governments on a per capita basis using unincorporated populations and an indexed base funding amount. Refer to Appendix B for CRD-UBCM 2014-2024 Agreement.
- Safe Restart: There were two payments made to regional districts. The first disbursement used a flat rate and two per capita formulas, one for the Regional Districts (with a funding ceiling), and one for rural (unincorporated) areas. The second grant allocation followed a prorata calculation with a larger percentage for rural population. Appendix C details the two allocations of Safe Restart Funding.
- LGCAP: Previous CARIP disbursements, base funding amounts, and per capita allocations. Appendix D details the funding program announcement for LGCAP.

- Growing Communities Fund: Flat rate, two per capita rates for regional and rural populations and a funding amount based on growth from 2016-2021 for the rural population. Appendix E provides details the province's announcement and allocation for the CRD.

CRD Distribution of Funding

In principle, the CRD aims to follow the principles and distribution model the program funder provides to determine allocation.

- Regional District Grant: As the purpose of this grant is to assist local governments with administrative costs, this fund is allocated to the legislative and general government service of the CRD and used to offset staffing the grant coordinator position.
- CWF: The CRD Board resolved (August 2014) to reallocate CWF funds to the three EAs on a per capita basis. Staff manage CWF through an ongoing application process.
- Safe Restart: The CRD Board resolved (at the December 2020 and April 2021 meetings) to follow the funding program's methodology to allocate each disbursement. A portion was allocated to the Regional Corporate Emergency Management Service with the balance being allocated to Local Area Services within each EA including grants-in-aid.
- LGCAP: The CRD Board resolved (October 2022) to allocate a portion of the funding to Climate Action Program Service (approximately equal to past CARIP funding amounts), and the remaining on a per capita basis to EAs.
- Growing Communities Fund: Distribution method to be determined. Funds must be allocated to specific services to fund eligible projects by December 31, 2023.

Cost Apportionment for CRD Services

All costs incurred by a Regional District in relation to a service, including costs of administration attributable to the service, are part of the costs of that service. A Regional District may recover the service costs by taxation, fees and charges, other revenues raised and received by way of agreement, donations and grants etc. The method for apportioning service costs among the participants are defined in Service Establishment Bylaws (SEB), Letters Patent (LP) and Supplementary Letters Patent (SLP). If the method of apportionment is not set by SEB, LP, and SLP, the service costs must be apportioned on the basis of the converted assessment as default per *Local Government Act* Section 380 (2). The principle of apportionment methodology is such that the basis can be determined and sufficiently certain from year to year. As such, nearly 80% of all services are apportioned on the basis of assessments, population, or a combination of both. The remaining 20% are apportioned through various methods including call volume, discharge volume, etc.

CONCLUSION

The CRD receives funding through application and non-application based grants. This report detailed non-application based grants and cost apportionment for CRD Services. In principle, the CRD follows the program funder's methodology for allocating funds in alignment with eligible grant program criteria. The methodology for cost-apportionment for CRD services is defined by one of the following: Service Establishment Bylaw, Letters Patent and Supplementary Letters Patent. CRD services subject to cost apportionment include regional services, sub-regional services and joint EA services.

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:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Detailed Summary of Grant Programs
- Appendix B: Community Works Fund Agreement 2014-2024
- Appendix C: Ministry of Municipal Affairs and Housing – Safe Restart 2021 and 2020 Letters
- Appendix D: Ministry of Environment and Climate Change – Capital Regional District: Local Government Climate Action Program Funding Announcement
- Appendix E: Ministry of Municipal Affairs – Growing Communities Fund 2023 Letters



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**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, JULY 16, 2014**

SUBJECT RENEWED FEDERAL GAS TAX AGREEMENT 2014-2024

ISSUE

To provide an update on the renewed Federal Gas Tax Agreement (GT Agreement), and the Community Works Fund Agreement (CWF Agreement) which falls under the GT Agreement.

BACKGROUND

On May 22, 2014, the Union of BC Municipalities (UBCM) released the renewed GT Agreement. In early June, the Capital Regional District (CRD) received for signature, subject to CRD Board resolution, the CRD-UBCM CWF Agreement.

Effective April 1, 2014 to March 31, 2024, GT Agreement features:

1. Funding of \$1.3 billion for BC delivered over the first 5 years through three funding streams: the CWF (allocated on a per capita basis), the Greater Vancouver Regional Fund (GVRF), and the Strategic Priorities Fund (SPF – distributed through an application process):

AREA OF BC	FUNDING BY PROGRAM (Millions)			TOTAL
	CWF	GVRF	SPF	
GVRD and its municipalities	\$ 34.3	\$652.4	N/A	\$ 686.7
All other Local Governments	\$485.0	N/A	\$145.2	\$ 630.2
TOTAL	\$519.3	\$652.4	\$145.2	\$1,316.9

2. Expansion of eligible project categories (see Schedule A: Eligible Project Categories);
3. Authority to spend CWF from the previous CWF Agreement according to the renewed CWF Agreement as of the GT Agreement effective date of April 1, 2014;
4. Broadened definition of eligible recipients, referred to as "Ultimate Recipients", to include non-municipal entities, including for-profit, non-governmental and not-for-profit organizations on the condition that the project is supported through a Council/Board resolution; however, in the CWF Agreement, "ultimate recipients" mean Local Government,
5. Broadened definition of "Infrastructure" to include municipal or regional, publicly or privately-owned tangible capital assets in BC primarily for public use or benefit; the same definition is included in the CWF Agreement.
6. Provisions to support local governments in building and strengthening Asset Management.

IMPLICATIONS

The CRD and its member municipalities will receive an estimated \$78.8 million in CWF over 2014-2019 (Schedule B – CWF Allocations: CRD Region); of this, the CRD will receive approximately \$5.43 million, a 20% increase over the former agreement. Given the higher proportion of gas tax funding delivered through CWF, the former Regionally Significant Projects (RSP) funding stream¹

¹ The former agreement included the RSP funding stream which was established for 8 regional districts including the CRD (referred to as "Tier 2") whereby their per capital allocation was distributed as follows: 50% CWF, 25% SPF, and 25% for RSP to be invested in regionally significant projects as determined by the regional districts.

through which the CRD received \$29.8 million for initiatives such the E & N Rail Trail, the Regional Sustainability Strategy, and the Pedestrian and Cycling Master Plan, has now been eliminated. The CRD may be able to re-capture some of this funding by being successful with its application(s) to the SPF; proposal call details are anticipated later in 2014.

During the term of the former UBCM-CRD CWF Agreement, the CRD re-allocated its CWF to the Electoral Areas on a population basis given that municipalities receive their own share CWF. The funding was then assigned to Board-approved projects (see Schedule C – Community Works Funds by Electoral Area).

Given the increased flexibility of the Agreement as well as the new methodology (yet to be released) for determining whether gas tax investments meet the requirement of being “incremental spending”, it is timely for the CRD to review and update its gas tax administration procedure (see Schedule D). Additionally, the CRD may want to develop a strategy for optimizing its chances of success in securing SPF for regionally significant initiatives.

CONCLUSION

The renewed GT Agreement has now been established, under which the UBCM and CRD can now enter into the CWF Agreement. During the first five years of GT Agreement, BC will receive \$1.3 billion; of this, the CRD and its member municipalities will receive approximately \$78.8 million through the CWF. Additionally, the CRD will have the opportunity to apply for SPF resources through a forthcoming application process.

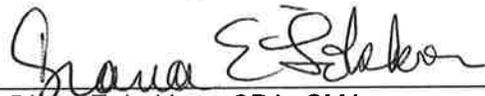
RECOMMENDATIONS

The Electoral Area Services Committee recommends that the Capital Regional District Board:

1. Resolve to enter into the 2014-2024 Community Works Fund Agreement (CWF Agreement) with the Union of BC Municipalities;
2. Allocate the funds received through the CWF Agreement to the Electoral Areas on a population basis using the most recent census data;
3. Direct CRD Staff to prepare, in collaboration with Electoral Area Directors, a framework for updating the CRD gas tax funding administration procedure; and that the procedure be recommended to the Board for approval at the October 8, 2014 Board meeting; and
4. Suspend review and approval of CWF grant requests pending adoption of the CRD gas tax funding administration procedure.



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Concurrence



Fdr Robert Lapham, MCIP, RPP *TED ROBBINS*
Chief Administrative Officer
Concurrence

Attachments Schedule A – Eligible Project Categories
Schedule B – CWF Allocations by Year in the CRD Region
Schedule C – Community Works Funds by Electoral Area
Schedule D – Community Works Funds Administration Process
Schedule E – May 2013 EASC Meeting Minutes for Agenda Item 9



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**REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020**

SUBJECT COVID-19 Safe Restart Grants for Local Governments

ISSUE SUMMARY

To provide recommendations on the allocation of the grant received by the Capital Regional District (CRD) from the COVID-19 Safe Restart Grants for Local Governments.

BACKGROUND

In September 2020, the Province announced joint Provincial and Federal funding to support local government operations as part of BC's Economic Recovery Plan. This plan identified a number of initiatives to help support communities and local governments in responding to COVID-19, including \$540 million summarized below.

The Safe Restart Funding for Local Governments includes:

1. Development Services: \$15 million
 - i. for work identified through Development Approvals Process Review
 - ii. application based
 - iii. details expected to be released before year end
2. Strengthening Communities: \$100 million
 - i. addressing the needs of vulnerable populations
 - ii. application based
 - iii. details expected to be released before year end
3. COVID-19 Safe Restart Grants for Local Governments: \$425 million
 - i. for local government operations impacted by COVID-19

This staff report details the CRD's portion of the \$425 million COVID-19 Safe Restart Grants for Local Governments, which totals \$1.4 million. The allocation letter from the Ministry of Municipal Affairs and Housing is provided in Appendix A, which further outlines the Province's formula, eligible expenses, and reporting requirements. The funding is unconditional and was received on November 19, 2020. Appendix B details grant allocations for other Regional Districts (RD) and Municipalities across the Province.

Eligible Expenses

The Province provided the following eligible expense categories for the COVID-19 Safe Restart Grant:

1. Addressing revenue shortfalls;
2. Facility reopening and operating costs;
3. Emergency planning and response costs;
4. Bylaw enforcement and protective services like fire protection and police;
5. Computer and other electronic technology costs (to improve interconnectivity and virtual communications);

6. Services for vulnerable persons (i.e., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
7. Other related costs.

Program Stipulations

The funding must be fully allocated (not expensed) to services by December 31, 2021. Funding can be used for expenses in 2020 and beyond; there is no deadline by which the funds must be spent. The CRD is required to track and report use of funds. The Province has provided two reporting requirements:

1. Include how the funds were allocated as part of the audited financial statements.
2. Complete an annual report (as a schedule of the audited financial statements), to include funding received, how the funds were used, and balance of any unspent funds. The CRD will continue to provide annual reporting until funds are fully expended.

Province Funding Allocation Formulae for Regional Districts

The Ministry of Municipal Affairs and Housing sets the amount of the grant to each local government using various formulae. The grant for Regional Districts is based on three components: a flat rate of \$300,000, plus two per capita formulae; \$3.10 per capita for total RD population (with a cap of \$900,000) and \$8.13 per capita for total Unincorporated Areas (UA) within the RD. Table 1 summarizes the CRD calculations.

Table 1 – CRD Grant Funding Calculation per Provincial Formulae

Basis of Formula	Population	\$ Per Capita	Funding Formula	Funding Ceiling	Grant
Flat Rate					\$300,000
RD Population	412,220	\$3.10 ²	\$1,277,000	\$900,000	\$900,000
UA Population	27,211 ¹	\$8.13	\$221,000		\$221,000
Total Funding					\$1,421,000

¹ UA population includes JDF, SSI, SGI, and First Nation Reserves.

² Funding ceiling results in an effective per capita rate of \$2.18 for the RD population.

Population was derived through BC Stats and Statistics Canada data from 2018. Appendix C details population for each municipality and unincorporated area within the CRD from the same source data. Following the Provincial formulae, Table 2 summarizes the per capita funding to each unincorporated area.

Table 2 – Unincorporated Area (UA) Grant Funding per Provincial Formula

\$8.13 Per Capita	%	Population	Grant
Juan de Fuca (JDF)	19.5%	5,309	\$43,000
Salt Spring Island (SSI)	41.8%	11,374	\$92,000
Southern Gulf Islands (SGI)	17.9%	4,865	\$40,000
First Nation Reserves	20.8%	5,663	\$46,000
Total UA Funding	100.0%	27,211	\$221,000

Refer to Appendix D for the summary of the grant funding distribution to both Regional Services and Local Area Services.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Alternative 2

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

IMPLICATIONS

Financial Implications – Alternative 1

On March 18, 2020, Emergency Management BC (EMBC) issued an event task number for the COVID-19 pandemic and confirmed funding would be available to local governments for eligible emergency response expenses. Eligible expenditures incurred by the CRD have and will be claimed through EMBC. Reimbursement claims are based on a comprehensive set of guidelines with detailed eligibility requirements. Due to the overwhelming quantity of claims EMBC is processing, it is unknown to what extent or when funds will be reimbursed. The estimated total EMBC claim for the CRD is approximately \$300,000 for 2020 expenses.

Based on initial review and in alignment with eligible categories of the COVID-19 Safe Restart Grant, staff recommends Regional Funds be allocated to support CRD’s regional emergency management service and the Emergency Operations Center (EOC, which includes support of Electoral Areas). Table 3 below summarizes the estimated 2020 expenses and grant balance to be carried forward into future years.

Table 3 – Grant Allocation for Regional and Sub-Regional Services

Service	Eligibility Category	2020 Estimated Net Impact¹
1.025 Corporate Emergency	Corporate EOC costs	\$302,200
Balance Remaining for Future Years		\$943,800

¹ Excludes EMBC claims of approximately \$300,000.

The 2020 estimated impact is driven by incremental EOC operations and COVID-19 related costs including labour, vehicle and equipment rentals, operating supplies, computer and other

technology costs to enhance interconnectivity and virtual communication, protective equipment and facilities management. Staff will continue to consult with Electoral Area directors on impacts and allocation to specific Local Area services.

CONCLUSION

As part of BC’s Economic Recovery Plan, the Province has made a commitment to help local governments and their recovery from the impacts of COVID-19. The CRD is receiving an unconditional grant of \$1.4 million through the COVID-19 Safe Restart Grant for Local Governments. The allocation is based on per capita, with differing amounts for the total CRD population and unincorporated population. The allocation of the grant to the specific service is at the discretion of the Board within the eligible parameters set by the province.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Ministry of Municipal Affairs and Housing Allocation Letter for Safe Restart Funding
- Appendix B: Regional and Municipal Allocations for Safe Restart Funding
- Appendix C: Demographics, Population Estimates, July 1 Capital Region
- Appendix D: Summary of the Grant Allocation



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

SUBJECT Additional COVID-19 Safe Restart Grants for Local Governments

ISSUE SUMMARY

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

BACKGROUND

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

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

Provincial Funding Allocation for Regional Districts

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

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

Table 1 – Grant Funding Calculation for March 2021

Area	Total Capital Population	Total BC Population ¹	CRD % of Total BC Population	Holdback	Total CRD allocation
Regional ²	412,220	4,995,275	8.25%	\$2,000,000	\$165,000
Rural	27,211 ³	531,547	5.12%	\$8,000,000	\$410,000
Total				\$10,000,000	\$575,000

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

² Regional includes rural and urban populations.

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

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

Table 2 – UA Grant Funding per New Allocation

UA	%	Population¹	Grant
Juan de Fuca (JDF)	19.5%	5,309	\$80,000
Salt Spring Island (SSI)	41.8%	11,374	\$172,000
Southern Gulf Islands (SGI)	17.9%	4,865	\$73,000
First Nation Reserves	20.8%	5,663	\$85,000
Total UA Funding	100.0%	27,211	\$410,000

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

ALTERNATIVES

Alternative 1

1. That staff allocate the additional \$575,000 COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix E;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget; and
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage Electoral Area Directors to determine allocation to specific services.

Alternative 2

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

IMPLICATIONS

Financial Implications

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

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

CONCLUSION

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

RECOMMENDATION

1. That staff allocate the \$575,000 CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix E;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage Electoral Area Directors to determine allocation to specific services.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Ministry of Municipal Affairs and Housing Allocation Letter for Safe Restart Funding
- Appendix B: Safe Restart Grant Eligible Expenses
- Appendix C: Provincial Grant Calculation for November 2020
- Appendix D: Provincial Grant Calculation of the \$10 million Holdback
- Appendix E: CRD Safe Restart Summary of Grant Funding Allocation
- Appendix F: Demographics, Population Estimates, July 1 Capital Region



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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 13, 2023**

SUBJECT **Growing Communities Fund Allocation and Project Approvals**

ISSUE SUMMARY

This report provides options to the Capital Regional District (CRD) Board on allocating the Growing Communities Fund (GCF) grant to regional infrastructure projects.

BACKGROUND

In March 2023, the CRD received \$11.56 million in funding under the province's GCF program. This funding is part of the province's \$1 billion commitment to help local governments prioritize infrastructure projects and amenities that will enable service expansion and accommodate community growth. For Regional Districts, the funding must be allocated to services by December 31, 2023 and fully expended within five years of receipt (March 2028). The funding is conditional, and reporting is required until funds are fully spent or expired.

At the April 12, 2023 meeting of the CRD Board (Appendix A), the following two motions were passed:

1. That staff plan to use the total \$11.56 million CRD GCF in alignment with the provincial program guidelines to address regional infrastructure priorities.
2. That staff bring back recommendations on prioritized regional infrastructure projects in alignment with program eligibility *and equitable treatment of projects within electoral areas* (Amended).

Following the April Board meeting, staff developed funding guidelines, intake application forms, evaluation tools and business processes to administer an internal program. Projects across all CRD services were considered provided projects aligned with grant eligibility and requirements. Consistent with other existing grant programs, services were required to cost share; regional/sub-regional services were required to commit 50%, and services within the Electoral Areas were set at 25%. The cost-share approach allows more projects to receive support.

Applications were received for projects in the categories of affordable housing, parks and recreation, first nations, water and wastewater infrastructure, solid waste, studies and plans. Staff evaluated applications using five equally weighted quantitative indicators: strategic, financial, environmental, social and risk, and considered any additional benefits the project provided including alignment with provincial priorities. The Executive Leadership Team (ELT) included a sixth qualitative criteria to provide an equality lens to services within the Electoral Areas. A summary of the multi-decision criteria model is included in Appendix B.

Staff received 17 applications for funding (projects summarized in Appendix C) totaling \$36.7 million. Table 1 summarizes applications received from regional, sub-regional and Electoral Areas services.

Table 1: Summary of GCF Requests

Funding	Amount (\$)	# of Applications
GCF Funding Requests Total	36,762,505	17
Total Regional/Sub-regional Services Requests	23,265,000	5
Total Local Area Services Requests	13,497,505	12
Juan de Fuca	2,260,500	5
Salt Spring Island	6,683,255	2
Southern Gulf Islands	4,553,750	5
Available Funding	11,559,000	
Request Exceeds Available Funding	+25,203,505	
Rate of Oversubscription	3x	

ALTERNATIVES

Alternative 1

That the recommendations provided to the CRD Board in Appendix D Option 1 be endorsed.

Alternative 2

That the recommendations provided to the CRD Board in Appendix D Option 2 be endorsed.

Alternative 3

That the recommendations provided to the CRD Board in Appendix D Option 3 be endorsed.

Alternative 4

That the CRD Board provide specific directions on amendments to the proposed options.

IMPLICATIONS

Financial Implications

To align with the April 2023 Board motion, staff assessed applications using a multi-criteria decision-making tool and ELT applied an executive review lens. Staff prepared three options (Appendix D) for the Board to consider, and ELT is recommending Option 1 for endorsement.

The oversubscription rate to the program highlights the ongoing need for critical infrastructure funding. Appendix E highlights alignment of GCF Requests against grant program criteria and CRD’s 2023-2026 Corporate Plan, including Board Priorities and Community Needs. Many of the projects have identified borrowing as their cost-share. By providing GCF to these projects, this reduces the amount of debt and interest costs lowering the overall cost burden on taxpayers.

Alternative 1

Alternative 1 would provide funding to eight projects. Recommended regional projects include initial start-up funds to the Regional Trails Widening and Lighting project and the Village on the Green housing initiative. Funding Village on the Green closes the equity gap required for the project to proceed to construction.

Recommended electoral area projects include \$2.75 million to the Southern Gulf Island's (SGI) acquisition of Galiano Green. It is notable the Galiano Green project has been in the concept stage for approximately 15 years. Staff also recommend requiring the balance for the Galiano Green project (\$8.2 million) must be secured by the end of 2025 to ensure GCF funds are expended in alignment with the program requirements. If the balance is not secured, staff will work with the province with the goal of rescinding the \$2.75 million contribution and re-allocating to another eligible project.

Additional electoral area projects include funding up to Phase 4 and partial funding of Phase 5 of Salt Spring Island's (SSI) Ganges Sewer System Infrastructure Upgrades and fully funding the SSI Parks Maintenance Facility project. In the Juan de Fuca (JDF), Alternative 1 advances three projects in public safety, solid waste and a master plan project for water and sewer.

Alternative 1 allocates nearly 50% of the GCF to Electoral Areas compared to the Provincial formula that was used to calculate the grant which was approximately 25% of the total transfer to the CRD.

Alternative 2

Alternative 2 provides funding to nine projects. Recommended regional projects include; Village on the Green and partial funding to Campus View. Both affordable housing projects are on hold until funding is secured to proceed to construction. Partial funding is recommended for the Regional Trails Widening and Lighting project with similar rationale as noted in Alternative 1.

For the Electoral Areas, staff recommend funding six projects that help accelerate housing and community amenities associated with growth. In SGI, the recommendation includes funding the land purchase of Galiano Green (\$750 thousand). Similar to Alternative 1, staff also recommend requiring the balance of this project be funded by the end of 2025. On SSI, staff recommend funding up to Phase 4 for the Ganges Sewer System Infrastructure Upgrades and fully funding the SSI Parks Maintenance Facility project. This alternative would not impact the initial recommendation to JDF for funding three projects.

This alternative aligns to the Provincial GCF grant award developed by the province for Regional and Electoral Areas.

Alternative 3

Alternative 3 provides funding to five projects focusing only on initiatives directly related to housing and housing amenities (water and wastewater services), which is the core intent of the GCF program. Under this option, Regional Trails would not receive funding, the equity gap for Village on the Green would be fully funded, and Campus View would receive partial funding. For the Electoral Areas, the JDF Master Plan that references future growth-related planning for Port Renfrew Water and Wastewater would be funded. On SSI, the Ganges Sewer System Infrastructure Upgrades would be funded (up to Phase 5). This option would include funding the land acquisition SGI's Galiano Green project.

CONCLUSION

GCF is a conditional grant with set criteria and reporting standards. Regional Districts are required to allocate funds by the end of 2023. Staff developed and administered an internal grant program to allocate the funds using a multi-criteria decision-making framework. Based on the assessment, staff are recommending funding eight projects as detailed in the appendices.

RECOMMENDATION

That the recommendations provided to the Capital Regional District Board in Appendix D Option 1 be endorsed.

Submitted by:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: April 12, 2023 CRD Board Report and Appendices – Growing Communities Fund
- Appendix B: Growing Communities Fund Internal Program Scorecard
- Appendix C: Growing Communities Fund Application Summary
- Appendix D: Options for Allocation of Growing Communities Fund Funding
- Appendix E: Growing Communities Fund Grant Requests Alignment with Grant Program and CRD 2023-2026 Corporate Plan



VIA EMAIL

Ref: 63760

December 21, 2023

Ted Robbins
Chief Administrative Officer
Capital Regional District
Email: trobbins@crd.bc.ca

Dear Ted Robbins:

I am writing to notify you of the funding allocation for the Capital Regional District from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Capital Regional District will receive \$252,492 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing



Capacity Funding for Local Government Housing Initiatives

Program Scope and Guidelines

Update: May 2024

1. Introduction

The Government of British Columbia has provided \$51 million in grant-based funding to help facilitate implementation and support local governments to meet new legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act, and to adopt new authorities under Bill 46 Housing Statutes (Development Financing) Amendment Act and Bill 16 Housing Statutes Amendment Act.

Grants have been distributed to 160 municipalities, 27 regional districts and the Islands Trust. The grant amounts are based on a formula with two components: a flat funding amount and a per-capita amount. For municipalities, the flat amount is \$150,000 and the per-capita amount is \$4.39. For regional districts, the flat amount is \$80,000 and the per-capita amount is \$5.80.

2. Eligible Projects

The grant funding will support local government planning capacity to adopt Local Government Housing Initiative requirements for small-scale multi-unit housing, pro-active planning tools or bylaws for inclusionary zoning, density bonus or tenant protection.

Funding can be spent on any planning and implementation activities local governments will need to undertake to successfully meet the legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act, and to update or adopt tools from Bill 46 Housing Statutes (Development Financing) Amendment Act and Bill 16 Housing Statutes Amendment Act.

Any funds provided by the Province to the Recipient that cannot be committed to an eligible project must be returned to the Province upon written request.



Examples of eligible projects include a new project or update to an existing plan or bylaw:

- housing needs report (HNR)
- official community plan (OCP)
- zoning bylaw
- development cost charge (DCC) bylaw
- amenity cost charge (ACC) bylaw
- transit oriented density bylaw
- transportation, parks or neighbourhood plan
- procedures bylaw
- works and services bylaw
- parking bylaw
- inclusionary zoning bylaw
- affordable and special needs housing zoning bylaw
- density benefits zoning bylaw
- tenant protection bylaw
- infrastructure master plans
- asset management plans or strategies
- long-term financial plan
- capacity modelling/analysis
- condition and risk assessments
- demand management strategies
- stormwater surcharge or rainwater recharge studies

Eligible projects must:

- Meet the requirements of the updated *Local Government Act* or *Vancouver Charter*.
- Be scheduled for completion by the date specified in the new legislation or have an approved extension.
- Once completed, be received by the local government Council, Board or Local Trust Committee in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board or Local Trust Committee responsible for each planning area that is included in the project.
- Once completed, be published online for free public access.

3. Eligible Use of Funds

Eligible Costs and Activities:

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the local government to carry out eligible activities.

Funding can be used for regional projects that cover two or more planning areas (i.e., municipalities, electoral areas, local trust areas). A municipality may contribute from its



funding to a regional project if that municipality is a participant and the funding is dedicated for planning purposes.

Examples of eligible activities include:

- Project management and co-ordination.
- Data collection (from public agencies and/or other data sources), compilation and analysis, not including the collection and compilation of data made available at no cost via the Province for the purpose of eligible projects.
- Research specific to eligible projects.
- Community engagement activities (i.e., online and physical promotion and advertising materials, community surveys, events and engagement activities, collaboration with neighbouring local governments, Indigenous governments and communities, and partner organizations).
- Publication of eligible projects (i.e., editing, proofing, graphic design, online material distribution).
- Presentation of eligible projects to Council, Board or Local Trust Committee.

The following costs are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs (i.e., creating a new position or adding new responsibilities to an existing position).
- Software and digital costs to support eligible activities (i.e., survey platform fees, subscription fees for digital engagement, web and IT services related to online materials and engagement).
- Consultant or other third-party contract costs relating to eligible projects.
- Public information, consultation and engagement costs.
- Training and capacity building for local government staff specific to eligible projects.

Ineligible Costs and Activities:

Ineligible costs and activities include:



- Collection of data similar to that made available at no cost via the Province for housing needs reports (HNRs), official community plans (OCPs), zoning bylaws, or other purposes.
- Routine or ongoing operating and/or planning costs or activities that are not instrumental or necessary to successfully complete the project (e.g., tracking and reporting of development and building permits).
- Capital costs (including computer hardware).
- Other costs unrelated to eligible projects (i.e., costs associated with onboarding/training new staff, purchase of software, licenses, service subscription and membership fees for unrelated projects).

Freedom of Information and Protection of Privacy Act:

Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

4. Grant Management

Grant recipients are responsible for completion of the project(s) and for meeting reporting and legislative requirements.

Recipients are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. Ministry of Housing reserves the right to review project documents and costs. Recipients must retain records until December 31, 2026.

The Province expects local governments to use this funding prior to December 31, 2025, by which time they will be required to meet the new legislative requirements.



5. Reporting Requirements

Each recipient must report annually for each calendar year (i.e., January 1 to December 31).

The report form will be provided and will require the recipient to summarize the following information:

- The total amount of funding expended during the reporting period and the balance of the funding remaining at the end of the reporting period.
- Total project(s) budget and expenditures on each project during the reporting period.
- A brief description of the project(s) the funding was used to support.
- How the project(s) aids in meeting the new legislated requirements (e.g., update of zoning bylaw to accommodate small-scale, multi-unit housing, adoption of transit-oriented development area bylaw, development of an amenity cost charge (ACC) bylaw, development of a transportation plan to support proactive-zoning and area planning).
- Progress achieved on the project in the reporting period (e.g., updated parking bylaw passed second reading, updated zoning, designation of transit-oriented development areas completed).
- The date by when the recipient has met a legislative requirement (e.g., approval of updated parking bylaw so it is now consistent with transit-oriented development legislation). The Ministry will be documenting this information to monitor progress across the province in meeting the new requirements.

The annual reporting must be completed until such time as the grant funding is entirely expended or the legislated requirements applicable to the reporting recipient are met (whichever occurs last).

Recipients must provide a separate report (schedule) to their annual audited financial statements. (as required under s.167 of the *Community Charter* and s. 377(1)(a) of the *Local Government Act*) until the Local Government Housing Initiatives funding is fully expended (drawn down to zero). The form of the schedule to the annual audited financial statements will be left to the discretion of the local government. The Ministry retains the right to request additional information from local governments as required. This report does not need to be audited.



Submission of Reports

Electronic copies of the completed reporting forms are required to be submitted within 45 days of the end of the reporting period.

Report forms should be submitted as PDF files. Total file size for email attachments cannot exceed 20 MB.

All final documents should be submitted to:

Planning and Land Use Management Branch, Ministry of Housing

E-mail: PLUM@gov.bc.ca

6. Additional Information

For enquiries about the program, please contact:

Ministry of Housing

800 Johnson Street

Victoria, B.C., V8W 1N3

Email: PLUM@gov.bc.ca

Phone: (250) 387-3394

For more on the new legislative requirements, supporting data and guidance, please visit the webpage where Ministry of Housing will provide updates on local government housing initiatives: [Local government housing initiatives - Province of British Columbia](#).



Making a difference...together

REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

SUBJECT **Advocacy to Support Local Government Act Legislative Reform Initiative**

ISSUE SUMMARY

The Regional District of Nanaimo is seeking support from local governments across BC in advocating for legislative reform to the *Local Government Act*, to modernize the powers and tools that regional districts have to respond to current social, political, and economic challenges.

BACKGROUND

Since 2021, the Regional District of Nanaimo (RDN) has been leading an initiative to update and modernize the *Local Government Act (LGA)*. Since that time, the RDN Chair and CAO have presented at numerous forums and co-hosted panel discussions at AVICC, UBCM, and several LGMA Chair/CAO forums. They have also engaged with Ministers from the Ministry of Municipal Affairs. Most recently, a panel session was held at UBCM in 2023 where attendees proposed the UBCM Executive create a working group to lead the initiative, conduct research and policy work, and develop a framework for potential *LGA* changes, and report back to the Ministry of Municipal Affairs. Attached as Appendix A is letter from the RDN Chair outlining the history of this initiative with a summary of the UBCM panel session.

Concerns with the *LGA* include the ways in which it is more restrictive than the powers given to municipalities in section 8 the *Community Charter*, which generally allow municipalities to regulate, prohibit and impose requirements by bylaw without provincial approval or establishing bylaws. Under the *LGA*, regional districts do not have jurisdiction for services such as business licensing (which in turn can impact efforts to regulate short term vacation rental accommodation), parking enforcement, subdivision approval, or regulation of the discharge of fireworks. The separation of funds by service, as mandated by the *LGA*, hampers the ability of regional districts to employ more flexible financial planning which would allow revenue generating services to offset requisition services. The *LGA* requirement to obtain participant or elector approval and approval of the Inspector of Municipalities prior to creating new services is administratively burdensome and hampers the ability of the Board to be nimble and respond quickly to community needs.

Legislative changes are not undertaken lightly by the Province and would likely take several years to affect. There have been minor incremental changes to the *LGA* over time which the Ministry seems to consider sufficient and it would be reluctant to undertake a comprehensive review without substantial feedback from local governments on the specific gaps and challenges in the current legislation. Advocacy from local governments will be key to encouraging the Province to support a review. Attached at Appendix B is a sample letter of support.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

That the Board Chair write a letter of support for the *Local Government Act* Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig

of the Regional District of Nanaimo.

Alternative 2

The Governance Committee recommends to the Capital Regional District Board:
That staff continue to monitor the progress of this initiative and inform the Board if there is an opportunity to provide input in the future.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The Board has endorsed Governance as a 2023-2026 priority with the commitment that it will support effective advocacy, coordinated and collaborative governance, and leadership in organization performance and service delivery.

A common adage is that local governments are “creatures of statute”, a statement that reflects the significance of the legislative framework in shaping how work is carried out by local governments. Legislative requirements are fundamental in our financial planning and budgeting processes. The restriction on business licensing powers is an issue that is of importance to the Electoral Areas and has been a subject of discussion in the past at Electoral Areas Committee. Ministry of Municipal Affairs approval requirements create delays and drive a significant amount of work in the areas of Financial, Legal and Legislative Services. A coordinated UBCM working group to explore the impacts and challenges of the current legislation would be a first step in defining whether CRD’s challenges are unique or held in common with other regional districts.

First Nations Implications

Since 2018, the Board has been committed to exploring new ways of decision-making with First Nations in the region. The legislative framework created by the *LGA* does not allow non-treaty First Nations to join regional boards. Beyond that specific restriction, other *LGA* requirements regarding the creation of new services and service participation, which in turn define who has power over decision-making on administration of those services, creates a system that excludes First Nation governments from having a recognized role in shaping or influencing operational decisions that occur within their traditional territory. While the Ministry is advancing the Inclusive Governance initiative to explore these issues, a more comprehensive review of the *LGA* in tandem with the Inclusive Governance initiative may be required to uncover all the structural barriers that exist to limit First Nations participation in local government decision-making frameworks.

CONCLUSION

CRD has been asked to support an initiative to create a UBCM working group to consider legislative reform of the *Local Government Act* to modernize the powers and tools that local governments can use to respond to the current social, political, and economic climate. Advocating for change to the *LGA* would in turn support the Board’s commitment to First Nation governments to explore new decision-making systems on their traditional territory.

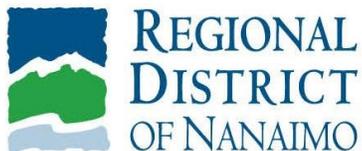
RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That the Board Chair write a letter of support for the *Local Government Act* Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig of the Regional District of Nanaimo.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Letter from Chair Craig and summary of UBCM panel session
Appendix B: Sample Letter of Support



January 19, 2024

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with a large initial "V" and a long, sweeping tail.

Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS
UBCM ANNUAL CONVENTION, September 21, 2023
Summary of Session and What We Heard

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

WHAT WE HEARD

WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
 - responding effectively to emergencies and natural disasters
 - taking measures to mitigate the effects of climate change
 - dealing with old infrastructure and the ability to fund these projects solely through property taxes
 - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
 - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
 - Electoral Areas lack power and resources
 - business licensing authority¹ and subdivision approval are difficult for regional districts
 - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

¹ The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#)

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE

- **Slido poll #1:** Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE

Option 1: UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Option 2: This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Considerations for Option 1:

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- **Option 1:** UBCM Executive forming a working group (85% in favour)
- **Option 2:** Joint local government project (15% in favour)

NEXT STEPS

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

UPDATE: December 2023

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary Maclsaac, Executive Director, UBCM. Mr. Maclsaac is in the process of seeking direction on this matter from the President’s Committee.

Re: Legislative Reform Initiative

I am writing to you on behalf of [regional district or municipality Board/Council] regarding the proposed reform of the *Local Government Act* (LGA), a topic that was considered in a panel discussion at the 2023 Union of BC Municipalities (UBCM) Annual Convention. I understand that the Regional District of Nanaimo is exploring the potential formation of a working group through the UBCM. This letter serves to express our support and encouragement for this.

A comprehensive review and reform of the *Local Government Act* has long been needed. Although the Ministry of Municipal Affairs has made significant incremental changes to the legislation, more substantial modernization of the LGA is required to provide municipalities and regional districts with sufficient tools and/or authority to meet their expanding responsibilities and challenges. In addition, the social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These changes should be reflected in modernized legislation.

[Regional district or municipality] supports the Regional District of Nanaimo's request that the UBCM Executive form a working group to steer this important initiative. We are eager to see this initiative continue momentum and support the creation of a process to organize and enable broad and inclusive consultation to work toward a modernized legislative scheme.



Making a difference...together

REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

SUBJECT **Advocacy to Sustain Funding for At-Risk Youth Counselling**

ISSUE SUMMARY

The Victoria Family Court and Youth Justice Committee (the “Committee”) requests an advocacy letter from the CRD Board to request ongoing Provincial support for the sole youth counsellor position servicing youth at risk of sexual exploitation in the capital region.

BACKGROUND

At its June 27, 2024 meeting, the Victoria Family Court and Youth Justice Committee unanimously passed the following motion:

That the Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board that the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association’s Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.

The MYST team consists of one youth counsellor and one police officer. Together they have thousands of support interactions with youth and families and conduct presentations in schools and in the community. The counselling position provides much-needed support and diversion services to youth at risk of sexual exploitation. The position is funded entirely by project-based grant funding, while the police officer is funded through a three-year rotation through Saanich, Victoria, and Oak Bay Police.

In January 2023, after the program’s three-year Provincial funding expired, Chair Plant drafted a letter of support along with several other local governments. This was responded by Minister of Public Safety and Solicitor General Mike Farnworth, who confirmed one-time, one-year funding of \$130,000 to provide these necessary services.

Pacific Centre Family Services’ Association, which employs the youth counsellor position, had its most recent Provincial funding application denied, and as a result, the youth counsellor position funding runs-out in September. If there is no regular source of funding identified, PCFSA will no longer be able to provide youth counselling.

The MYST program arose in the early 2000s from the work of the Capital Region Action Team on Sexually Exploited Youth, and is heavily supported by the Committee, a *Provincial Court Act* family court committee which has as its mandate the canvassing of gaps in youth and family court and justice services in the capital region.

ALTERNATIVES

Alternative 1

The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:

That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.

Alternative 2

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

IMPLICATIONS

Equity, Diversity & Inclusion Implications

A loss of the youth counsellor would have significant impact for young people serviced by the program, many of whom are LGBTQ2+ or First Nations and at risk of online luring, prostitution, sextortion, or sexualized violence. While other organizations do exist that provide drop-in assistance or counselling generally, the CRED program is specific for youth at-risk of sexual violence and exploitation, and works closely with police to ensure youth are adequately supported and can be diverted from negative impacts, personally and with the justice system. It is unique in the region and the committee was advised that there is heavy demand for its counselling services.

Intergovernmental Implications

Given the continued advocacy from the CRD Board on this issue and the lack of sustained, secure, ongoing funding from the Provincial and Federal Governments, the CRD's member municipalities may wish to look at modifying an existing CRD contribution service to provide ongoing funding. CRD's municipalities, excepting North Saanich, currently participate in the Greater Victoria Victims Services under Bylaw No. 1998, "Greater Victoria Victim Services Extended Service Establishment Bylaw No. 1, 1992". The Committee's funding service under Bylaw No 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997", also permits making of grants but has a small annual budget of \$15,000. Either service authority bylaw could be modified by two-thirds consent of participants to include a direct contribution to PCFSA to cover or contribute to the cost of youth counsellors.

CONCLUSION

The MYST and CRED programs are of importance to the region, as determined by the Committee, and it has requested the CRD Regional Board continue its advocacy to the Province for sustained provincial funding. Should funding continue to not be sustained or supported by the Province or Federal Government, the CRD Board may wish in future to consider more direct funding from a CRD service.

RECOMMENDATION

The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:

That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.

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:	Angela Linwood, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS:

Appendix A: January 2023 Letter from Chair Plant

Appendix B: April 2023 Response from Province



Executive Office
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

T: 250.360.3125
F: 250.360.3130
www.crd.bc.ca

January 19, 2023

File: 0400-20

The Honourable Mitzi Dean, M.L.A.
Minister of Children and Family Development
Room 134 Parliament Buildings
Victoria BC V8V 1X4
Via email: MCF.Minister@gov.bc.ca

Dear Minister Dean:

RE: PACIFIC CENTRE FAMILY SERVICES ASSOCIATION - MOBILE YOUTH SERVICES TEAM

At the January 11, 2023, Capital Regional District (CRD) Board meeting a motion was passed to encourage the province to renew its support for the Pacific Centre Family Services Association's (PCFSA) Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program.

The MYST program provides vital support to at-risk youth in our region, particularly those who are experiencing homelessness, poverty, and involvement in the criminal justice system. The program's focus on providing outreach, counseling, and support services has been shown to be effective in reducing crime and exploitation among youth in our communities.

The CRED program has been instrumental in addressing the issues of exploitation and trafficking among youth in our region. It has helped to provide support, education, and services to at-risk youth, while also working with law enforcement and other organizations to address the root causes of exploitation and trafficking.

The CRD Board urges the province to continue to support the PCFSA and its programs, including MYST and CRED, to ensure that at-risk youth in our region continue to receive the support they need to lead safe, healthy, and productive lives. Investing in programs like MYST and CRED is not only the right thing to do for the youth in our communities, but it also makes sense from a crime reduction and public safety perspective.

I would be happy to discuss this matter with you further and provide any additional information you may require.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Colin Plant', is positioned above the printed name.

Colin Plant
Chair, Capital Regional District Board

cc: CRD Board
Ted Robbins, Chief Administrative Officer, CRD



BRITISH COLUMBIA

VIA EMAIL

Ref. 637760

April 25, 2023

Colin Plant
Chair, Capital Regional District Board
625 Fisgard Street, PO Box 1000
Victoria BC V8W 2S6
Email: cjenkinson@crd.bc.ca

Dear Colin Plant:

Thank you for your letter of January 19, 2023, addressed to the Honourable Mitzi Dean, Minister of Children and Family Development, concerning the Pacific Centre Family Services Association's (PCFSA) Crime Reduction & Exploitation Diversion (CRED) program and the Mobile Youth Service Team (MYST). Your correspondence has been shared with me and as Minister of Public Safety and Solicitor General, I am pleased to respond.

I want to first acknowledge the important work PCFSA and its MYST and CRED programs continue to do in providing much needed services to at-risk youth in the Capital Regional District. I appreciate your advice on the significant impact their efforts have had in Sooke and advocacy for the continued support for these community programs with respect to further funding.

I am pleased to confirm one-time funding was provided for PCFSA and its MYST and CRED programs. The total approved one-time funding for this initiative will be \$130,000.00 to enable CRED and MYST programs to continue to provide services to at-risk youth in the Capital Regional District.

Thank you again for taking the time to write and for your ongoing advocacy on these important issues.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth". The signature is fluid and cursive, with a large, stylized initial "M" and "F".

Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier

pc: Liz Nelson, Executive Director, Pacific Centre Family Services Association
The Honourable Mitzi Dean, Minister of Children and Family Development



Making a difference...together

REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

SUBJECT **Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment**

ISSUE SUMMARY

The communities of Colwood, Langford and View Royal are requesting CRD create a sub-regional service to expand the West Shore RCMP detachment.

BACKGROUND

The municipalities of Langford, Colwood and View Royal jointly own the West Shore RCMP building located at 698 Atkins Avenue in Langford. This facility was originally constructed in the 1960s, with an expansion built in 1999. The RCMP detachment serves the communities of Langford, Colwood, View Royal, Highlands and Metchosin, as well as the Songhees and Esquimalt reserve lands. The existing facility is nearing capacity and with current and projected growth in the West Shore communities, there is a need to construct a new facility with more space that will accommodate a larger staff contingent and modern facilities that will support specialized and diversified policing services.

In February of 2023, Colwood, Langford and View Royal created a Joint Police Facilities Steering Committee to define the scope of a new, expanded RCMP facility. Early estimates indicate the cost of a new detachment building will be approximately \$82 million, with a 25% contingency, bringing the potential total cost to \$103 million.

In order to finance the construction, Colwood, Langford and View Royal Councils have passed resolutions requesting CRD create a sub-regional service for the purpose of debt financing the West Shore RCMP Detachment Expansion, to a maximum of \$103 million. Correspondence from the three municipalities is attached to this staff report as Appendices A, B, and C. A memorandum containing detailed background information on the RCMP building and the current expansion plans is attached at Appendix D.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

Service Establishment and Loan Authorization bylaws are subject to elector approval and approval by the Provincial Inspector of Municipalities. Staff have undertaken some preliminary discussions with policy and finance staff at the Ministry of Municipal Affairs to determine the feasibility of CRD creating the service. Initial feedback from the Ministry is that it is not possible for the service to exist simply for the purpose of debt financing, however, CRD could create a sub-regional service for the construction, operation and maintenance of the RCMP detachment building, with the three municipalities as service participants.

Neither CRD or the municipalities have any interest in CRD leading the design, construction, operation and maintenance of the building. This can be overcome by CRD's ability to enter into comprehensive legal agreements to assign the responsibilities of design, construction, operation and maintenance to the three municipalities. Those agreements would contain release and indemnity clauses to protect CRD for any potential liabilities arising from its ownership of the building and provide exclusive possession to the municipalities for the term of the debt, with a provision that the ownership of the building would transfer to the three municipalities once the debt was retired. Staff would seek to have these agreements negotiated prior to adoption of the service establishment and loan authorization bylaws and require these agreements be endorsed as a condition of creating the service.

Elector Approval Implications

To establish this service and to borrow for construction of the facility, participating area approval is required. This can be obtained by municipal consent on behalf, which must be unanimous; alternative approval process, whereby 10% of voters in the participating areas are not opposed; or elector assent, also known as referendum.

Given this is a service requested by councils, the recommended elector approval method is municipal consent on behalf. This will ensure the requirement for unanimity is met for this undertaking.

Financial Implications

The estimated borrowing for the project is \$82 million but the total cost could be up to \$103 million, to be debt serviced over the term of the loan by the municipalities of Colwood, Langford, and View Royal. Debt servicing would be based on a proportional cost share, to be determined between the three municipalities. The CRD understands that land acquisition costs will be addressed amongst the three municipalities.

A subregional service is not the only way to fund the expansion. Each of the three municipalities could pursue a proportional share of borrowing and undertake debt service individually, however, individual borrowing would require each municipality to conduct its own elector approval process and have the required borrowing capacity, whereas a subregional service approval can be obtained by one combined approval process which is more efficient and potentially more likely to achieve a unified result.

One important difference in funding the building through a sub-regional CRD service where CRD owns the building, as opposed to each of the municipalities securing their own borrowing, is that the municipalities are not able to create a development cost charge (DCC) program – i.e. those fees payable by developers of property within a specific area – if CRD owns the building. The three municipalities have expressed a desire to explore establishing a DCC program for this service. There is the potential for CRD to establish DCCs to fund the growth-related capital cost of construction of the building, however, administration of a development cost charge program on behalf of the municipalities would require CRD staff resources and is a higher level of CRD involvement than was initially anticipated. Staff will continue to engage in discussions with staff from the municipalities to further investigate this issue.

Alignment with Board & Corporate Priorities

A regional district provides those services which its constituent municipalities and electoral areas request it to provide, as approved by the Regional Board and the Province. The request to create a sub-regional service for constructing and debt servicing a building, paid for by those municipalities requesting the service, is consistent with the purpose and function of a regional district.

First Nations Implications

The detachment serves the Songhees and Esquimalt reserve lands through a combination of federal and provincial funding. An expanded West Shore RCMP building will provide more space for additional RCMP officers to address the current and future policing needs in those growing communities.

Climate Implications

Construction of the building, if built by CRD, would be subject to the CRD's Green Building Policy. Consultation will be required with the municipal participants if the standards set out in this policy would be applicable to the construction of this facility.

CONCLUSION

CRD has been asked to create a subregional service to provide financing for an expanded West Shore RCMP detachment. On the Province's advice, CRD is able to establish a subregional service for design, construction, operation, and maintenance of a new RCMP detachment, and may do so with consent of the participating municipalities. CRD would contract all responsibility for the design, construction, operation, and maintenance to the participating municipalities and enter into agreements that would ensure ownership of the building would transfer to the three municipalities on completion of the debt term.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

Governance Committee – July 10, 2024

Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment 4

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: November 23, 2023 Letter from View Royal

Appendix B: November 28, 2023 Letter from Langford

Appendix C: November 29, 2023 Letter from Colwood

Appendix D: Backgrounder on West Shore RCMP Building



TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6

Ph. 250-479-6800 • Fx. 250-727-9551 • E. info@viewroyal.ca • www.viewroyal.ca

November 23, 2023

Capital Regional District
625 Fisgard Street
PO Box 1000
Victoria, BC
V8W 2S6

**Attention: Nelson Chan, Chief Financial Officer
Kristen Morley, General Manager, Corporate Services**

Dear Mr. Chan and Ms. Morley:

RE: West Shore RCMP Detachment Expansion Project Funding

At the November 21, 2023 Council meeting, Council was in receipt of a staff report regarding the West Shore RCMP Detachment Expansion Project funding, and passed the following resolution:

“THAT a letter be sent to the Capital Regional District (CRD) requesting that the CRD establish a subregional service for the purpose of funding a joint West Shore RCMP Detachment Expansion capital project up to \$103 million.”

Also, please find attached a certified resolution.

If you have any questions regarding the above matter, please do not hesitate to contact this office.

Sincerely,
TOWN OF VIEW ROYAL

Elena Bolster
Deputy Corporate Officer

Attachment



2023/11/28

Kristen Morley
General Manager, Corporate Services
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Via email: kmorley@crd.bc.ca

Dear Ms. Morley

RE: Request for Capital Regional District Sub-Regional Service Establishment – Funding for a Joint Capital Project (RCMP Detachment Financing)

We are writing with respect to a joint sub-regional project to expand the current West Shore RCMP facility. As you know, the West Shore Detachment serves the municipalities of Langford, Colwood, View Royal, Highlands, Metchosin and the Songhees and Esquimalt First Nations out of an existing facility which is located in Langford. The original facility was constructed in the 1960s (the “Original Building”) and was subsequently expanded through the addition of a second separate but connected building in or about 1999 (the “Expansion”).

The municipalities of Langford, Colwood and View Royal (the “Owners”) jointly own the West Shore RCMP Detachment located at 698 Atkins Avenue in Langford. This existing detachment is nearing capacity and projections show as the communities grow, so too does the need for specialized and diversified policing services, increased use of technology, modern facilities, and a larger staff contingent to maintain the current policing level of service in the region. In order to meet these needs, the Owners are seeking to expand the existing facility through removal of the Original Building and construction of a new building in its location while maintaining the Expansion.

The municipalities of Langford, Colwood and View Royal formed a Joint Police Facilities Steering Committee in February 2023 and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82 million, with a 25% contingency bringing the estimated total cost to \$103 million.

One of the many complex factors associated with a capital project of this size, especially given the number of municipalities involved, is how to best debt finance the project.

Through discussions internally with the three communities, in addition to discussions with the Municipal Finance Authority, the option of a sub-regional CRD service was brought forward as a possibility. As a result, at its meeting held November 20, 2023, the City of Langford Council passed the following resolution:

THAT Council direct staff to write a letter to the Capital Regional District (CRD) requesting that the CRD establish a subregional service for the purposes of funding a joint capital project up to \$103M.

I understand that both Colwood and View Royal have approved a resolution seeking the same as above. Therefore, the City of Langford requests that the Capital Regional District establish a sub-regional service as outlined above to allow the communities of Langford, Colwood, and View Royal to support the West Shore RCMP Facility Expansion Project. This will allow the important work and community support undertaken by the West Shore RCMP to continue, grow, and evolve. The City looks forward to a response on this matter, including a proposed timeline for establishing the service, from the CRD.

Sincerely,

Marie Watmough
Corporate Officer
Deputy Director of Corporate Services
City of Langford

CC: City of Colwood
Town of View Royal
Nelson Chan, CRD Chief Financial Officer



File: 0400-50

Date: November 29, 2023

Capital Regional District
Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

ATTENTION: Kristen Morley, Corporate Officer and General Manager, Corporate Services

Dear Ms. Morley,

RE: Request for Capital Regional District Sub-Regional Service Establishment – Funding for a Joint Capital Project (RCMP Detachment Financing)

We are writing with respect to a joint sub-regional project to expand the current West Shore RCMP facility. As you know, the West Shore Detachment serves the municipalities of Langford, Colwood, View Royal, Highlands, Metchosin and the Songhees and Esquimalt First Nations out of an existing facility which is located in Langford. The original facility was constructed in the 1960s (the “Original Building”) and was subsequently expanded through the addition of a second separate but connected building in or about 1999 (the “Expansion”).

The municipalities of Langford, Colwood and View Royal (the “Owners”) jointly own the West Shore RCMP Detachment located at 698 Atkins Avenue in Langford. This existing detachment is nearing capacity and projections show as the communities grow, so too does the need for specialized and diversified policing services, increased use of technology, modern facilities, and a larger staff contingent to maintain the current policing level of service in the region. To meet these needs, the Owners are seeking to expand the existing facility through removal of the Original Building and construction of a new building in its location while maintaining the expansion.

The municipalities of Langford, Colwood and View Royal formed a Joint Police Facilities Steering Committee in February 2023 and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82 million, with a 25% contingency bringing the estimated total cost to \$103 million.

COLWOOD CITY HALL

3300 Wishart Road
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CONTACT

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except stat holidays

www.colwood.ca

One of the many complex factors associated with a capital project of this size, especially given the number of municipalities involved, is how to best debt finance the project.

Through discussions internally with the three communities, in addition to discussions with the Municipal Finance Authority, the option of a sub-regional CRD service was brought forward as a possibility. As a result, at its meeting held November 27, 2023, the City of Colwood Council passed the following resolution:

THAT the City of Colwood issue a letter to the Capital Regional District (CRD) requesting that the CRD establish a sub-regional service for the purpose of debt financing the West Shore RCMP Detachment Expansion, to a maximum of \$103M.

I understand that both Langford and View Royal have approved a resolution seeking the same as above. Therefore, the City of Colwood requests that the Capital Regional District establish a sub-regional service as outlined above to allow the communities of Colwood, Langford and View Royal to support the West Shore RCMP Facility Expansion Project. This will allow the important work and community support undertaken by the West Shore RCMP to continue, grow, and evolve. The City looks forward to a response on this matter, including a proposed timeline for establishing the service, from the CRD.

Sincerely,



Jenn Hepting
Chief Financial Officer
City of Colwood

CC. City of Langford
Town of View Royal



WEST SHORE RCMP DETACHMENT BACKGROUNDER

Jointly owned by the City of Langford, the City of Colwood, and the Town of View Royal (“the Communities”), the West Shore RCMP Detachment is located at 698 Atkins Avenue in Langford. The West Shore detachment also serves the District of Metchosin, the District of Highlands, Songhees Nation, and Xwsepsum Nation. The existing detachment is approximately 37,000 ft², comprised of two largely separate facilities: one built in the 1960s (approx. 10,600 ft²), and a newer structure built in 1999 (approx. 26,400 ft²). Investments have been made to the current detachment, but the facility is nearing capacity. Projections by the RCMP show an immediate need for increased space. As each of the communities continue to grow, so too does the need for specialized and diversified policing services, increased use of technology, modernized facilities, and a larger staff contingent to maintain the current level of service. Preliminary work to define an option for redevelopment of the existing site was completed by WA Architects in November 2020, in the form of a concept site and building plan, based on a preliminary site survey completed in June 2020. An updated version of WA Architect’s conceptual design, entitled Feasibility Study 9, was completed in November 2021. A preliminary space needs analysis was also completed by the RCMP in July 2019 and updated in December 2020. In early 2021, Colliers Project Leaders was engaged to prepare an options analysis report that explored redevelopment of the existing site versus options to relocate elsewhere within the Communities. A recommendation was returned to remain at, and redevelop, the existing location on Atkins Avenue, as it was deemed to be more appropriate than relocating and building new. It was noted to be the preferred site over alternative options due to its central location and ease of access to major transportation routes. The feasibility study also returned a recommendation to redevelop to a 20-year planning horizon that would meet West Shore RCMP staffing and space needs to 2045.

Project Requirements, Goals & Constraints

The objectives of the Project are to:

- Provide a detachment that will meet RCMP accommodation needs to effectively service current and future growth of the communities to the year 2045.
- Redevelop the existing site at 698 Atkins Avenue and incorporate four adjacent residential properties.
- Enable demolition and new construction to take place in such a way as to allow the West Shore RCMP Detachment to remain fully operational for the duration of construction.
- Renovate and seismically upgrade the existing 1999 structure to meet the need for increased use of technology, up-to-date facilities, and a larger staff contingent.
- Replace the obsolete 1960s structure with net-new space, integrated with the existing 1999 structure, to provide efficient, flexible, and modern facilities that meet the demands of 21st century policing.

The project's requirements, goals, and constraints are:

- To achieve project completion an owners' budget of \$90M-\$103M has been identified as a result of a 2022 Class D cost estimate that has been updated to reflect current conditions. (While it is understood that Class D estimates typically have a +-25% accuracy, this updated estimate will be used as the entry point for the IPD team to evaluate and validate as part of the IPD [Integrated Project Delivery] process.)
- To achieve occupancy in Q1 2027.
- To minimize disruption to neighboring residents throughout construction.
- To minimize future operating costs through construction of energy efficient, durable, and sustainable spaces.
- Phasing of demolition and construction work on site allowing for uninterrupted operation of the RCMP Detachment for the duration of construction, including secure parking for police vehicles with two means of vehicular egress.

BASE PROGRAM

The Validation phase of this procurement process will be focused on identifying and detailing all functional requirements. The program for this project includes three key elements:

- Site redevelopment of 698 Atkins Avenue and adjacent properties
- Renovation of existing 1999 structure
- Demolition and replacement of existing 1960s structure

Total gross space required for a redeveloped West Shore RCMP Detachment is approximately 92,000 ft², to accommodate an anticipated staffing contingent of 281 FTEs (210 RCMP members, 70 administrative support positions) by 2045. It is estimated, however, that approximately 25%-35% of the space could be leased to complementary tenants for 10- to 15-year terms, until such time as the full staffing contingent is reached and the space is required by the RCMP. Revenue from leased space is anticipated to help offset ongoing costs.

SCOPE OF WORK

Scope of work associated with the redevelopment of the Atkins Avenue site includes amalgamation of the following four adjacent, residential properties to provide sufficient land for increased surface parking requirements:

- 678 Atkins Avenue
- 674 Atkins Avenue
- 2788 Winster Road
- 2792 Winster Road

Re-zoning from an R2 zone (One- and Two-Family Residential) to a P2 zone (Community Institutional) will be required for these four properties, along with demolition (already complete) of up to five (5) residential structures and several smaller outbuildings. Some hazardous materials abatement is assumed, given the relative ages of the residential buildings, and a hazardous materials assessment will be conducted. Site separation between the residential demolition work and the fully operational RCMP Detachment will be necessary. Site preparation and some upgrading of site services will also be required to allow for elements such as parking lot lighting, irrigation, and motorized, secured gates

and fencing, dependent upon final design. A topographical survey, geotechnical report, and environmental assessment will be required.

Future parking requirements include a total of 297 surface parking stalls, with an allowance of 370 ft² per stall, inclusive of drive aisles and entries/exits. Stalls reserved for police vehicles are expected to be larger than typically allowed for due to the specialized nature of these vehicles. Consideration will also be given for provision of accessible stalls and allowing for two means of vehicular egress from the secured police vehicle parking at all times. The parking lot surface is assumed to be standard asphalt with line painting and complementary landscaping features.

WA Architect's updated Feasibility Study 9 shows the potential for up to 125 stalls on the merged properties, which, along with approximately 120 leased stalls beside the adjacent railway line, provides for 245 of the required 297 stalls.

The shortfall of 52 stalls will need to be addressed through revisions to site design, additional leased land along the rail line, or additional land acquisition on the east side of Winster Road. A combination of the above three options may also satisfy the shortfall issues, along with consideration for future transport modal shifts which may reduce the total number of required stalls.

Scope of work associated with the existing 1999 RCMP building assumes a reconfiguration and retrofit of approximately 25% of the facility to meet future program requirements. The existing structure consists of three (3) levels, roughly 8,800 ft² each, for a total of approximately 26,400 ft². Exact measurements will be verified through a combination of site visits and a careful evaluation of existing floor plans. Retrofitting will be to a Class A Office standard with an allowance for some new furniture, fixtures, and equipment (FF&E). It is anticipated that some hazardous materials may be encountered during the renovation of this building and a hazardous materials assessment should be conducted.

This existing structure will also require seismic upgrading to enable useful life up to and beyond 2045, and allow for a physical connection to the proposed new building, as well as the desire for this RCMP complex to act as a post-disaster facility.

Scope of work associated with the existing 1960s facility includes demolition of the structure in its entirety. The facility is assumed to be approximately 10,667 ft², over one and a half floors. Exact sizing and dimensions will be verified by site visits and detailed review of existing floor plans. Given its age, hazardous materials are anticipated, and a hazardous materials assessment will be conducted prior to the start of any work. An updated topographical survey (following rezoning of the adjacent properties) and a geotechnical report and environmental assessment will also be required.

New construction to replace this facility is anticipated to be approximately 66,000 ft² over multiple floor levels. When combined with the existing 1999 structure of approximately 26,400 ft², a total of 92,000 ft² will be provided on the newly redeveloped Atkins Avenue site. WA Architect's updated Feasibility Study 9 indicates conceptual design of a basement with four stories above; however, this requires review and possible redesign to align with the proposed square footage and to fit within the current Class D estimate of \$90M-\$103M.

It is assumed that some furniture, fixtures, and equipment (FF&E) can be re-used and/or re-purposed from this facility; however, allowance for some new FF&E will also be required.

An outline functional program for the newly constructed and newly renovated facilities includes general spaces for public access, vehicle bays, general duty offices, administrative and operational support, mail room, prisoner security, and volunteers and auxiliary staff. More specialized spaces include a Major/Serious Crimes unit (homicide, traffic, drugs, police dogs, Emergency Response Team/Gangs, crime prevention and reduction) and Special Unit (forensic identification suite, internet/cyber/tech crimes, sex crimes, enhanced exhibit suite). A detailed review and update of the functional program and space allocations will be undertaken during re-design.

The redeveloped RCMP complex on Atkins Avenue will be designated as a post-disaster facility and will require specialized design and/or modifications to accommodate this requirement. Consideration will also be given to achieving net zero carbon design, and options to reach this goal will be explored in greater detail.

Due to the need for the West Shore RCMP Detachment to remain fully operational throughout demolition and construction, phasing of work will be required. Secure police vehicle parking, complete with two means of vehicular egress, will need to be maintained at all times. Site safety for all RCMP and support personnel, as well as the public, will be of paramount importance.

The following items are considered not part of the base program of this project:

- Underground parking
- Site works above and beyond what has been identified above
- Outbuilding storage facilities on the site
- Mechanical or electrical upgrades to the 1999 building, other than re-design due to reconfiguration of spaces or designation as a post-disaster facility
- Owner-supplied items
- AV/IT equipment
- RCMP internal administrative costs
- Langford, Colwood and View Royal administrative costs

PROJECT BUDGET

A Class D cost estimate of \$82.4M was prepared in 2022 for the base program, which has been updated to current conditions of \$90M-\$103M. This will be termed the owners' initial 'Maximum Allowable Budget' for the IPD team to work within as they engage together in Validation phase work. The IPD team works towards collectively developing and a project budget and corresponding execution strategy working within the owner's maximum allowable budget to achieve all requirements of the program. This is done by understanding both the market-typical estimated or expected costs and refining this to a base target cost. Once the team does this, it is captured in the Validation report. If the team is not able to validate this (including all variables), their results are also captured accordingly.

The base target cost breakdown and the corresponding execution plan is what provides certainty for the owner (given that IPD does not engage the typical change order processes unless the overarching functional, base project program is changed or pre-identified significant unforeseen events occur).

The base target cost, established from early collaboration (which may include additional conceptual design work), will include both hard and soft costs as well as contingency. Hard costs are the construction costs associated with both the site and the building, while soft costs include consulting fees (e.g., IPD advisor, architect, engineers, cost consultant, geotechnical reports, hazardous materials reports, land surveyor), as well as permitting fees, insurance, temporary owners relocation costs and administrative costs. These costs are organized for IPD team execution to support collaborative cluster working groups that are set up to further innovate, breakdown internal barriers between roles and remove wasteful activity for the project.

It is anticipated that approximately \$1,200,000 (1.5% of the cost estimate) will be required to complete the validation phase. This involves only the work is necessary to validate the project from the owners' perspective which often includes any early release of work plans, early construction operational execution planning, early logistical and supply chain planning as well as the early design concepts that encompass base program and support these other aspects holistically. This work is already contained in the 2024 Financial Plans of the Communities.

After approval, and during the remaining detailed design and construction documentation phase, the team will focus on collaborative cluster group delivery that innovatively focused on meeting program requirements and getting below the base target cost within the schedule expectations. A final target cost will be confirmed (below base target cost) at the conclusion of final procurement activities (when the contingency from these risk items is recovered).

The City of Langford, City of Colwood and Town of View Royal have requested that the Capital Regional District (CRD) establish a subregional service to fund the capital costs of building the new RCMP facility. If established, the subregional service would requisition the debt servicing costs which would be recovered by a separate CRD property tax levy.

INTEGRATED PROJECT DELIVERY (IPD) PROJECT BUDGET

IPD is a shared risk/reward contract model and emerging project delivery approach. IPD brings all parties onto the project at the start in a single relational contractual agreement which has joint and transparent operating systems such as cost, planning and risk management.

It is important to note that IPD teams waive liability amongst the IPD signatories to avoid finger pointing and blame, which allows designer/consultants to talk about means and methods and allows constructors to provide detailed input to design. Throughout project execution, the owners and other IPD signatories agree to share all aspects of the project the risk and reward including design liability, design/construction interface, cost escalations and schedule delays.

The project has a single joint project management and governance structure for IPD that integrates all members of the signatory group including the owner. This includes a Senior Management Team (SMT), a Project Management Team (PMT) and multi-disciplinary work clusters called Project Implementation Teams (PITs).

This IPD team collective manages the contractual process and unique operating systems using the 'Lean' business approach that is focused on maximizing value, creating improved flows of value-

adding work, and minimizing waste. This means that the team uses all collective talents to innovate from beginning to completion and achieve what is 'Best for Project'. There are multiple standard IPD contracts in use in Canada, the contract used for this project will be CCDC 30-2018.

MANAGING SCOPE, COST, RISK AND SCHEDULE

Scope Management

IPD signatories (Who sign the single contract with the owner) will not be focused on individual scopes of work, individual profits, claims or liability between themselves. Their focus will be on 'Best for Project', with alignment with the owners' values. Their motivation will be on creating the most effective and optimized overall project design and delivery so that they meet owners value proposition, and everyone (including the owner) can mutually benefit from the shared profit pool.

The IPD team will manage the scope holistically by first focusing on the overarching project base program, developed by the owner either before and during Pre-Validation. In Validation, the team uses this base project program (project scope) to jointly develop the design, construction practices, schedule, costs, and risks as a holistic picture. This allows the team to innovate throughout the project and have flexibility to adapt the design-plan-construction work (including material supply chain availability) in an optimal way to address all challenges. Responsibilities for all work is clearly identified and assigned for execution.

The IPD singular contract is an intentional departure from today's methods that have bilateral and linear contracts and individual party scope tendering. In IPD, there are no typical change orders (unless base scope changes or contractually articulated unforeseen event). There is only a smaller percentage of the project costs that are managed through stipulated sum contracts (5-25%) by selected IPD Team members.

Cost Management

When IPD teams join the contract, they provide negotiated pricing terms that break out 'true' labor costs (salary and labor burden only), and calculated company overheads and profit expectations (as a percentage).

This pricing method is key to IPD, as all parties are expected to honestly put their profit at risk (no mark-ups or pricing buffers). IPD participants pricing will be audited by a 3rd party at the start of the project. This pricing is then carried into the cost modelling and iterative estimation process to determine the base Target Cost during Validation.

After Validation, the IPD team will jointly manage the budget and cost in a real-time and transparent manner to ensure the team is on track to meet or exceed the base Target cost using a Target Value Design and Delivery process. This will be occurring in concert with continual risk mitigation activities to protect the project and manage contingency (profit pool) wisely. Budget allocations will be manipulated fluidly to optimize the whole and deliver against what was committed in the Validation

report. The PMT will manage this process in entirety with support from the SMT who get regular updates on forecasted costs.

The IPD Team will be reimbursed direct costs throughout the project (no profit), using a streamlined invoicing and payment process that is integrated with the owners' process. Since profits are not part of any of the regular progress payments, there is a rapid turnaround of payment with no traditional Payment Certifier process. The IPD team will follow the IPD profit progress payment program that will be discussed during initial contract negotiations and finalized during the Validation process. Guidance for this entire process is provided by an IPD Advisor.



Making a difference...together

REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

SUBJECT **Electronic Meetings and Participation by Members**

ISSUE SUMMARY

To consider an update to the CRD Board Procedure Bylaw (Bylaw No. 3828) to more broadly permit full electronic meetings and define parameters for the electronic participation of members at board, committee and commission meetings.

BACKGROUND

In 2014, the Board amended the CRD Board Procedures Bylaw (“Procedures Bylaw”) to allow for electronic meetings for local area commissions, with certain restrictions, including that only one member can participate electronically at a time, that the member must provide 24-hour notice to the Corporate Officer, and that the Chair of the meeting must be physically present in the meeting place. The restrictions imposed in the bylaw were designed to restrict the use of electronic meetings to preserve procedural safeguards and transparency of in-person meetings.

In 2020, the Procedures Bylaw was amended by adding a new section 29.2 on electronic participation in case of emergency or special circumstance (Appendix A). The new clause permitted electronic participation in a meeting in the case of “*an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location.*” During this time local governments were operating under various Ministerial Orders which allowed for meetings and public hearings to be conducted electronically during the COVID-19 pandemic.

In 2021, the *Local Government Act (LGA)* was amended to provide permanent authority for local governments to permit electronic meetings and participation by members (Appendix B). The *Regional District Electronic Meetings Regulation (B.C. Reg. 271/2005)* was amended on September 29, 2021 prescribing the conditions, limits and requirements respecting electronic meetings and the participation of members (Appendix C).

Electronic meetings, if authorized by bylaw, are meetings where all members of a board may participate electronically.

Electronic participation, if authorized by bylaw, allows for a hybrid meeting where some members attend in person, and other members attend by electronic means.

The purpose of this report is to present the Governance Committee with options for electronic meetings and participation and seek direction prior to drafting an amendment to the Procedures Bylaw.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board: That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards.

Alternative 2

That this report be referred to staff for additional information and that staff report back to the Governance Committee.

IMPLICATIONS

Electronic Participation

Section 29.1 of the Procedures Bylaw already provides for electronic participation, with limitations, at a commission meeting. Only one person at a time may participate electronically and that the person presiding must be physically present at the meeting location. An exception is provided allowing full electronic participation for meetings of a commission that includes the entire Southern Gulf Islands (SGI) Electoral Area as the service area.

A bylaw may prescribe conditions that must be met to allow a member to participate electronically during an in-person meeting and may include any of the following:

- limit on number of members participating electronically;
- requirement for Chair (presiding member) to be in-person;
- limited to circumstances of illness, injury or approved leave;
- when travelling outside the regional district and potential to limit to specific geographic areas (i.e. Canada and USA); and
- with notification to and/or approval from Chair and Corporate Officer.

On April 13, 2022, the CRD Board approved the CRD Best Practices Guide for Meetings. The design of the guide was refreshed in May 2024, with minor housekeeping amendments, and is attached as Appendix D. Section 8 of the guide provides guidance for Directors on participation by electronic means on issues of attendance, use of video, electronic chat function, and conflict of interest on a specific agenda item.

The Procedures Bylaw currently permits electronic participation but does not allow for fully electronic meetings as the Chair, or presiding member, is required to be present at the location publicized in the meeting notice, along with CRD staff. Even if full electronic meetings were enabled in the Procedures Bylaw, CRD must still provide a physical public viewing location for the meeting where staff are present.

Electronic Meetings

Electronic meetings give flexibility to regional district boards to conduct business using telephone and video conferencing facilities without compromising the rights of the public to access the decision-making process.

Boards that choose to hold electronic meetings can decide how to allow for public participation. The public must be able to hear, or watch and hear, meetings held electronically. A place must also be provided for regular and special meetings held electronically to ensure transparency and accessibility to members of the public.

Electronic meeting requirements must provide the following:

- the process for electronic meetings in the procedure bylaw;
- notice that a meeting will be held fully by electronic means;
- the appropriate technology to give the public the opportunity to hear, or watch and hear, and participate if needed, in board meetings held electronically; and
- a place for the public to attend to hear the proceedings of regular and special meetings held electronically.

Parameters for how often and in what circumstances the CRD Board uses electronic meetings should be included in the bylaw. The Board may wish to allow for regular and special meetings to be held electronically in case of an emergency such as a natural disaster, a communicable disease event, or at the discretion of the Chair and Corporate Officer. While electronic meetings can be a useful tool for the Board, it is not a substitute for in-person meetings.

Jurisdictional Review

A jurisdictional review of procedure bylaws of CRD municipal councils and select regional district boards was completed and is attached as Appendix E.

The bylaw may provide for different procedure for electronic meetings and electronic participation based on the body and meeting type as follows:

- Boards (CRD/CRHD & CRHC) – regular vs. special
- Committees – regular vs. special
- Commissions – regular vs. special
- Public hearings under Division 3 of Part 14 of the LGA

The key findings from the jurisdictional review of procedure bylaws include:

- Electronic participation is permitted in all cases except where facilities do not allow.
- Electronic participation may depend on the following conditions:
 - no more than one person at a time;
 - majority attending in person;
 - no more than 3 consecutive meetings;
 - special meetings only;
 - in cases of illness, injury or leave; and
 - notice prior to the meeting must be given.
- Full electronic meetings may be permitted in some instances where others have conditions such as:
 - in emergency situations;
 - to ensure quorum;
 - for special meetings only; and
 - at the discretion of the Chair and Corporate Officer.

- Chair or presiding member may be required to attend in-person for hybrid meetings, and may be permitted to participate electronically for full electronic meetings.

Operational and Financial Implications

The technology for the holding of electronic meeting must enable the meeting’s participants and the public to hear, or watch and hear, each other (except for closed parts of the meeting where the public are excluded).

The logistics and associated costs of electronic meetings are an important consideration as access to technology may impact the ability to allow members and the public to participate electronically or hold electronic meetings. Consideration must also be given to the costs associated with electronic participation or electronic meetings (for example, the cost of new technology to support electronic meetings and additional staff to support it during a meeting). One must also consider what back-up plans to put in place if technology fails and results in a loss of quorum.

CONCLUSION

The Procedures Bylaw requires updating with respect to the provisions on electronic meetings and electronic participation. Currently, the bylaw does not permit full electronic meetings and does not contain any parameters on when members may attend electronically. CRD staff will report back to the Governance Committee with updated bylaw provisions to permit full electronic meetings in specific circumstances and clarify the parameters for electronic participation by members.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Bylaw No. 3828 – Electronic Participation (Excerpts)
- Appendix B: Local Government Act – Electronic Meetings and Participation (Excerpts)
- Appendix C: B.C. Reg. 271/2005 – Regional District Electronic Meetings Regulation
- Appendix D: CRD Best Practices Guide for Meetings
- Appendix E: Jurisdictional Review of Electronic Meetings & Electronic Participation

Bylaw No. 3828 – Electronic Participation Excerpts

Capital Regional District Board Procedures Bylaw, 2012

Electronic Participation at Commission Meetings

- 29.1 (1) A member of a Commission may participate in a regular or special meeting by means of electronic or other communication facilities that:
- (a) enable the meeting's participants to hear, or watch and hear, each other;
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member participating by electronic or other communication facilities.
- (2) The person presiding at the Commission meeting must not participate electronically.
- (3) A person participating in a Commission meeting electronically is deemed to be present at the meeting as though they were physically present.
- (4) The recording secretary shall record in the minutes the persons present including those participating electronically.
- (5) Subject to section 29.1(9), no more than one person at one time may participate electronically. *(Bylaw No. 4206)*
- (6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;
- (7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically. *(Bylaw Nos. 4206,4262)*
- (8) Electronic participation will only be permitted where existing technical facilities at the location of the Commission meeting accommodate electronic participation. *(Bylaw No. 3951)*
- (9) Sections 29.1(5) and 29.1(7) do not apply to meetings of a Commission that operates a service that includes the entire Southern Gulf Islands Electoral Area as the service area. *(Bylaw No. 4206)*

Electronic Participation in case of Emergency or Special Circumstance

- 29.2 (1) In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, members or persons appointed by the Board may participate in a meeting by means of electronic or other communication facilities that:
- (a) enable the meeting’s participants to hear, or watch and hear, each other; and,
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member(s) and person(s) participating by electronic or other communication facilities.
- (2) Meetings called under subsection (1) will be at the call of the Board Chair.
- (3) Special meetings called under subsection (1) will be in accordance with section 9 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

(Bylaw No. 4353)

Local Government Act – Electronic Meetings and Participation Excerpts

Division 5 — Board Proceedings

Electronic meetings and participation by members

221 (1) If permitted under subsection (3), a board meeting or a board committee meeting may be conducted by means of electronic or other communication facilities.

(2) Members of the board who are participating under this section in a meeting conducted in accordance with subsection (1) are deemed to be present at the meeting.

(3) The Lieutenant Governor in Council may make regulations permitting meetings under subsection (1) and prescribing conditions, limits and requirements respecting such meetings.

Division 5.1 — Proceedings of Other Bodies

Electronic meetings of other bodies

226.1 (1) If permitted under the rules governing the procedures of the body and the requirements of subsection (2) are met, meetings of the following bodies may be conducted by means of electronic or other communication facilities:

(a) a local community commission under section 243 [*establishment of local community commissions*];

(b) a commission established under section 263 (1) (g) [*corporate powers of board*];

(c) an intergovernmental advisory committee established under section 450 [*intergovernmental advisory committees*];

(d) an advisory planning commission established under section 461 [*advisory planning commission*].

(2) The following requirements apply in relation to a meeting referred to in subsection (1):

(a) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;

(b) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.

(3) Members of a body who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

Electronic participation of members of other bodies

226.2 (1) If permitted under the rules governing the procedures of the body and the requirements of subsection (2) are met, a member of a body referred to in section 226.1 (1) who is unable to attend in person at a meeting of that body may participate in the meeting by means of electronic or other communication facilities.

(2) The following requirements apply in relation to a meeting referred to in subsection (1):

(a) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;

(b) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of a body who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.



Local Government Act

REGIONAL DISTRICT ELECTRONIC
MEETINGS REGULATION

B.C. Reg. 271/2005

Deposited and effective September 8, 2005
Last amended September 29, 2021 by B.C. Reg. 236/2021

Consolidated Regulations of British Columbia

This is an unofficial consolidation.

B.C. Reg. 271/2005 (O.C. 641/2005), deposited and effective September 8, 2005, is made under the *Local Government Act*, R.S.B.C. 2015, c. 1, s. 221 (3).

This is an unofficial consolidation provided for convenience only. This is not a copy prepared for the purposes of the *Evidence Act*.

This consolidation includes any amendments deposited and in force as of the currency date at the bottom of each page. See the end of this regulation for any amendments deposited but not in force as of the currency date. Any amendments deposited after the currency date are listed in the B.C. Regulations Bulletins. All amendments to this regulation are listed in the *Index of B.C. Regulations*. Regulations Bulletins and the Index are available online at www.bclaws.ca.

See the User Guide for more information about the *Consolidated Regulations of British Columbia*. The User Guide and the *Consolidated Regulations of British Columbia* are available online at www.bclaws.ca.

Prepared by:
Office of Legislative Counsel
Ministry of Attorney General
Victoria, B.C.

Local Government Act

**REGIONAL DISTRICT ELECTRONIC
MEETINGS REGULATION**

B.C. Reg. 271/2005

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- 2 Electronic regular board meetings
- 3 Electronic special board meetings
- 4 Electronic board committee meetings
- 5 Electronic participation by members in board and board committee meetings

Definition

- 1 In this regulation, “**Act**” means the *Local Government Act*.

Electronic regular board meetings

- 2 (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) [*procedure bylaws*] of the Act and the requirements of subsection (2) of this section are met, regular board meetings may be conducted by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a regular board meeting referred to in subsection (1):
 - (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) in the procedure bylaw, a board must
 - (i) provide for advance public notice of the following:
 - (A) the way in which the meeting is to be conducted by means of electronic or other communication facilities;
 - (B) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and
 - (ii) establish the procedures for giving that notice;
 - (c) the facilities must enable the meeting’s participants to hear, or watch and hear, the meeting;
 - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public
 - (i) to hear, or watch and hear, the meeting, and
 - (ii) to hear, or watch and hear, the meeting at the specified place, and a designated regional district officer must be in attendance at the specified place.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

REGIONAL DISTRICT ELECTRONIC MEETINGS REGULATION

Electronic special board meetings

- 3** (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) of the Act and the requirements of subsection (2) of this section are met, special board meetings may be conducted by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a special board meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) the notice under section 220 [*calling of special board meetings*] of the Act must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;
 - (c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;
 - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated regional district officer must be in attendance at the specified place.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

Electronic board committee meetings

- 4** (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) of the Act and the requirements of subsection (2) of this section are met, board committee meetings may be conducted by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a board committee meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) in the procedure bylaw, a board must
 - (i) provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities, and
 - (ii) establish the procedures for giving that notice;
 - (c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;
 - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

REGIONAL DISTRICT ELECTRONIC MEETINGS REGULATION

Electronic participation by members in board and board committee meetings

- 5** (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) of the Act and the requirements of subsection (2) of this section are met, a member of the board or a board committee who is unable to attend in person at a regular board meeting, a special board meeting or a board committee meeting may participate in the meeting by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;
 - (c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

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CRD Best Practices Guide for Meetings

Legislative Services

Capital Regional District | May 2024



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Principles of Parliamentary Procedure

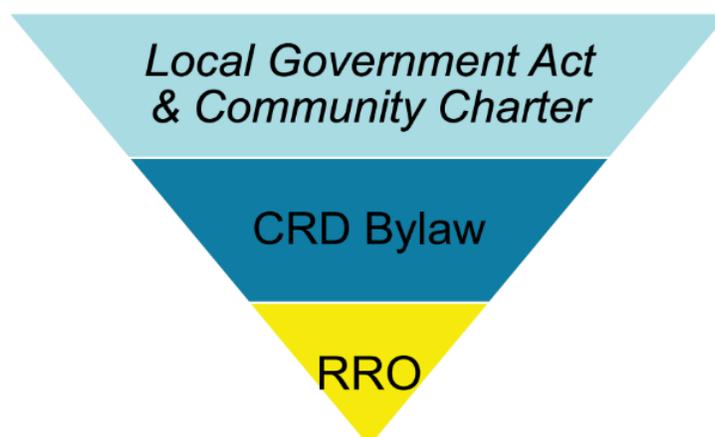
1. **Organization:** organization is first, no individual decision-making
2. **Fairness:** equal rights for all Members
3. **Quorum:** minimum number of voting Members required to do business
4. **Singularity:** only one motion and one speaker at a time
5. **Debate:** allow for full discussion before voting on any proposal
6. **Professionalism:** speak through the Chair not to an individual person
7. **Democracy:** Majority has the right to rule
8. **Inclusion:** Minority has a right for their voice(s) to be heard
9. **Silence:** is considered consent to allow others to make decision
10. **Defeated Motions:** limitations on when a decision may be presented again

Responsible Conduct of Elected Officials

The foundational principles of responsible conduct of local government elected officials are integrity, accountability, respect, leadership and collaboration. For more information, please visit the Province of British Columbia's webpage - [Responsible conduct of locally elected officials](#).

The CRD Procedures Bylaw, more specifically, addresses the conduct of Members when speaking at a meeting such as addressing the Chair, using respectful language, and speaking only in connection to the matter being debated.

Parliamentary Procedure Hierarchy in Local Governments



1.0 Types of Main Motions

Under Robert’s Rules of Order (“RRO”), the main motion is a motion whose introduction brings business before an assembly for a decision. The CRD Board makes decisions by passing motions, also known as resolutions, to take a specified action.

Members of the CRD Board may move one of the following types of main motions:

- Main Motion: the recommended or alternative motion in a staff report, or the recommendation from a Committee.
- Motion Arising: a new motion asking that further action be taken on the business matter being considered.
- Notice of Motion: a motion to bring new business before the Board for consideration at a future meeting. The CRD Procedures Bylaw (“Procedures Bylaw” or “Bylaw”) allows for same day consideration in very limited situations.

1.1 Main Motion

The CRD practice is to move the recommendation published on the meeting agenda. Recommendations most often originate from the staff report on the meeting agenda. If the report has been to Committee, the Committee may endorse the staff recommendation or submit an amended or different recommendation for the Board’s consideration. The staff recommendation is only a recommendation. It is in the purview of the Board, and its Standing Committees, to either:

- a) move the recommendation [from Committee or staff] as published on the agenda; or
- b) move one of the alternatives in the report; or
- c) if there is no interest in the presented options, move a new alternative motion.

The challenge with moving a new alternative motion is determining whether it is feasible and within the scope of possibilities of the regional district from a regulatory and operational lens. The Chair should confirm with staff that the new recommendation is feasible.

Best Practice: All new recommendations are provided in writing to the Corporate Officer (or Deputy).

Best Practice: Where a new recommendation is of major import, staff be directed to report back on implications of the decision before the Members endorse the main motion.

A common challenge for Members is being able to differentiate whether the motion they wish to put forward is an amendment to the main motion, a new motion that is arising from business matters before the Board, or a notice of motion to consider taking on a new action.

The Chair makes the ruling on whether a motion is an amendment, a motion arising, or a notice of motion. If a Member disagree with the Chair's ruling they may raise a point of order. If the Chair rules the motion is in order, the Member may appeal the Chair's decisions. For more information, refer to the section in this guide on *"Point of Order"* and *"Appeal the Decision of the Chair"*.

1.2 Motion Arising

The Board's practice has been to treat motions arising as a stand-alone motion calling for an additional action to complement the main motion before the Board.

Best Practice: Motions arising are voted on separately once the main motion is voted on.

Best Practice: All motions arising are provided in writing to the Corporate Officer (or Deputy) to be visually displayed during debate and voting.

1.3 Notice of Motion

Members may bring forward a new matter for the Board's decision through a notice of motion process in accordance with section 22(6) and (7) of the Procedures Bylaw. The procedure requires that notice be read in at a meeting and provided in writing to staff for the minutes. The motion with notice is then published on the next agenda for discussion and voting.

Best Practice: The Procedures Bylaw provides the Chair with the ability to refer the Notice of Motion to another body if the Chair believes it would be better dealt with in that way.

The notice of motion procedure supports collaborative and transparent governance by providing:

- Directors sufficient time to give thought to the matter and prepare for a fulsome discussion at a future meeting;
- notice that the matter will be discussed on the published agenda; and
- providing an opportunity for the public to provide comments before a decision is made.

1.4 Same Day Consideration

The Procedures Bylaw provides an exception for same day consideration with a 2/3 affirmative vote provided that there is an urgent deadline, the issue is of minor organizational impact, or to support the position of a member local government.

For more information, see Appendix B: Notice of Motion Process (Flowchart).

Table 1.1: Procedure for Notice of Motion/Motion with Notice vs. Same Day Consideration

Notice of Motion (Meeting #1)	Motion with Notice (Meeting #2)	Same Day Consideration
No motion required	Mover and seconder required	2 motions required
Read motion into the record	Motion published on agenda	Move same day consideration If successful, move Motion
Notice recorded in Minutes	Vote recorded in Minutes	Vote(s) recorded in Minutes
No vote	Majority Vote	2/3 vote on Consideration Majority on Motion

2.0 Amendments

All types of main motions may be amended once they have been moved, seconded and are put before the assembly for consideration.

Amendments:

- only one amendment to the main motion at a time
- maximum of one further amendment to an amendment (for a total of 2 max)
- each amendment is voted on separately
- if successful, requires that a vote be taken on the main motion as amended

Best Practice: That amendments be strictly relevant to the main motion and not alter in a material way or be contrary in principle.

Best Practice: The proposed amendment is necessary to support the main motion.

Please note, it is not proper procedure to amend a motion to “grant funds” by inserting a negative word in order to change the intent of the motion to “not” granting those funds. The proper procedure is to vote down the main motion.

Best Practice: That significant amendments be provided in writing to the Corporate Officer (or Deputy) to be visually displayed when debating and voting.

Table 2.1: Types of Main Motions vs. Amendment

Motion Type <i>(Procedures Bylaw)</i>	<i>Example(s)</i>
Main Motion/ Recommendation <i>s. 22(1)</i>	<i>That the Governance Committee recommends to the CRD Board: That staff be directed to conduct public engagement on the proposed design for...</i>
Amendment <i>s. 22(4)</i>	That the motion be amended by adding the following after “public engagement”: “including online and in-person opportunities”
Motion Arising <i>s. 22(5)</i>	That the report be forwarded to municipal councils for information... That the Board Chair send a letter to the Minister of Municipal Affairs... That staff provide supplementary information when the report is presented to the Board.
Notice of Motion <i>s.22(6) & 22(7)</i>	That staff be directed to report back through the Governance Committee on options to address

Table 2.2: Amendment Examples

		Example(s)
Main Motion		<i>That the CRD host a public celebration for Canada Day in Centennial Square.</i>
Primary Amendment(s)		<i>That the motion be amended by...</i>
Example A	✓	inserting <i>"and invite City of Victoria to participate"</i> after the words <i>"Centennial Square"</i>
Example B	✓	inserting <i>"with outreach booths, food trucks, and live entertainment"</i> after the words <i>"public celebration"</i>
Example C	✓	striking <i>"Centennial Square"</i> and inserting <i>"Elk/Beaver Lake Regional Park"</i>
Example D	X	inserting <i>"not consider"</i> before the word <i>"host"</i> [Changes intent of the motion] <i>BP: Vote against the main motion</i>
Example E	X	striking <i>"Canada Day"</i> and inserting <i>"BC Day"</i> [Alters main motion in a material way] <i>BP: Vote against the main motion</i> <i>BP: Serve Notice of Motion for new event</i>
Example F	X	Inserting <i>"That the number of attendees be tracked and used to evaluate the success of the event."</i> [Not directly related to the decision of whether or not to host the event] <i>BP: Move as a Motion Arising if the main motion is carried</i>
Secondary Amendment(s)		Primary Amendment using Example B inserting <i>"with outreach booths, food trucks, and live entertainment"</i> after the words <i>"public celebration"</i>
Example G	✓	<i>That the motion be FURTHER amended by...</i> inserting <i>"and that free cake be served"</i> after the words <i>"live entertainment"</i>
Example H	X	<i>That the motion be FURTHER amended by...</i> inserting <i>"from 12 noon to 6 pm"</i> after the words <i>"live entertainment"</i> [Not directly related to amending wording of the amendment on the floor] <i>BP: Wait until current amendment is voted on before moving another amendment</i>

3.0 Moving of Recommendation(s)

In practice, a Member may move the recommendation (from staff report or Committee); or one of the alternatives presented in the report; or move a different motion which they should provide in writing at the meeting.

The first time a report is presented, the Chair may allow Members to move the staff recommendation before any alternative motions or amendments can be raised. This would allow for a fulsome discussion on the staff recommended course of action before discussion is redirected to alternatives.

Best Practice: That the Standing Committee Chair first recognize a Member that wishes to move the recommendation in the staff report before considering other alternatives.

When applied at Board, Members should be made aware of the context of any amendments made at Committee to ensure Committee input is presented before the Board's consideration of the issue. To accomplish this, a note is published on the Board agenda highlighting any changes to the staff recommendation at Committee. The recommendation published on the Board agenda will be the recommendation from the Committee.

Best Practice: That the Board Chair first recognize the Standing Committee Chair to move the recommendation from Committee.

3.1 MOTION PROCESSING AT COMMITTEE *(or when a report is direct to Board)*

1. First the Chair seeks questions from Members on the report before a motion is put forward.
2. The Chair recognizes a Mover and Secunder on the staff recommendation.
3. If there is no interest in moving the staff recommendation, the Chair recognizes a Mover and Secunder on one of the Alternatives in the staff report.
4. If there is no Mover or Secunder for the recommendation or alternatives presented in the staff report, the Chair recognizes a Member who wishes to Move a new motion arising that is directly related to the report subject matter and issue.
5. Comments are only permitted once a motion has been put on the floor for debate.

3.2 MOTION PROCESSING AT BOARD *(when a report has been to Committee)*

1. The Board Chair recognizes the Committee Chair to move the Committee recommendation as published on the agenda.
2. Questions and comments are permitted once the motion has been put on the floor for debate.

3.3 Receive for Information

Historically, the staff reports to the Board have included a recommendation to *“Receive for Information”* when no decision is required.

The recommendation is to move away from the practice to *“Receive for Information”* for the following reasons:

- Report was received when it was published on the meeting agenda
- Passing a motion to receive does not endorse the taking of any specific action
- If defeated, the report was already received at the approval of the agenda

Staff have identified a need to update staff report recommendation practices to move away from a recommendation to *“Receive for Information”*. Instead, staff reports will include a statement under recommendation stating that, *“There is no recommendation. This report is for information only.”*

If there is further action being taken by staff, for example, the development of a plan, the recommendation would be more appropriate as, *“That staff proceed with community consultation on the draft plan.”*

Best Practice: For information reports, Chair invites staff to present the report and address any question. At the conclusion of the question period, the Chair announces the completion of the agenda item and introduces the next item.

4.0 Delaying the Vote on a Motion

4.1 Postpone Indefinitely vs. Objection to the Consideration of the Question

To drop the main motion without a direct vote is the motion to *“postpone indefinitely”*. Only before debate has commenced can an *“objection to the consideration of the question be raised”*.

4.2 Lay on the Table

A common misconception is that tabling a motion puts the matter off to another day or kills the motion. In both cases, this is an improper use of the motion in RRO *“to lay on the table”* or simply to *“table”*. To table is to temporarily pause consideration of a matter in order to address a more urgent matter before returning to pending question in the same meeting.

4.3 Postpone to a Certain Time

Unlike a motion to lay on the table, the motion to *“postpone to a certain time”* must specify the period of time (e.g. next meeting).

4.4 Refer

If the Board is seeking advice from a Committee, the proper motion is to *“refer”* the business matter to the Committee, along with any directions, and ask that they report back.

4.5 Referrals to Other Standing Committees

Section 26(3) of the Procedures Bylaw states that a Board Standing Committee will carry out any matter referred by the Board or the Chair of the Board. The role of the Standing Committee is not to delegate referrals to other Standing Committees. The challenge with sending a matter to multiple Committees is the possibility of contradictory recommendations from two Committees converging on the Board agenda.

Best Practice: Standing Committees should not refer items to other Standing Committees without Board approval, except for service planning reports advancing to Committee of the Whole.

Please note, recommendations of referrals to additional Committees would take up to two months to proceed through Committee to Board, to another Committee, and back to board for final consideration.

Table 4.1: Motions to Delay Consideration of a Matter

Motion	Script	Effect	When to Use
Objection to the Consideration of the Question – <i>before debate</i>	<i>"I object to the consideration of the question."</i>	<ul style="list-style-type: none"> To drop [defeat] the main motion without debate Two-thirds vote 	<ul style="list-style-type: none"> To stop discussion on an undesirable matter When consideration of a matter is not the best use of time To avoid debate and vote on an undiplomatic matter
Postpone Indefinitely – <i>after debate begins</i>	<i>"I move to postpone the question indefinitely."</i>	<ul style="list-style-type: none"> To drop [defeat] the main motion without a direct vote Motion will not be considered for six months, except with the unanimous consent of the Board (<i>Procedures Bylaw</i>) Majority vote 	<ul style="list-style-type: none"> To avoid a vote on an undiplomatic matter
Postpone to a Certain Time	<i>"I move to postpone the question until ..."</i>	<ul style="list-style-type: none"> Delay a vote on a matter until a future meeting Majority vote 	<ul style="list-style-type: none"> When more information is indirectly forthcoming (e.g. Provincial announcement) Invite a guest presenter Following a decision to be made in the future
Lay on the Table	<i>"I move to lay the question on the table"</i>	<ul style="list-style-type: none"> Delay further consideration of a matter until a later time in a meeting Majority vote 	<ul style="list-style-type: none"> When emerging business matters on the agenda needs to be addressed immediately Accommodate a guest presenter (i.e. solicitor) Make a decision on another agenda item which will impact the pending question.
Refer	<i>"I move to refer the matter to ..."</i>	<ul style="list-style-type: none"> Delay a vote until a recommendation is received. Majority vote 	<ul style="list-style-type: none"> When an expert opinion on a matter is favourable.

5.0 Limiting or Extending Time Limits

5.1 Time Limits in Procedures Bylaw

The Procedures Bylaw does not set an overall time limit for debate on each question, instead it has limits on the speaking times for Members. In addition, the Procedures Bylaw includes a number of time limits and specifies that extension to the prescribed times may be done by majority or two-thirds vote as outlined in the below Table. As the Procedures Bylaw is silent on limiting of time, the RRO will apply with any time limitations requiring a two-thirds vote.

Best Practice: A motion to reduce meeting limits will require a two-thirds vote.

Table 5.1: Time Limits in Procedures Bylaws

Bylaw Section	Subject	Maximum Time	Vote to Extend Time	Related Notes
6.1	Meeting	3 Hours	Majority	<i>Based on scheduled start time</i>
13(1)	Delegation	3 Minutes	Two-Thirds	<i>Late Delegation = unanimous vote</i>
14(3)	Presentation	10 Minutes	Majority	-
24(7)	First Time Speaker	15 Minutes	Majority	-
24(8)	Second Time Speaker – with time remaining	Remaining Time	Majority	-
24(8)	Second Time Speaker – spoken for 15 minutes	5 Minutes	Two-Thirds	<i>Vote required before speaking</i>

5.2 Closing Debate

The Procedures Bylaw gives the Chair the discretion to announce the closure of debate and the putting of a question to a vote.

5.3 Previous Question

The Procedures Bylaw states that a motion to adjourn the debate will always be in order regardless if there are Members wishing to speak. Under RRO, the motion to immediately close debate and vote without the making of new subsidiary motions is referred to as the “*Previous Question*”. The motion can only be made when the speaker has the floor, requires a seconder, is not amendable or debatable, and requires a two-thirds vote.

Best Practice: In accordance with RRO, moving the “previous question” is not allowed in Committee to facilitate fulsome discussion of agenda items.

6.0 Emerging Issues and Questions

6.1 Point of Order

A point of order must be raised immediately when a Member believes that the rules of order are being violated and wish for the Chair to enforce the rules or make a ruling. A point of order does not require a seconder and can interrupt another Member who is speaking.

Point of Order Examples:

- limiting comments to the motion on the floor
- prioritizing first time speakers
- objecting to the validity of a motion or amendment

A point of order is often confused with the motions raising a question of privilege, parliamentary inquiry, and point of information.

6.2 Question of Privilege

Raising a "*Question of Privilege*" is allowed to interrupt the pending business to state an urgent request or motion if a Member or the Board's rights or privilege are being affected.

Question of Privilege Examples:

- interfering noise
- malfunctioning audio-visual equipment
- discussion of confidential subject matters in an open meeting
- request visual display of a motion

6.3 Parliamentary Inquiry

A parliamentary inquiry is made when a Member has a question about the rules and how they apply to the current proceeding or to something that the Member would like to propose. Unlike a Point of Order, a Member may only interrupt a speaker if the question requires immediate attention such as before the calling of a question.

Parliamentary Inquiry Examples:

- to clarify the question that is being put to a vote
- confirming the voting threshold needed for a motion to be carried
- the result of a vote

6.4 Point of Information

A request for information, commonly referred to as “*point of information*”, is very similar to a parliamentary inquiry. A request for information is to ask a non-procedural question on the facts of business matter before the Board. The question must be directed to the Chair who will then direct the request to the appropriate individual to respond.

Point of Information Examples:

- the budget for the matter under consideration
- the previous time a decision was made on the same matter
- the timing of other decisions that may impact the current matter under consideration

Best Practice: The Chair opens the floor for questions before seeking movers and opening a matter for debate to hear comments.

For clarity, having a question period before moving a motion or opening the floor for debate does not negate the ability for Members to raise more questions during the course of debate.

7.0 Reconsideration

7.1 Appeal the Decision of the Chair

In addition to preserving order and professional conduct during a meeting, the role of the Chair is to rule on all points of order. Once a Member has interjected with *“Point of Order”*, the Chair will recognize the Member to hear their point of order. The Chair will then state the reason they agree or disagree with the point of order by continuing with the current process or correcting it.

Any Member may appeal a decision of the Chair if they do not agree with the Chair’s ruling. In accordance with the Procedures Bylaw, an appeal will be dealt with forthright and without debate by the Chair putting the question, *“Shall the Chair be sustained?”*. The Chair is excluded on the vote on sustaining the Chair and requires a simple majority of 50% to be successful.

7.2 Reconsideration of a Previous Decision

In rare cases, new information on the facts of a matter come to light after a decision has been made by the Board. In accordance with the Procedures Bylaw, only the Chair may initiate a reconsideration by the next regular meeting, if the decision has not already been acted on.

Best Practice: The Chair must state the reason for reconsideration and after moving the motion advise on any recommended amendments.

Table 7.1: Reconsideration Process for CRD, Regional Districts and Municipal Councils

Board Procedures Bylaw	Local Government Act	Community Charter
Section 23	Section 217	Section 131
Chair is only Member who may initiate reconsideration	Chair initiated at same meeting or at next regular meeting	Mayor initiated at same meeting or within 30 days
Limited to matters that have not been acted on		
Conditions that applied to original decision apply to its rejection (i.e. notice and voting threshold)		

7.3 Withdrawal of a Motion

From time to time, the mover of a motion may change their mind once they hear from other speakers on the matter. Under RRO, after a motion has been stated by the Chair and debate opens the motion belongs to the assembly. If it appears that a decision on the matter is not a good use of the assembly’s time, the mover may request of the Chair that the motion be withdrawn.

Best Practice: When a mover requests withdrawal of a motion, the Chair will confirm there is unanimous consent from the assembly for the motion to be withdrawn. Withdrawn motions and debate are not recorded in the minutes.

8.0 Electronic Meetings

8.1 Attendance

In accordance with Procedures Bylaw, the Chair, Vice Chair, or presiding Member, must be physically in attendance at the meeting location provided in the Notice of the Meeting.

Attendance will be taken when there is a Member participating electronically to ensure that the Member can hear the meeting and be heard.

Best Practice: After calling the meeting to order, the Chair calls upon the Members participating electronically to vocalize their attendance, then the Chair introduces the Members present in the room.

Best Practice: A Member participating electronically must log-off the online meeting platform when they have to leave or step-away from the meeting. This is crucial for counting the vote on a Board with 24 Members.

8.2 Use of Video

Members are required to have their video cameras turned on at minimum when speaking and voting, or as required by the Chair. The exception to using a video camera will be when there are technical issues such as limited bandwidth. It is recommended that Members setup a video background filter for confidentiality purposes and to protect the image of people who may walk by in the background, and ensure they are in a private location for discussion of closed meeting matters.

Best Practice: That Members participating electronically have their video turned on at all times when the meeting is in session and avoid any outside distractions.

Best Practice: That Members participating electronically keep their audio on mute except when speaking.

8.3 Use of Chat

The use of chat box is limited to raising issues with the viewing or hearing of the meeting, or to indicate that a Member would like to speak. The chat box should not be used for commentary on the proceedings of the meeting or to discuss matters between Members. Members are not to carry on private conversation with other Members in the meeting. Any questions or concerns should be sent to "EVERYONE" in the group so the matter can be rectified forthright and brought to the attention of the Chair.

8.4 Conflict of Interest

If a Member needs to recuse themselves due to conflict of interest, the Member will be placed in a lobby (waiting room) until the next agenda item. Before leaving a meeting, a Member will raise a point of

privilege and announce they will be recusing themselves from discussion on a matter due to conflict of interest. The Member will be placed in a separate waiting room within the online meeting platform so that they may not hear or view meeting proceedings.

Best Practice: The Member will declare a conflict of interest by stating the nature of the conflict before recusing themselves from the meeting during discussion of the matter.

APPENDIX A: CRD Meeting Rules Cheat Sheet

Motion Type	Script	Interrupt Speaker	Seconder Needed	Debate	Amendable	Vote Needed
Motion	<i>"I move that..."</i>	No	Yes	Yes	Yes	Majority ¹
Objection to the Consideration of the Question	<i>"I object to the consideration of the question."</i>	Yes	No	No	No	2/3
Postpone Indefinitely	<i>"I move to postpone the question indefinitely."</i>	No	Yes	Yes	No	Majority
Amend	<i>"I move to amend the motion by... - Inserting - Striking out - Substituting"</i>	No	Yes	Yes	Yes ²	Majority
Refer	<i>"I move to refer the matter to..."</i>	No	Yes	Yes	Yes	Majority
Postpone to a Certain Time (future meeting)	<i>"I move to postpone the question until..."</i>	No	Yes	Yes	Yes	Majority
Limit or Extend Debate	<i>"I move that debate be limited (or extended) to..."</i>	No	Yes	No	Yes	2/3
Previous Question	<i>"I move the previous question..."</i>	No	Yes	No	No	2/3
Lay on the Table (same meeting)	<i>"I move to lay the question on the table"</i>	No	Yes	No	No	Majority
Point of Order	<i>"Point of Order"</i>	Yes	No	No	No	-
Appeal the Chair's Decision	<i>"Shall the Chair be sustained?"</i>	Yes	No	No	No	50% ³
Point of Information/Parliamentary Inquiry	<i>"Point of Information"</i>	Yes	No	No	No	-
Question of Privilege	<i>"Question of Privilege"</i>	Yes	No	No	No	-
Recess	<i>"I move that we recess until..."</i>	No	Yes	Yes ⁴	Yes	Majority
Adjourn	<i>"I move to adjourn"</i>	No	Yes	No	No	Majority
Adjourn to a Fixed Time	<i>"I move that the meeting be adjourned until..."</i>	No	Yes	Yes ⁵	Yes	Majority

FOOTNOTES: CRD Procedures Bylaw

¹ **Motion:** Adoption of Bylaw at same meeting as third reading requires at least 2/3 vote

² **Amend:** Maximum of 2 amendments

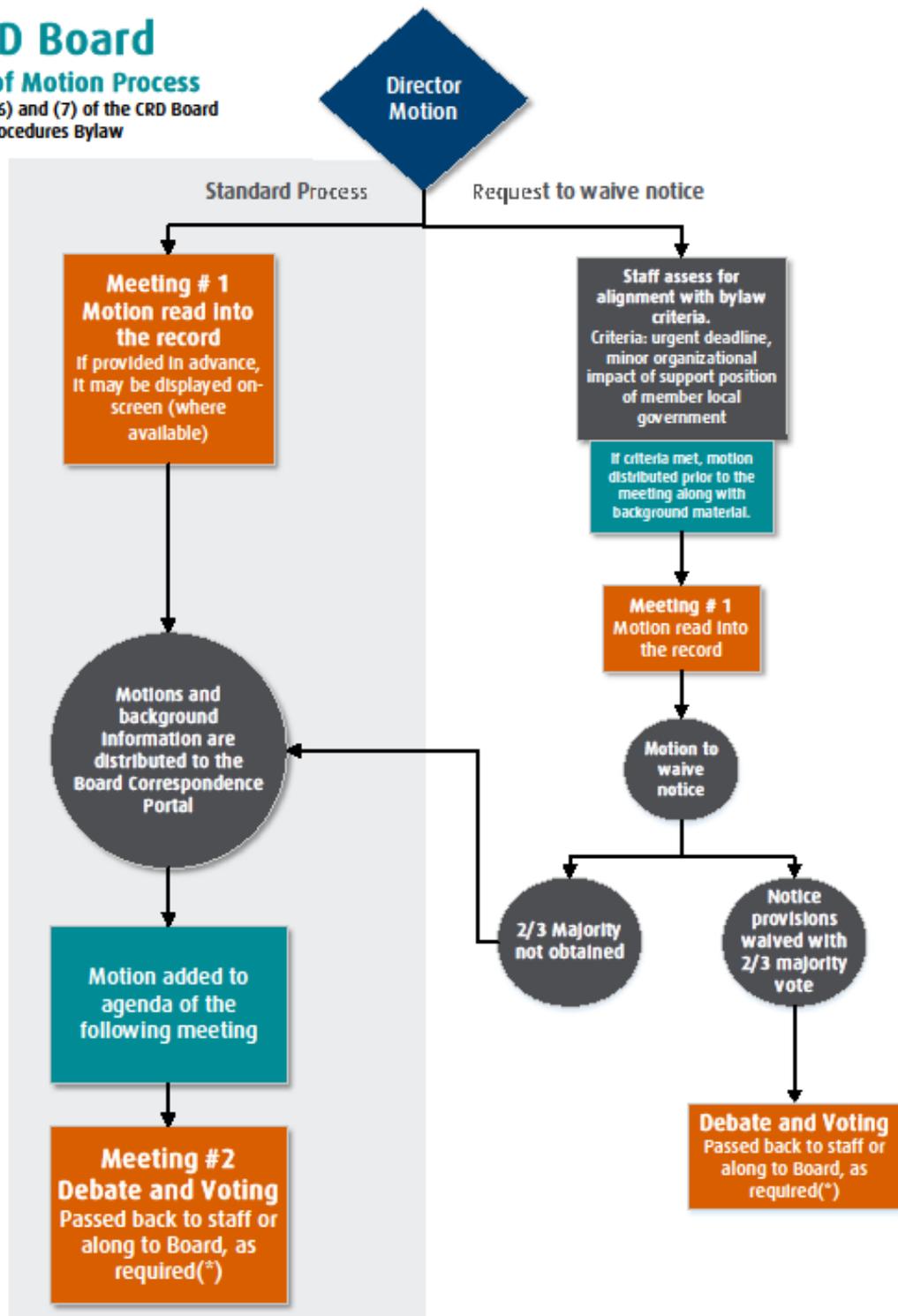
³ **Appeal Chair's Decision/Sustaining the Chair:** Chair does not vote

⁴ **Recess:** Not debatable when there is a question pending

⁵ **Adjourn to a Fixed Time:** Only debatable when there is no other motion on the floor

APPENDIX B: Notice of Motion Process Flowchart

CRD Board
Notion of Motion Process
 As per s. 22 (6) and (7) of the CRD Board
 Procedures Bylaw



(*) Guidelines on when items should stay at committee/go to Board: Motions that request more information from staff but do not take a position, require significant revision of staff work plans or commit the Board to a political position can stay at the committee level. Items that do require significant work, take advocacy or political positions, or those that commit the organization to a position should go to the Board prior to reports back or implementation.

Municipality/Regional District	Electronic Participation (Hybrid)	Chair Participaion (Hybrid)	Limit on Participation	100% Electronic	100% Electronic Chair Participation
Central Saanich	Yes - notice must be given	Not Specified	None	Yes	Not Specified
Colwood	Yes	Not Specified	None	Yes	Not Specified
Esquimalt	Yes	In-Person	No More than 3 Consecutive Meetings; Less than Quorum are participating electronically	Yes - Regular Meetings in Emergency Situations; Special Meetings at the discretion	Not Specified
Highlands	Yes - with illness, absence from regional district, or due to circumstances beyond member's control	In-Person	None	Yes - in Emergency, Communicable Disease event, authorized or deemed necessary	Not Specified
Langford	Yes - notice must be given	In-Person	No More than 3 Consecutive Meetings; Must attend in person at least once every 60 calendar days	Yes	Not Specified
Metchosin	Yes - Special Only	In-Person	No More than 1 Member at One Time May Participate	No	N/A
North Saanich	Yes - if a mimimum of four Members are participating in-person	In-Person	Has to be minimum of four members in person	Yes - only if necessary to ensure Quorum	Not Specified
Oak Bay	Yes	Not Specified	None	Yes - only if necessary to ensure Quorum	Not Specified
Saanich	Yes	Not Specified	None	Yes - Special Only	Not Specified
Sidney	Yes - if a mimimum of four Members are participating in-person	In-Person	Has to be minimum of four members in person	Yes	Not Specified
Sooke	Yes - with illness, injury or leave	In-Person	No More than 1 Member at One Time May Participate	No	N/A
Victoria	Yes - majority have to be physically present and only 3 can attend electronically	Not Specified	Majority in Person; Only 3 Electronically	Yes - Approval required	Not Specified
View Royal	Yes	Not Specified	None	Yes	Not Specified
Alberni-Clayoquot Regional District	Yes	Not Specified	None	Yes	Not Specified
Comox Valley Regional District	Yes	Not Specified	None	Yes	Not Specified
Cowichan Valley Regional District	Yes	Not Specified	None	Yes	Not Specified
Metro Vancouver Regional District	Yes - In-person attendance is at the Call of the Chair based on the nature of the items	Not Specified	None	Yes	Not Specified
Regional District of Nanaimo	Yes	Not Specified	None	Yes	Not Specified
Strathcona Regional District	Yes	Not Specified	At least one member must physically be in attendance (Regular only) & subject to system capacity and then Chair will dertermine who can participate electronically	Yes- Special Only	Not Specified

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JUNE 26, 2024**

SUBJECT **Regional Trestles Renewal, Trails Widening and Lighting Project Update**

ISSUE SUMMARY

To provide an update on the Regional Trestles Renewal, Trails Widening and Lighting Project.

BACKGROUND

The Capital Regional District's (CRD) 2016 Regional Trails Management Plan identified the need for trail widening, user separation and lighting on the busiest sections of the Galloping Goose and Lochside trails. These sections include a total of 6 km of trail spanning from the Selkirk trestle to McKenzie Road on both the Galloping Goose and Lochside Regional Trails (Appendix A). Following the CRD Regional Trails Widening Study presented in February 2021, the CRD Board directed public engagement and expedited detailed designs for a 6.5 m separated-use pathway with lighting.

On August 9, 2023, the CRD Board approved that the Regional Trestles Renewal, Trails Widening and Lighting Project be accelerated by the inclusion of the Project in the 2024-2028 Financial Plan, that project funds (\$53.5 million) be secured by way of debt, and that staff continue to develop partnerships, pursue grant opportunities and investigate options to generate additional funds through non-tax revenue. The scope of the project includes critical infrastructure renewal for the Selkirk, Swan Lake and Brett Avenue Trestles, and six kilometers of separated-use pathway design with lighting.

Trestle Renewals Update

Staff have made progress on trestle renewals, including engaging a structural consulting firm to complete a design options analysis for the rehabilitation of Brett and Swan Lake trestles. The options analysis focusses on identifying the necessary structural replacements to ensure the safety, longevity and capacity of the trestles to support a widened and lit deck. Recommendations with cost estimates for renewal of these trestles are expected this summer.

A 2021 condition assessment report for the Selkirk trestle found that one-third of its key structural components are in very poor condition, with advanced deterioration and decay. Structural rehabilitation of the piles has been chosen as the most cost-effective method to extend the trestle's life, avoiding the much higher cost and lengthy permitting process of complete replacement. A multi-phase approach has been developed to rehabilitate the trestle, prioritizing structural integrity, and accommodating trail use with a widened and lit deck within the project timeline. Phase 0 of the rehabilitation work was completed in 2023, with the trial of a fiber reinforced polymer jacket and epoxy grout technique on four deteriorating piles. The technique has been successfully used in Canada to repair and extend the operational life of aging timber structures in marine environments. The scope of Phase 1 will use the same technique to repair 60 piles that require structural reinforcement along with some critical bracing. Phase 1 work is scheduled to be tendered in late June 2024, with construction starting in August and will not require a closure of the trestle. Phase 2 will include widening, lighting and resurfacing of the trestle.

Trails Widening and Lighting Update

For the second half of 2024, staff will engage with consulting firms to finalize the detailed design for widening and lighting in all three project areas with the expectation that construction will start in 2025 and finish by 2028. Detailed design and construction will consider accessibility, environmental impacts and opportunities for First Nations engagement, as well as AAA facility criteria based on BC Active Transportation Guidelines. During trail closures, AAA detours will be implemented and staff will work with City of Victoria and District of Saanich to establish detour routes and provide communications to impacted parties. The construction sequencing plan will follow the implementation priorities identified at the August 2023 CRD Board meeting, starting at Selkirk trestle and extending to the Switch Bridge. Staff will work with municipalities and third parties such as BC Hydro, Ministry of Transportation and Infrastructure, and BC Transit to coordinate construction schedules to minimize trail closures and impacts to users. The design will also review the use of bollards on the trail.

IMPLICATIONS

Financial Implications

Following the Board approval in August of 2023 to accelerate the project, the approval process for the loan authorization bylaw was initiated and, as of June 13, 2024, 12 of the 16 participants have supported the bylaw. Next, the bylaw will require approval of the Inspector Municipalities and will then return to the Board for final bylaw reading before the borrowing can proceed.

To date, the CRD has been successful in the application of two grants. In September 2023, \$1.9 million was secured through the provincial Growing Communities Fund. In March of 2024, \$500,000 was secured through the provincial Active Transportation Infrastructure Grants Program.

At this point, the project is deemed to be on budget.

First Nations Reconciliation

The project involves hiring a four-year term position that will be responsible for coordinating all consultation and engagement with the impacted First Nations.

CONCLUSION

In August 2023, the CRD Board approved the Regional Trails Widening and Lighting Project, encompassing critical infrastructure renewal for 3 trestles and 6 km of separated-use pathway design with lighting, with funds to be secured by way of debt, grants and revenue-generating non-tax funding. To date, two grants amounting to \$2.4 million have been secured, detailed design for the below-deck structural rehabilitation of the Selkirk trestle has been completed, and conceptual design for the renewal of the Swan and Brett trestles is underway. This summer, ongoing structural rehabilitation of the Selkirk trestle will continue and the procurement process to engage a consultant for the detailed design of the widening and lighting of the trail will be initiated in preparation to start construction in 2025 and finish by 2028.

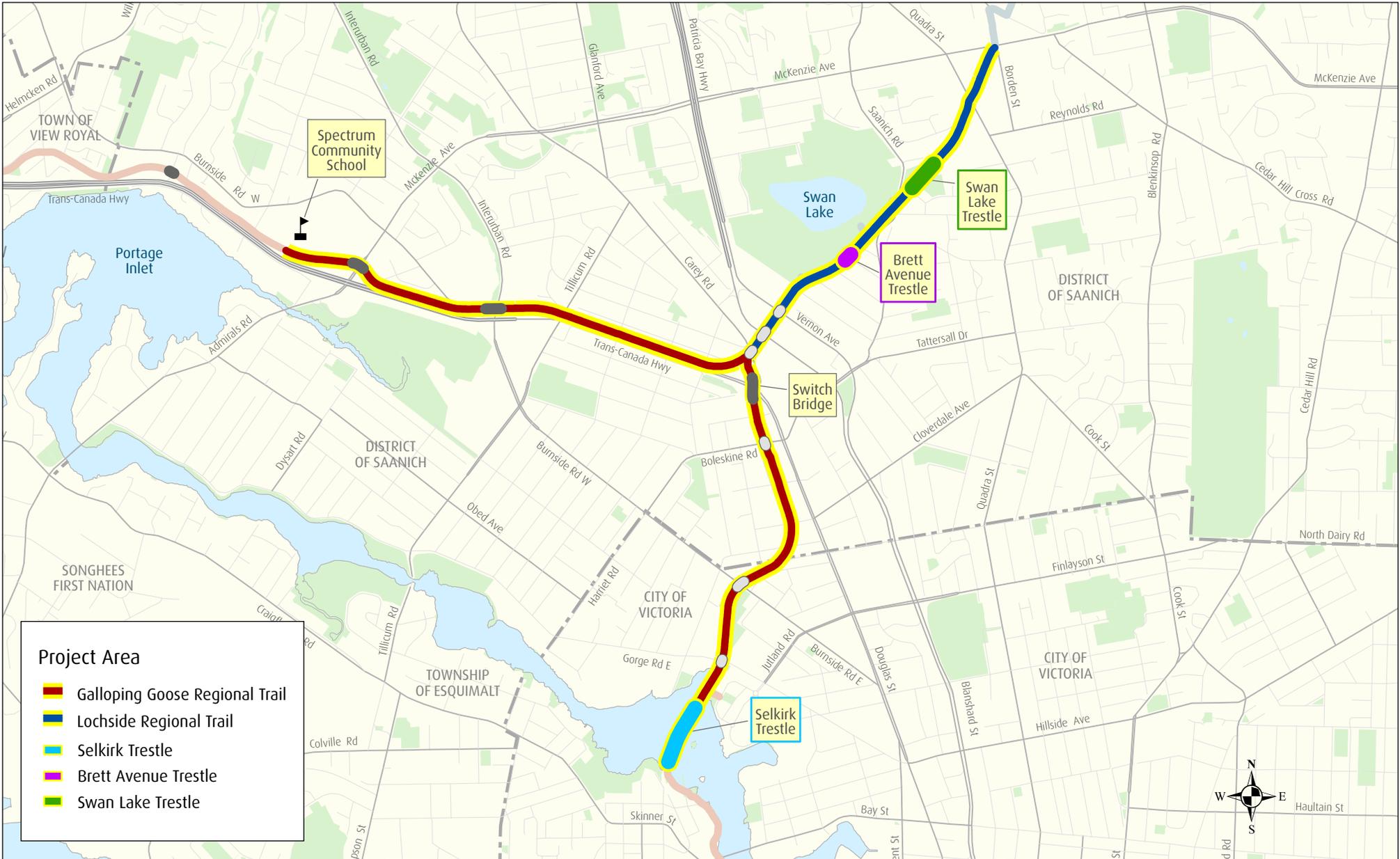
RECOMMENDATION

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

Submitted by:	Steve May, Senior Manager, Facilities Management & Engineering Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Regional Trail Widening and Lighting Project Area – Map



Project Area

- Galloping Goose Regional Trail
- Lochside Regional Trail
- Selkirk Trestle
- Brett Avenue Trestle
- Swan Lake Trestle

0 500 1000 Meters
Projection: UTM ZONE 10N NAD 83

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

- Bridge / Trestle
- Underpass
- Major Road
- Local Road
- Municipal Boundary
- Park / Protected Area
- First Nation Reserve
- Lake / Ocean
- Spectrum Community School
- Outside Project Area
- Galloping Goose Regional Trail
- Lochside Regional Trail

Appendix A
Regional Trail Widening
and Lighting Project Area

Transportation Committee
Staff Report
July 19, 2023



Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, JUNE 26, 2024

SUBJECT **Water Safety in CRD Regional Parks**

ISSUE SUMMARY

The Capital Regional District (CRD) Board has asked that staff work with partners, including Island Health, to review and update data and reports and provide a report back on opportunities for water safety at the CRD's regional parks.

BACKGROUND

Within the CRD, there are 18 regional parks with known fresh and saltwater swimming locations; within these parks, there are often multiple water access points. The most frequented freshwater swimming areas are: Thetis Lake, Elk/Beaver Lake, Sooke Potholes, Durrance Lake and Matheson Lake. Island View Beach, Witty's Lagoon and Jordan River contain popular oceanfront beaches. Historically, two regional parks were staffed with seasonal lifeguards. Lifeguard services were provided at Thetis Lake from 1970 to 1990, when the park was operated by the City of Victoria. The city cancelled the services in 1991. Services resumed in 1994, when the park was transferred to the CRD, and were provided until 2002. At Elk/Beaver Lake, the District of Saanich provided lifeguards from 1966 to 1976, and those services continued when the park was transferred to the CRD in 1976 until 2003.

In November 2003, the Regional Parks Committee approved a motion to discontinue lifeguard services at the CRD's regional parks. The reasons for this decision were competing budgetary pressures, challenges in recruiting qualified lifeguards, and the overall trend among municipalities and other park agencies to remove lifeguard services from waterfronts.

Injuries and a non-fatal drowning at Thetis Lake Regional Park in the summer of 2017 raised the question of reinstating lifeguards. At that time, the Committee recommended to the CRD Board that current service levels be maintained, focusing on the use of signage and public information to address public safety concerns near swimming areas in regional parks. At the November 22, 2023 Regional Parks Committee meeting, Island Health presented on water safety in lakes in the region, and the following motion arising was carried: "That staff work with partners including Island Health to review and update data and reports and provide a report back on opportunities on water safety at CRD parks."

METHODOLOGY AND FINDINGS

Staff completed a jurisdictional scan of 20 regional districts in the province to ascertain their current approach to water safety in official and unofficial swimming areas in regional parks. Of the 18 who responded, no regional parks had lifeguards. The most common measure in place was signage, indicating no lifeguard on duty. Four regional districts provided life ring(s) and three had personal flotation device (PFD) loaner stations in place. One regional district has seasonal lifeguards in place in a community park but not in any of their regional parks (Arbutus Park, Cowichan Valley).

Lifeguards are not provided at any municipal parks in the region. BC provincial parks do not provide lifeguards, nor do national parks in the region. Pacific Rim National Park Reserve discontinued its surfguard services in 2012.

Data Analysis

Working with Island Health staff to better understand related data, they noted that the data sets that are available to them were mostly established to monitor the performance of the health system rather than to conduct injury surveillance; therefore, much of the data is incomplete and difficult to interpret. However, Island Health reported that over an eight-year period, there were 34 emergency department (ED) visits related to injuries or non-fatal drownings, originating at CRD lakes. These numbers may be underestimated if visits to the emergency department were not captured due to insufficient detail in hospital records.

BC Emergency Health Services (BCEHS) data is also limited, as calls to the area may also capture responses to residences or locations nearby the park, and calls may not be properly identified as water related. Between 2014 and 2023, BCEHS data shows 10 calls related to near drowning/diving/scuba diving at Elk/Beaver Lake and seven at Thetis Lake. For all call types, the data includes various call responses, therefore aggregate numbers are not particularly useful for understanding water-specific injuries.

Eight lakes were included in the data analysis – Thetis Lake, Elk/Beaver Lake, Durrance Lake, Wigglesworth Lake, Matheson Lake, Humpback Reservoir, Magic Lake (not a regional park) and Prior Lake. The majority of incidents in regional parks occurred at Elk/Beaver and Thetis Lake regional parks and a summary of 2016 to 2023 data is as follows:

2016-2023	Visitation Estimate	*ED Visits near drowning	ED Visits related injury	Fatal Drowning	*BCEHS Calls all types	BCEHS Calls 2014-2023 near drowning/diving/scuba
Elk/Beaver Lake	13,741,693	4	4	0	653	10
Thetis Lake	3,977,599	3	22	3	205	7

*ED (Emergency Department); *BCEHS (BC Emergency Health Service)

According to Island Health, over the eight-year period, all four injuries presenting in the emergency department from occurrences at Elk/Beaver Lake were due to water activities, such as tubing, standup paddleboarding, water skiing or rowing. The vast majority of the 22 injuries occurring at Thetis Lake involved cliff jumping/diving.

Current Water Safety in Regional Parks

As a result of a commitment to visitor safety, the CRD has implemented recommendations made through coroner reports and best practices regarding the improvement of signs to better convey safety messages to a broader range of park users in more locations. The CRD continues to promote safety in regional parks through the following approaches:

- in park pictorial signage with consistent sign standards
- increased signage at key locations
- seasonal social media posts promoting safe water use
- updated swim safely messaging on the “be prepared” webpage for CRD Parks

- patrols by park rangers and enforcement partners to address risky behaviours, such as alcohol consumption, cliff jumping and boating safety
- reviewing ranger reports to develop compliance action plans for emerging key management issues

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board: That current service levels be maintained, focusing on continued public education to address water safety in regional parks, and that staff work with partners to increase education and awareness for key demographic groups.

Alternative 2

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

IMPLICATIONS

Intergovernmental Implications

In 2023, CRD park rangers conducted joint patrols with the boating safety officer from Transport Canada, which proved to be an effective way of educating those recreating on the water about the requirements for PFDs and ensuring PFDs were not out of date and were in satisfactory condition. This aligns with the Canadian Drowning Prevention Coalition's targets for drowning reduction by focusing on recreational boating and PFD/lifejacket use (Canadian Drowning Prevention Plan, 2022). Continuing this partnership is a priority for 2024.

CRD park rangers and bylaw officers work in conjunction with enforcement partners, such as Westshore RCMP, to have a strong presence at Thetis Lake Regional Park. These patrols address regulatory issues and dangerous behaviors, such as alcohol/drug consumption and cliff jumping. This aligns with the Canadian Drowning Prevention Coalition's targets for drowning reduction by focusing on alcohol and substance use (Canadian Drowning Prevention Plan, 2022). A combined total of 1,883 hours were allocated on patrols at Thetis Lake Regional Park in 2023, and a similar focus will continue in 2024.

Social Implications

As with other outdoor recreational activities in parks, there are inherent risks. Visitors are encouraged to assess their surroundings, understand their skill level, and take responsibility for their personal safety. Physical hazards associated with swimming in lakes, rivers and oceans can include uneven and slippery surfaces, submerged objects, poor visibility, strong currents and deep water. It is important that swimmers using these natural areas understand the potential hazards and have the swimming abilities required for the area they are swimming in.

In addition to in-park signage, staff share water safety messaging on social media and on the CRD website to inform park visitors of the risks associated with outdoor swimming and to provide safety tips.

This summer, the Lifesaving Society's Water Wise Team, through funding from Island Health and with on-the-ground support of CRD staff, will be visiting key locations in the CRD's regional parks to promote water safety. CRD staff will also work with the Lifesaving Society to amplify their existing messaging through corporate social media channels for a larger reach.

Equity, Diversity & Inclusion

Language barriers and unfamiliarity with common hazards in BC lakes are factors to consider. People new to Canada are four times more likely to be unable to swim than those who were born in Canada (Lifesaving Society, 2016). Four of the seven people who drowned at Thetis Lake since 1999 were international visitors. The coroner's report following the drowning in 2006 noted that visitors to BC might not realize that the lakes can be colder than those they are used to and that they may be unfamiliar with underwater hazards. In response to and in compliance with coroner recommendations, staff added symbols to warning signs in 2006 and then changed sign standards in 2013 to include images, shapes and colours that are internationally recognizable (see Appendix A).

CRD staff will work with the Lifesaving Society to see if further work could be undertaken to increase education and awareness for international students and non-English-speaking visitors by leveraging existing campaigns and programs such as the Swim to Survive Program. This work will support the Canadian Drowning Prevention Coalition's focus targets for drowning reduction (Canadian Drowning Prevention Plan, 2022).

Service Delivery Implications

At most swimming locations in regional parks, visitors swim at multiple locations and are not confined to one serviceable area. Given the sheer number of potential swimming locations, preventative education is the best way to reach visitors engaged in water-based recreation across the large regional park system.

Financial Implications

Public education is the most cost-effective way to reach the largest number of park visitors. The current budget for all communication campaigns and outreach for regional parks and trails is \$35k per year. However, staff also work with partner agencies to share safety messaging and amplify existing community campaigns.

Education is also provided by park rangers and bylaw officers who patrol the regional parks as part of the regional parks core budget. In 2023, park rangers spent a combined 969 hours at Thetis Lake and Elk/Beaver Lake, in addition to the 1,230 hours of bylaw officer patrols conducted at Thetis Lake.

The Lifesaving Society estimates that it could cost upwards of \$270k per beach to implement a lifeguard service from May through September. The aggregate cost to implement this program across the five busiest freshwater swimming beaches based on the Lifesaving Societies estimates will be approximately \$1,350,000 per season. Currently, there are no funds in the 2024 or 2025 budget that would cover this service.

CONCLUSION

As with other outdoor recreational activities in the regional parks, visitors are encouraged to assess their surroundings, know their skill levels, and take responsibility for their personal safety. Staff collaborate with partners to enhance public education and address safety concerns near swimming areas in regional parks. CRD park rangers and bylaw officers work in conjunction with enforcement partners like Westshore RCMP and View Royal Fire Department to maintain a strong presence at Thetis Lake and Elk/Beaver Lake regional parks, addressing regulatory issues and dangerous behaviors, such as alcohol/drug consumption and cliff jumping. This summer, the Lifesaving Society's Water Wise Team, with the support of CRD staff, will be visiting key locations in CRD regional parks to promote water safety.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board: That current service levels be maintained, focusing on continued public education to address water safety in regional parks, and that staff work with partners to increase education and awareness for key demographic groups.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Water Safety Signage in CRD Regional Parks

Water Safety Signage in CRD Regional Parks

Approved: April 3, 2014



W-7	Caution - Steep Cliffs and Swift Water
Application	To be installed as needed to indicate an area of steep terrain or dangerous cliffs with a strong current hazard.
Sign Specifications	12x18" (30X45cm) .081" thick H3238 alloy aluminum or .135" dark blue polyplate.
Posts/Fasteners	To be mounted on standard 4x4" posts, 4, #8 1.5" stainless steel panhead metal screws and 4, #8 nylon washers.

Approved: April 3, 2014



W-11	Caution - Sudden Drop Off
Application	To be installed as needed to indicate an underwater steep drop off.
Sign Specifications	12x18" (30X45cm) .081" thick H3238 alloy aluminum or .135" dark blue polyplate.
Posts/Fasteners	To be mounted on standard 4x4" posts, 4, #8 1.5" stainless steel panhead metal screws and 4, #8 nylon washers.

Approved: April 3, 2014



W-13	Caution - Submerged Objects
Application	To be installed as needed to indicate an area of a submerged objects hazard.
Sign Specifications	12x18" (30X45cm) .081" thick H3238 alloy aluminum or .135" dark blue polyplate.
Posts/Fasteners	To be mounted on standard 4x4" posts, 4, #8 1.5" stainless steel panhead metal screws and 4, #8 nylon washers.

Approved: April 3, 2014



W-19	Warning - Cliff Jumping is Hazardous
Application	To be installed at the approaches to known cliff jumping locations in Regional Parks. *Development guided by Risk Management. Approved by Risk Management on Feb 24, 2014.
Sign Specifications	17.72"x23.62" (45X60cm) .081" thick H3238 alloy aluminum or .135" dark blue polyplate.
Posts/Fasteners	To be mounted on standard 4x4" posts, 4, #8 1.5" stainless steel panhead metal screws and 4, #8 nylon washers.

Subject: FW: Notice of Motion for Same Day Consideration: Safety on Multi-Use Trails

Background:

In recent years, there has been a noticeable increase in documented accidents and rising public concern regarding the safety of multi-use trails within the Capital Region, particularly due to the speed of cyclists using e-bikes. These incidents have highlighted the urgent need for a comprehensive study to identify actionable measures to mitigate risks and enhance the safety of all trail users.

Motion:

that the Capital Region Board directs staff to undertake a comprehensive study on the safety of multi-use trails, with a particular focus on the risks associated with cyclist speed and the use of e-bikes;

1. Review of Recent Accidents: A detailed review of recent documented accidents involving e-bikes and other trail users.
2. Risk Assessment: An assessment of current risks and contributing factors to accidents on multi-use trails.
3. Public Consultation: Engagement with the public to gather feedback and concerns regarding trail safety.
4. Best Practices: Identification of best practices from other jurisdictions in managing e-bike speeds and trail safety.
5. Actionable Recommendations: Development of actionable recommendations to mitigate identified risks and enhance the safety of all trail users.
6. that staff report back to the Capital Region Board with their findings and recommendations as soon as practical so that prompt and effective measures can be implemented to address these safety concerns.

Motivation:

the safety of residents and visitors utilizing multi-use trails within the Capital Region is of paramount importance;

there has been a documented increase in accidents on these trails, notably involving cyclists using e-bikes;

public concern over the speed and behavior of cyclists on e-bikes has significantly risen;

it is the responsibility of the Capital Region Board to ensure the safety and well-being of all trail users;

that the Capital Region Board directs staff to undertake a comprehensive study on the safety of multi-use trails, with a particular focus on the risks associated with cyclist speed and the use of e-bikes;

This motion aims to promptly address the safety issues on multi-use trails, ensuring a thorough study is conducted and actionable measures are proposed to mitigate risks associated with the increasing use of e-bikes.

Thank you,

Sid

Sid Tobias
Mayor
View Royal



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, JUNE 19, 2024**

SUBJECT Regional Water Supply Service 2024 Capital Plan Amendment

ISSUE SUMMARY

To recommend amendment of the Regional Water Supply (RWS) Service 2024 Capital Plan for Project 17-27 Watershed Bridge and Culvert Replacement.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2024 Operating and Capital Budget and the Five Year Capital Plan on March 13, 2024. RWS Capital Project 17-27, Watershed Bridge and Culvert Replacement, contains annual provisional funding of \$200,000 per year. This budget amount is sufficient to supply and install a number of culverts each year, but it is generally not enough to supply and install a bridge.

Early in 2024, during routine inspection, a major drainage structure (culvert G112) downstream of the Goldstream Lake Reservoir spillway, was found to be damaged and badly deteriorated compromising the integrity and carrying capacity of the structure. Given the location for passing flows from the spillway and as a tributary of the Goldstream River, the removal and replacement of the culvert is a high priority. Engineering, hydrology and fish biology assessment of this stream indicate the need to replace the culvert with a small bridge. An 11-metre concrete slab girder bridge has been designed by CRD’s consultant Stonecroft Engineering Ltd. to replace the undersized, deteriorated and non-fish friendly culvert.

An Invitation-to-Tender contract opportunity was held and the lowest bid received was \$320,213 to remove the culvert, supply and install the bridge. A further \$30,000 is required for engineering, supply of gravel, riprap and project management. The Bridge and Culvert provisional account has \$170,000 remaining for the bridge replacement project.

RWS Capital Project 09-01, Leech River Watershed Restoration, has funding available of \$570,000 in 2024, however based on current project schedules these funds will not be required in 2024. Staff propose a budget amendment to re-allocate \$180,000 from Project 09-01 to Project 17-27 Bridge and Culvert Replacement for 2024. There is no financial impact on the RWS 2024 Capital Plan bottom line or water rates. The revised complete capital plan is attached in Appendix A, and a summary of the two amended project line items is found below:

Project Number & Title	Capital Type	Total Project Budget	Carry Forward	2024	2025	2026	2027	2028	5-Year Total
09-01 Leech River Watershed Restoration	Renewal	\$5,756,000	\$370,000	\$390,000	\$200,000	\$ 0	\$ 0	\$0	\$590,000
17-27 Watershed Bridge & Culvert Replacement	Replacement	\$1,000,000	\$ 0	\$380,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,180,000

ALTERNATIVES

Alternative 1

The Regional Water Supply Commission recommends that the Capital Regional District Board:

Amend the 2024 Regional Water Supply Service Capital Plan to move \$180,000 from line item 09-01 Leech River Watershed Restoration; to line item 17-27 Watershed Bridge and Culvert Replacement, to facilitate high priority replacement of a deteriorated major drainage structure in the Goldstream Water Supply Area.

Alternative 2

That the Capital Plan amendment not be approved and the culvert replacement be deferred to 2025.

IMPLICATIONS

Financial Implications

There are no net impacts on the capital budget for 2024 or on the 2024 water rates. A review of the Leech River Watershed Restoration capital project will be conducted to determine if additional funding should be requested in 2025 or subsequent years. Beginning in 2025 the Watershed Bridge and Culvert Replacement capital project will be reviewed to determine if the annual provisional budget should be increased going forward.

Service Delivery Implications

The re-allocation of available funding in the 2024 Capital Plan will allow the replacement of a badly deteriorated major drainage structure to be completed in a timely manner, which is important work to maintain Service Delivery. The re-allocation will not otherwise impact operational and capital work.

CONCLUSION

A deteriorated major drainage structure below the Goldstream Lake Reservoir spillway requires replacement as a priority. Current schedule expectations have identified that funds are available from another capital project within the 2024 Regional Water Supply Capital Plan to provide the necessary additional funding to carry out the replacement without impacting the overall 2024 Capital Plan.

RECOMMENDATION

The Regional Water Supply Commission recommends that the Capital Regional District Board:

Amend the 2024 Regional Water Supply Service Capital Plan to move \$180,000 from line item 09-01 Leech River Watershed Restoration; to line item 17-27 Watershed Bridge and Culvert Replacement, to facilitate high priority replacement of a deteriorated major drainage structure in the Goldstream Water Supply Area.

Submitted by:	Annette Constabel, M.Sc., RPF., Senior Manager, Watershed Protection
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Updated 2024-2028 Regional Water Supply Service Five Year Capital Plan

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.670
 Service Name: Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
WATERSHED PROTECTION													
Planning													
Capital													
09-01	Renewal	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.	\$ 5,756,000	L	WU	\$ 370,000	\$ 390,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 590,000
16-06	Renewal	Goldstream IWS Field Office	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.	\$ 12,000,000	B	WU	\$ 1,000,000	\$ 4,440,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 6,440,000
16-06	Renewal				B	Other	\$ 3,000,000	\$ 4,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 5,000,000
17-02	New	Leech River HydroMet System	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.	\$ 585,000	E	WU	\$ 71,000	\$ 116,000	\$ -	\$ -	\$ -	\$ -	\$ 116,000
18-05	New	GVWSA Forest Fuel Management/FireSmart Activities	Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.	\$ 1,200,000	L	WU	\$ 140,000	\$ 240,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 640,000
19-02	New	Whiskey Creek Bridge Replacement (Sooke WSA)	Replacement of the existing undersized bridge with a longer and higher concrete structure.	\$ 330,000	S	WU	\$ 10,000	\$ 10,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 310,000
19-19	New	Hydromet Upgrades Sooke and Goldstream	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.	\$ 400,000	E	WU	\$ 13,000	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ 183,000
20-01	Replacement	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.	\$ 1,050,000	S	WU	\$ 418,000	\$ 868,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 1,028,000
20-29	Renewal	GVWSA Gravel Crushing	Production of gravel at existing quarries in Sooke and Goldstream WSAs.	\$ 650,000	S	WU	\$ -	\$ 100,000	\$ -	\$ 200,000	\$ -	\$ -	\$ 300,000
21-26	New	Road Deactivation/Rehabilitation in the GVWSA	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.	\$ 360,000	L	WU	\$ 108,000	\$ 108,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 308,000
21-27	New	Autogate Installations on Primary Access Routes	Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security.	\$ 600,000	S	WU	\$ -	\$ 50,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 350,000
22-02	New	Muckpile Bridge Supply and Install (Deception)	Replacement of undersized culverts with bridge which will allow for fish and western toad migration.	\$ 340,000	S	WU	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ 325,000
23-04	Renewal	175/Sooke Main Bridge Replacement	Undersized bridge replacement	\$ 315,000	S	WU	\$ -	\$ -	\$ 15,000	\$ -	\$ 300,000	\$ -	\$ 315,000
22-11	New	Additional Boom Anchors for Sooke Lake Reservoir debris boom	The log boom protecting the Sooke Lake Reservoir Intake Tower from floating woody debris is inadequately anchored and requiring two additional anchors.	\$ 60,000	E	WU	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
23-10	New	Work platform for Sooke Lake Reservoir	A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response.	\$ 30,000	E	WU	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
23-11	New	Purchase and Deployment of Second Wildfire Camera for Leech WSA, and Analytic software	A secondary wildfire camera to monitor for heat and smoke signatures in the Leech WSA during fire season.	\$ 100,000	E	WU	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
23-23	Replacement	Brushcutting head for Excavator	The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement.	\$ 30,000	V	WU	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-05	New	Dock for Sooke Lake Reservoir	Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.	\$ 100,000	S	WU	\$ -	\$ 10,000	\$ 90,000	\$ -	\$ -	\$ -	\$ 100,000
25-05	New	Helicopter Fire Tank	A large water tank for helicopter bucketing to be deployed in Goldstream WSA.	\$ 20,000	E	WU	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
22-13	New	Replace Storage Sheds with Containers	Covered sand storage between sea containers that have been procured.	\$ 50,000	S	WU	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-06	Study	Post Wildfire Assessment Program	Acquiring access to existing software programs to model sediment and debris flows from burned areas.	\$ 55,000	L	WU	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
24-07	Replacement	Field Operations Centre - IT Infrastructure Upgrades	The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building.	\$ 40,000	E	WU	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Watershed Protection Sub-Total				\$ 27,807,000			\$ 6,101,000	\$ 12,767,000	\$ 4,962,000	\$ 737,000	\$ 440,000	\$ 100,000	\$ 19,006,000

APPENDIX A

Service #: 2.670
 Service Name: Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
INFRASTRUCTURE ENGINEERING AND OPERATIONS													\$ -
Planning													\$ -
16-10	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness.	\$ 2,250,000	S	WU	\$ 20,000	\$ 220,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,020,000
17-13	New	Asset Management Plan	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.	\$ 400,000	S	WU	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
19-15	New	Hydraulic Capacity Assessment and Transient Pressure Analysis	Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis	\$ 250,000	S	WU	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
20-08	Study	Regional Water DCC Program	Design of a Regional DCC Program	\$ 450,000	S	WU	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	\$ 200,000	S	WU	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
21-05	Study	Level of Service Agreement	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.	\$ 150,000	S	WU	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
22-14	Study	Sooke River Intake Feasibility	A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.	\$ 50,000	S	WU	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
23-12	Study	Project Delivery Strategy	Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.	\$ 200,000	S	WU	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
23-13	Study	Filtration Plant Planning & Design	Conduct a siting, conceptual design and detailed design for a filtration plant	\$ 16,300,000	S	WU	\$ 253,125	\$ -	\$ 400,000	\$ 500,000	\$ 5,400,000	\$ 10,000,000	\$ 16,300,000
23-14	Study	Council Creek Crossing Hydrology Review	Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events.	\$ 510,000	S	WU	\$ -	\$ 510,000	\$ -	\$ -	\$ -	\$ -	\$ 510,000
23-24	New	East-West Connector (Filtration Plant to District of Sooke)	Planning and Conceptual Design of the East-West Supply Main from the proposed filtration plant to the District of Sooke identified in the 2022 Master Plan	\$ 400,000	S	WU	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 400,000
23-25	New	Deep Northern Intake and Sooke Lake Pump Station	Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan)	\$ 12,200,000	S	WU	\$ 506,250	\$ -	\$ 600,000	\$ 3,600,000	\$ 4,000,000	\$ 4,000,000	\$ 12,200,000
23-26	New	Transmission Main - Sooke Lake Pump Station to Head Tank	Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan)	\$ 3,400,000	S	WU	\$ 168,750	\$ -	\$ 200,000	\$ 1,000,000	\$ 1,200,000	\$ 1,000,000	\$ 3,400,000
23-27	New	Gravity Main - Sooke Lake to Head Tank	Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan)	\$ 1,400,000	S	WU	\$ 84,375	\$ -	\$ 300,000	\$ 400,000	\$ 700,000	\$ -	\$ 1,400,000
23-28	New	Goldstream Reservoir Connector	Planning and Design of the Goldstream Reservoir Connector transmission main	\$ 4,600,000	S	WU	\$ 84,375	\$ -	\$ 400,000	\$ 2,000,000	\$ 2,200,000	\$ -	\$ 4,600,000
24-08	Study	Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11 Spillway Crossing	Engineering Seismic Assessment of the spanned crossing of Supply Main No 10 and 11 over the Sooke Lake Spillway channel	\$ 150,000	S	WU	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
24-09	Study	Agricultural Water Rate Review	Phase 2	\$ 100,000	S	WU	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Capital													\$ -
18-07	New	Replacement of UV System	Replacement of the UV system and other electrical upgrades at the Goldstream Water Treatment Plant	\$ 11,500,000	E	WU	\$ 7,600,000	\$ 10,370,000	\$ -	\$ -	\$ -	\$ -	\$ 10,370,000
18-08	Replacement	Bulk Supply Meter Replacement Program	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.	\$ 2,050,000	E	WU	\$ 650,000	\$ 650,000	\$ 200,000	\$ 200,000	\$ 150,000	\$ -	\$ 1,200,000
18-15	Renewal	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.	\$ 1,150,000	S	WU	\$ 275,000	\$ 275,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 575,000
18-18	Replacement	Main No. 3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	\$ 15,600,000	S	WU	\$ 750,000	\$ 1,260,000	\$ 10,590,000	\$ 3,600,000	\$ -	\$ -	\$ 15,450,000
19-05	Renewal	Repairs - Kapoor Shutdown	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.	\$ 700,000	S	WU	\$ 105,000	\$ 205,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 305,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	\$ 1,200,000	S	WU	\$ 250,000	\$ 250,000	\$ 950,000	\$ -	\$ -	\$ -	\$ 1,200,000
20-16	Replacement	Cecelia Meter Replacement	Replacement of the Cecelia billing meter as well as its enclosure.	\$ 1,500,000	S	WU	\$ 990,000	\$ 1,490,000	\$ -	\$ -	\$ -	\$ -	\$ 1,490,000
20-17	Replacement	Decommission & Conceptual Design of the Smith Hill Site	Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.	\$ 1,450,000	S	WU	\$ 253,125	\$ 450,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,450,000
21-06	Replacement	Sooke Lake Dam Spillway Hoist and Stop Log Replacement	Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.	\$ 775,000	E	WU	\$ 470,000	\$ 470,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 720,000
21-09	New	Goldstream Water Chlorination Gas System Removal	Plan and construct provisions for removal of chlorination system	\$ 200,000	S	WU	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
21-10	Replacement	SCADA Masterplan and System Upgrades	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$ 2,150,000	E	WU	\$ 750,000	\$ 300,000	\$ 725,000	\$ 600,000	\$ 300,000	\$ -	\$ 1,925,000
21-11	Replacement	RWS Supply Main No. 4 Upgrade	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.	\$ 33,900,000	S	WU	\$ 3,500,000	\$ 2,215,000	\$ 1,885,000	\$ 20,000,000	\$ 10,000,000	\$ -	\$ 34,100,000
21-11	Replacement		DMAF Grant portion, grant submitted November 2021 and resubmitted in July 2023.	\$ 14,800,000	S	Grant			\$ 1,200,000	\$ 2,000,000	\$ 3,600,000	\$ 6,000,000	\$ 12,800,000
22-15	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.	\$ 1,100,000	S	WU	\$ 270,000	\$ 470,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ 870,000
22-16	Renewal	Goldstream WTP Drainage Improvements	Construct drainage improvements for the Goldstream Water Treatment Plant and assess	\$ 200,000	S	WU	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
22-17	New	Goldstream WTP Safety Improvements	Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.	\$ 200,000	E	WU	\$ 105,000	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
23-16	Renewal	Humpback Channel Assessment and Upgrades	Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.	\$ 200,000	S	WU	\$ 195,000	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ 195,000
23-17	Replacement	Main No. 4 - Mt Newton to Highway 17	Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works.	\$ 3,800,000	S	WU	\$ 2,600,000	\$ 2,600,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 3,600,000

APPENDIX A

Service #: 2.670
 Service Name: Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
23-17	Replacement			\$ 6,000,000	S	Grant	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000
25-03	Renewal	Transmission Main Upgrade Program	Identify, conceptually design, detail design and construct transmission main upgrades.	\$ 40,000,000	S	WU	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 40,000,000
23-29	Renewal	Mt. Tolmie Control Valve Replacement	Supply and installation of the Mt. Tolmie Reservoir Control Valve	\$ 800,000	E	WU	\$ 300,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
24-10	Replacement	Sooke River Road WTP UPS Replacement	UPS at Sooke River Road WTP is 21 years old and in need of replacement.	\$ 50,000	E	WU	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-11	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT Infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.	\$ 420,000	E	WU	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ 130,000	\$ 250,000	\$ 420,000
24-12	Renewal	Head Tank Valve Replacement	Supply and installation of Head Tank valves and actuators.	\$ 450,000	E	WU	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
24-19	Renewal	Mount Tolmie Tank Structural and Infiltration Improvements	Initial Budget to address leakage and structural repairs discovered at Mount Tolmie Tank in Q4 2023. Further budget refinement is expected as engineering assessment is further developed.	\$ 850,000	E	WU	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000
Infrastructure Engineering and Operations Sub-Total				\$ 183,645,000			\$ 21,370,000	\$ 31,240,000	\$ 29,365,000	\$ 45,450,000	\$ 38,080,000	\$ 31,650,000	\$ 175,785,000
DAM SAFETY PROGRAM													
Database)													\$ -
16-16	Renewal	Implications from Goldstream Dam Safety Review	Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).	\$ 825,000	S	WU	\$ 450,000	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ 525,000
17-25	Renewal	Implications from 2016 Sooke Lake Dam Safety Review	Conduct dam improvements at the Sooke Lake Dam that resulted from the 2016 Dam Safety Review and routine inspections (refer to the Dam Safety Database).	\$ 1,210,000	S	WU	\$ 637,000	\$ 637,000	\$ -	\$ -	\$ -	\$ -	\$ 1,210,000
18-19	New	Sooke Lake Dam - Instrumentation System Improvements	Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.	\$ 2,200,000	S	WU	\$ 650,000	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
18-20	New	Sooke Lake Dam - Breach Risk Reduction Measures	Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).	\$ 600,000	S	WU	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000
19-07	New	Integrate Dam Performance and Hydromet to SCADA	Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.	\$ 1,300,000	E	WU	\$ 1,200,000	\$ 1,200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 1,800,000
19-09	New	Cabin Pond Dams Decommissioning (PES)	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.	\$ 600,000	S	WU	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
19-12	New	Goldstream Dams Instrumentation Improvements	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).	\$ 700,000	S	WU	\$ 665,000	\$ 665,000	\$ -	\$ -	\$ -	\$ -	\$ 665,000
19-13	New	Dam Safety Instrumentation	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).	\$ 300,000	E	WU	\$ 200,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
20-19	Replacement	Goldstream System High Level Outlet Valve Replacements	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.	\$ 300,000	S	WU	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
21-03	New	Deception Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and improvements for the Deception Dam. Improvements to include recommendations from the DSR as well as Low Level Overflow Vent Pipe and Hydraulic Gate Improvements.	\$ 2,000,000	S	WU	\$ 350,000	\$ 600,000	\$ 400,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,000,000
21-04	New	Saddle Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and improvements for the Saddle Dam.	\$ 800,000	S	WU	\$ 165,000	\$ 450,000	\$ 200,000	\$ 75,000	\$ 75,000	\$ -	\$ 800,000
21-21	Replacement	Goldstream Dams - 4 Low Level Gate Improvements	Several of the water control gates related to the Goldstream dams are in need of repair and possibly replacement.	\$ 150,000	S	WU	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
22-08	New	Deception Dam Surveillance Improvements	Replace and supplement the Dam Safety Instrumentation at Deception Dam.	\$ 450,000	S	WU	\$ 150,000	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 450,000
23-07	Study	Sooke Lake Dam Spillway and Gates Retrofit	Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgeted subsequently.	\$ 450,000	S	WU	\$ 150,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
23-08	Study	Regional Watershed Dams - Flood Forecasting System	Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.	\$ 300,000	S	WU	\$ 130,000	\$ 230,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 280,000
23-09	Study	Sooke Lake Dam - Dam Safety Review 2023	Conduct a Dam Safety Review to meet regulatory requirement.	\$ 200,000	S	WU	\$ 200,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
23-18	Renewal	Sooke Lake Dam Spillway Channel Improvements	Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.	\$ 700,000	S	WU	\$ 200,000	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000
23-19	Renewal	Charters Dam - Implications from Dam Safety Review	Carry out recommendations from the 2022 Dam Safety Review for Charters Dam	\$ 200,000	S	WU	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
25-01	Study	Goldstream Dam - Dam Safety Review 2025 & Addressing Implications	Conduct a Dam Safety Review to meet regulatory requirement.	\$ 200,000	S	WU	\$ -	\$ -	\$ 200,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000
25-02	Study	Probable Maximum Flood and Inflow Design Flood Updates	Update the previous edition from 2015 (recommended 10 year review cycle).	\$ 150,000	S	WU	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
25-06	Replacement	Goldstream Dam Spillway Replacement	Replacement of Goldstream Dam Spillway due to deteriorated condition.	\$ 500,000	S	WU	\$ -	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ 500,000
24-13	Replacement	Reservoir Log Boom Upgrade Program	Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.	\$ 500,000	S	WU	\$ -	\$ 200,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 500,000
Dam Safety Program Sub-Total				\$ 14,635,000			\$ 6,697,000	\$ 9,357,000	\$ 2,050,000	\$ 1,250,000	\$ 850,000	\$ 75,000	\$ 13,582,000

APPENDIX A

Service #: 2.670
 Service Name: Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
WATER QUALITY													\$ -
20-04	New	Sooke Lake HyDy Model Development	Critical data collection, model building-calibration, model utilization for 3 different scenarios	\$ 520,000	E	WU	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
22-06	Study	Sooke Lake Food Web Study	Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health	\$ 100,000	S	WU	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-06	Study	GVDWS Nitrification Study	Investigate nitrification occurrence and potential impacts on drinking water quality	\$ 50,000	S	WU	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-02	Replacement	Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance	\$ 60,000	E	WU	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-04	Study	Sooke Lake Drawdown Study	Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.	\$ 100,000	S	WU	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
25-04	Replacement	4 x multi-parameter field analyzers (SL1000)	Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers	\$ 20,000	E	WU	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
26-01	New	2 x Floating Water Quality Sensor Platforms	To support and confirm water quality data in SOL for Deep Northern Intake, install 2 floating sensor platforms	\$ 200,000	E	WU	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
27-01	Study	Drinking Water Safety Plan Update	Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.	\$ 80,000	S	WU	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000
24-14	Replacement	Laboratory Equipment Replacements	Replacement of critical laboratory equipment.	\$ 75,000	E	WU	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
24-15	Replacement	Laboratory Renovations	Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.	\$ 200,000	B	WU	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
24-16	Replacement	WQ Field Office IT Upgrades	The firewall, switches and telephony system are end of life and require replacement.	\$ 10,000	E	WU	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Water Quality Sub-Total													\$ 1,415,000
ANNUAL PROVISIONAL													\$ -
17-27	Replacement	Watershed Bridge and Culvert Replacement	Replacement of small culverts and bridges throughout the GVWSA.	\$ 1,000,000	S	WU	\$ -	\$ 380,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,180,000
17-28	Replacement	Watershed Security Infrastructure Upgrade and Replacement	New, upgrade and replacement of security infrastructure in the GVWSA.	\$ 600,000	E	WU	\$ -	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
17-29	Replacement	Water Supply Area Equipment Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.	\$ 640,000	E	WU	\$ -	\$ 140,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 640,000
17-30	Replacement	Transmission Main Repairs	Emergency repairs to the transmission mains.	\$ 1,000,000	S	WU	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
17-31	Replacement	Transmission System Components Replacement	Replacement and repair of transmission components.	\$ 400,000	S	WU	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
17-33	Replacement	Disinfection Equipment Parts Replacement	Replacement of incidental equipment and parts associated with the disinfection system.	\$ 1,000,000	E	WU	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
17-34	Renewal	Supply System Computer Model Update	Annual update of the regional hydraulic model.	\$ 100,000	S	WU	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
19-16	Replacement	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address them in the dam safety database/risk registry	\$ 1,675,000	S	WU	\$ -	\$ 475,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,675,000
19-22	Replacement	SCADA Repairs & Equipment Replacement	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.	\$ 750,000	E	WU	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
21-15	Replacement	Corrosion Protection	Replace corrosion protection assets, such as coatings, for the transmission system when identified.	\$ 250,000	S	WU	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
21-16	Replacement	Valve Chamber Upgrades	Replace failing valves and appurtenances along the RWS supply system.	\$ 1,500,000	S	WU	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
21-17	Replacement	Water Quality Equipment Replacement	Replacement of water quality equipment for the water quality lab and water quality operations	\$ 250,000	E	WU	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
21-18	Renewal	LIMS support	Support for LIMS database	\$ 125,000	E	WU	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
23-20	Study	Land Exchange/Acquisition	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system.	\$ 400,000	L	WU	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
Annual Provisional Sub-Total													\$ 9,690,000
CUSTOMER AND TECHNICAL SERVICES													\$ -
17-35	Replacement	Vehicle & Equipment Replacement (Funding from Replacement Fund)	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.	\$ 4,169,250	V	ERF	\$ 170,000	\$ 1,361,000	\$ 685,250	\$ 773,000	\$ 855,000	\$ 495,000	\$ 4,169,250
20-22	New	Vehicle for the Dam Safety Program	New Transit Van	\$ 120,000	V	WU	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
20-23	New	Vehicle for the CSE Support Program	New Transit Van	\$ 120,000	V	WU	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
21-30	New	Vehicle for Warehouse Operations	New pick up	\$ 90,000	V	WU	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
23-21	New	EV Charging Stations Electrical Infrastructure	Electrical System upgrades at 479 Island Hwy to power up 44 charging stations	\$ 1,255,000	E	WU	\$ 650,000	\$ 855,000	\$ -	\$ 400,000	\$ -	\$ -	\$ 1,255,000
23-22	New	Fuel Truck	Fuel tender truck	\$ 325,000	E	WU	\$ 200,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000
23-30	New	Fleet Shop Hoist	Heavy Capacity Hoist for fleet maintenance	\$ 70,000	E	WU	\$ 35,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
23-31	New	Purchase of land	Purchasing of land near 479 for future office space or other land acquisition opportunities relative to Regional Water Supply Service	\$ 1,500,000	L	WU	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
24-17	New	Pool Vehicles	2 new EV Pickups	\$ 180,000	V	WU	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
24-18	New	Vehicle for Watershed Hydrology Program	New pickup truck for watershed hydrology program	\$ 100,000	V	WU	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Customer and Technical Services Sub-Total													\$ 7,929,250
GRAND TOTAL				\$ 245,121,250			\$ 37,243,000	\$ 60,930,000	\$ 38,962,250	\$ 50,690,000	\$ 42,185,000	\$ 34,200,000	\$ 226,967,250

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Capital Regional District Board

Chair: Director Plant
Vice Chair: Director Little

Capital Regional Hospital District Board

Chair: Director Murdoch
Acting Chair: Director McNeil-Smith

Capital Region Housing Corporation Board

Chair: Director de Vries
Vice Chair: Director Caradonna

Board of Directors

Participant	Director	Alternate Director
Central Saanich	R. Windsor	S. Riddell
Colwood	D. Kobayashi	I. Ward
Esquimalt	B. Desjardins	K. Armour
Highlands	K. Williams	K. Roessingh
JDF EA	A. Wickheim	J. Grant
Langford	S. Goodmanson	C. Harder, M. Wagner
Langford	L. Szpak	C. Harder, M. Wagner
Metchosin	M. Little	S. Epp
North Saanich	P. Jones	C. Stock
Oak Bay	K. Murdoch	H. Braithwaite
Saanich	S. Brice	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	J. Brownoff	T. Phelps Bondaroff / M. Westhaver / N. Chambers / K. Harper
Saanich	Z. de Vries	K. Harper / T. Phelps Bondaroff / M. Westhaver / N. Chambers
Saanich	D. Murdock	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	C. Plant	N. Chambers / K. Harper / T. Phelps Bondaroff / M. Westhaver
SGI EA	P. Brent	R. Fenton
Sidney	C. McNeil-Smith	C. Rintoul
Sooke	M. Tait	J. Bateman
SSI EA	G. Holman	Vacant
Victoria	M. Alto	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	J. Caradonna	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	C. Coleman	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	D. Thompson	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
View Royal	S. Tobias	J. Rogers

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Standing Committees

Core Area Liquid Waste Management

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

Chair: Director Coleman

3. Director Alto
4. Director Brice
5. Director Brownoff
6. Director Caradonna
7. Director de Vries
8. Director Desjardins
9. Director Goodmanson

Vice Chair: Director Kobayashi

10. Director K. Murdoch
11. Director D. Murdock
12. Director Plant
13. Director Szpak
14. Director Thompson
15. Director Tobias

Electoral Areas Committee

Membership consists of all 3 Electoral Area Directors.

Chair: Director Brent

3. Director Wickheim

Vice Chair: Director Holman

Board Chair (ex-officio)

Environmental Services Committee

Chair: Director Desjardins

3. Director Brownoff
4. Director Caradonna
5. Director Holman
6. Director Kobayashi
7. Director Murdock

Vice Chair: Director Tobias

8. Director Tait
 9. Director Thompson
 10. Director Wickheim
- Board Chair (ex-officio)

Finance Committee

Chair: Director Brice

3. Director Brent
4. Director Coleman
5. Director Goodmanson
6. Director Kobayashi

Vice Chair: Director Jones

7. Director Little
 8. Director Williams
 9. Director Windsor
- Board Chair (ex-officio)

First Nations Relations Committee

Chair: Director Tait

3. Director Alto
4. Director Brent
5. Director Desjardins
6. Director Goodmanson

Vice Chair: Director Windsor

7. Director Little
 8. Director K. Murdoch
 9. Director Williams
- Board Chair (ex-officio)

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Governance Committee

Chair: Director Little

3. Director Brice
4. Director Coleman
5. Director Desjardins
6. Director Holman
7. Director Jones

Vice Chair: Director Goodmanson

8. Director K. Murdoch
9. Director D. Murdock
10. Director Tobias

Board Chair (ex-officio)

Hospitals and Housing Committee

Chair: Director Murdoch

3. Director Alto
4. Director Brent
5. Director Brice
6. Director de Vries
7. Director Holman

Vice Chair: Director Caradonna

8. Director Jones
9. Director Kobayashi
10. Director McNeil-Smith
11. Director Szpak

Board Chair (ex-officio)

Planning & Protective Services

Chair: Director de Vries

3. Director Desjardins
4. Director Little
5. Director McNeil-Smith
6. Director Thompson

Vice Chair: Director Williams

7. Director Wickheim
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director McNeil-Smith

3. Director Coleman
4. Director Goodmanson
5. Director Holman
6. Director Szpak
7. Director Tait

Vice Chair: Director Brownoff

8. Director Tobias
9. Director Williams
10. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director Murdock

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Goodmanson

Vice Chair: Director Szpak

9. Director Kobayashi
10. Director McNeil-Smith
11. Director Tait
12. Director Thompson

Board Chair (ex-officio)

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Select & Sub-Committees

Accessibility Advisory Committee

Governance Committee member is appointed as liaison. Term is up to two years.

Director
Director Little

Appointments Advisory Committee

(reporting to the Governance Committee). Term is for one year.

Chair: Director Little	Vice Chair: Director Goodmanson
Director Brice	

Performing Arts Facilities Select Committee

(reporting to the CRD Board). Term is for one year.

Director Alto (Chair)	Director McNeil-Smith (Vice Chair)
Director Brent	Director Murdoch
Director Caradonna	Director Plant
Director Goodmanson	Director Tait

Royal and McPherson Theatres Services Advisory Committee

(reporting to the Finance Committee). Term is for one year.

Participant	Board Member
Saanich	Colin Plant
	Susan Brice
Victoria	Jeremy Caradonna
	Krista Loughton
Oak Bay	Kevin Murdoch

Solid Waste Advisory Committee

(reporting to the Environmental Services Committee).

Chair: Director Desjardins	Vice Chair: Elected from amongst the membership
Director Plant	Board Chair (ex-officio)

Technical and Community Advisory Committee

Chair and Vice Chair shall be the Chair and Vice Chair of the Core Area Liquid Waste Management Committee. Term expires no later than December 31, 2024.

Representative
Director Coleman (Chair)
Director Kobayashi (Vice Chair)

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Victoria Family Court and Youth Justice Committee

(reporting to the Governance Committee) Members appointed from each of the participants. Term is two years.

Participant	Member
Central Saanich	Zeb King
Colwood	Cynthia Day
Esquimalt	Darlene Rotchford
Highlands	Marcie McLean
Langford	Kimberley Guiry
Metchosin	Marie-Térèse Little
North Saanich	Jack McClintock
Oak Bay	Esther Paterson
Saanich	Mena Westhaver
Sidney	Terri O'Keeffe
Sooke	Jeff Bateman
Victoria	Krista Loughton
View Royal	Ron Mattson

Other CRD Committees & Commissions

Arts Commission

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

Participant	Representative	Alternate
Esquimalt	Duncan Cavens	Andrea Boardman
Highlands	Karel Roessingh	None
Metchosin	Sharie Epp	None
Oak Bay	Carrie Smart	Cairine Green
Saanich	Director Colin Plant	Nathalie Chambers
Sooke	Dana Lajeunesse	Jeff Bateman
Southern Gulf Islands	Director Paul Brent	None
Victoria	Director Marianne Alto (Chair)	None
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

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

Local Government	Representative	Alternate
Central Saanich	Sarah Riddell	None
Colwood	David Grove	Cynthia Day
Esquimalt	Duncan Cavens	None
Highlands	Ann Baird	None
Langford	Mary Wagner	None
Metchosin	Steve Gray	None

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Climate Action Inter-Municipal Task Force (continued)		
Local Government	Representative	Alternate
North Saanich	Director Peter Jones	All Councillors
Oak Bay	Carrie Smart	Lesley Watson
Saanich	Director Judy Brownoff	None
Sidney	Steve Duck	Sara Duncan
Sooke	Tony St-Pierre	None
Victoria	Marg Gardiner	None
View Royal	Alison MacKenzie	Gery Lemon
Salt Spring Island	Director Gary Holman	None
Southern Gulf Islands	Director Paul Brent	None
Juan de Fuca	Director Al Wickheim	None

Emergency Management Committee

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

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Director Wickheim	Ted Robbins	Larisa Hutcheson	Shawn Carby
Southern Gulf Islands	Director Brent	Kevin Lorette	Alicia Fraser	
Salt Spring Island	Director Holman	Nelson Chan	Kristen Morley	

Juan de Fuca Water Distribution Commission

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

Participant	Commissioner	Alternate
Colwood	David Grove	Misty Olsen
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Colby Harder	Keith Yacucha, Mark Morley
Langford	Mary Wagner	Keith Yacucha, Mark Morley
Metchosin	Shelly Donaldson	Steve Gray
Sooke	Kevin Pearson	Dana Lajeunesse
View Royal	John Rogers	Ron Mattson

Peninsula Recreation Commission

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

Participants	Commissioner	Alternate
Central Saanich	Niall Paltiel	Gord Newton
Central Saanich	Director Ryan Windsor	Sarah Riddell
North Saanich	Phil DiBattista	Kristine Marshall
North Saanich	Director Peter Jones	Celia Stock
Sidney	Scott Garnett	Steve Duck
Sidney	Director Cliff McNeil-Smith	Chad Rintoul

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Regional Housing Trust Fund Commission

One Council member is appointed by each participating municipality. The Salt Spring Island and Southern Gulf Islands Electoral Area Directors are also members. Term is two years.

Participant	Commissioner	Alternate
Central Saanich	Bob Thompson	Sarah Riddell
Esquimalt	Ken Armour	None
Highlands	Ann Baird	None
Metchosin	Shelly Donaldson	None
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Lesley Watson	Carrie Smart
Saanich	Director Zac de Vries	None
Salt Spring Island	Director Gary Holman	None
Sidney	Richard Novek	Terri O'Keeffe
Sooke	Tony St. Pierre	None
Southern Gulf Islands	Director Paul Brent	None
Victoria	Krista Loughton	None
View Royal	Director Sid Tobias	None

Regional Water Supply Commission

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

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Kim Jordison	Misty Olsen
Esquimalt	Tim Morrison	Duncan Cavens
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Colby Harder, Keith Yacucha
	Mary Wagner	Colby Harder, Keith Yacucha
Metchosin	Steve Gray	Shelly Donaldson
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Cairine Green	Esther Paterson
Saanich	Teale Phelps Bondaroff	Judy Brownoff, Colin Plant, Susan Brice
	Nathalie Chambers*	Colin Plant, Susan Brice, Judy Brownoff
	Zac de Vries*	Judy Brownoff, Colin Plant, Susan Brice
	Karen Harper*	Susan Brice, Judy Brownoff, Colin Plant
	Mena Westhaver*	Susan Brice, Judy Brownoff, Colin Plant
Sidney	Sara Duncan	Steve Duck
Sooke	Dana Lajeunesse	Kevin Pearson
Victoria	Jeremy Caradonna	Matt Dell, Krista Loughton, Marg Gardiner
	Chris Coleman	Matt Dell, Krista Loughton, Marg Gardiner
	Stephen Hammond	Matt Dell, Krista Loughton, Marg Gardiner
	Susan Kim	Matt Dell, Krista Loughton, Marg Gardiner
View Royal	John Rogers	Ron Mattson

*Assignment of one additional vote

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Saanich Peninsula Wastewater Commission

Members appointed from each of the participants. Term is two years.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Director Ryan Windsor	Sarah Riddell
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Sara Duncan	Steve Duck

Saanich Peninsula Water Commission

Members appointed from each of the participants. Term is for one year, except if CRD Directors, then term is four years.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Director Ryan Windsor	Sarah Riddell
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Sara Duncan	None

Salt Spring Island Local Community Commission

Membership is the Salt Spring Island Electoral Area Director, plus four commissioners elected by the local community. Term is up to four years.

Representative
Director Gary Holman
Gayle Baker
Benjamin Corno
Earl Rook
Brian Webster

Sooke and Electoral Area Parks and Recreation Commission

Appointed by member councils. CRD Board Directors terms are four-years. Council appointee term is two years.

Participants	Commissioner	Alternate
Juan de Fuca	Director Wickheim (CRD Board Director)	Jeri Grant
Sooke	Director Tait (CRD Board Director)	Jeff Bateman
Sooke	A. Beddows (Sooke Council Appointed)	Kevin Pearson

Traffic Safety Commission

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

Representative	Alternate
Director D. Murdock	Director Z. de Vries

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Appointments to External Boards

Alliance to End Homelessness in the Capital Region

(previously Greater Victoria Coalition to End Homelessness)

For the Society Board, 3 Directors from the CRD who are also Mayors representing municipalities in the Core, Peninsula, and Westshore, with one to be nominated as the CRD Co-Chair on the Board.

Corporate representation will include up to 4 others including staff. Term is two years.

Appointed Directors:	Corporate Member Representative:
Director McNeil-Smith (Peninsula)	Kevin Lorette, GM, Planning & Protective Services
Director K. Murdoch (Core)	Don Elliott, Senior Manager, Regional Housing
Director Little (Westshore)	TBC

CREST (Capital Region Emergency Service Telecommunications)

The CRD Board appoints Electoral Area Directors for shareholder votes for a four-year term. Proxies are appointed annually.

Appointed CRD Shareholder	Proxy
Director Al Wickheim	Jeri Grant
Director Gary Holman	John Wakefield
Director Paul Brent	Rob Releeder

Greater Victoria Harbour Authority Board

*CRD Board Chair nominates up to three CRD Board Directors to be nominated as GVHA Director for a four-year term. Board appoints Member representative *annually*.*

Member Representative (One Year Term)	Member Representative Alternate (One Year Term)	Board Nominee (Four Year Term)
Director Goodmanson	Director Plant	Director Brice

Community Liaison Committee - Greater Victoria Harbour Authority

GVHA Member Representative to be appointed.

Member Representative	Member Representative - Alternate
Director Goodmanson	Director Plant

Greater Victoria Labour Relations Association

The CRD Board appoints one Director as its representative, and one Director as alternate. Annual appointment.

Representative & AGM Delegate	Alternate
Director Coleman	Director Goodmanson

ICET – Island Coastal Economic Trust

The Board appoints either the CRD Board Chair or Director as representative. Annual appointment.

Member Representative
Director P. Brent

Island Corridor Foundation

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

Member Representative	Nominee
Director Desjardins	Director Desjardins

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Municipal Finance Authority

CRD Board appoints two Directors as representatives and two Directors as alternates. Annual appointment.

Director	Alternate
Director Brent	None
Director Kobayashi	None

Regional Representative to the Te'mexw Treaty Advisory Committee

Annual appointment.

Representative	Alternate
Director Wickheim	None

Royal and McPherson Theatres Society Board

Appointed by member Councils. Annual appointment.

Participants	Board Member	Alternate
Oak Bay	Hazel Braithwaite	Andrew Appleton
Saanich	Teale Phelps Bondaroff	None
Victoria	Matt Dell	None

Salt Spring Island Ferry Advisory Committee

Appointed by BC Ferries - Ferry Advisory Committee. Term is two years.

Representative
Director Holman

Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) Steering Committee

Elected Official(s) to be appointed for a four-year term.

Representative	Alternate
Director Thompson	None

Vancouver Island Regional Library Board

CRD Board appoints. Only Juan de Fuca Area participates in this service function. Annual appointment.

Representative	Alternate
Director Wickheim	Jeri Grant



Making a difference...together

REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JULY 10, 2024

SUBJECT **CAO Quarterly Progress Report No. 2, 2024**

ISSUE SUMMARY

To provide the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2023-2026 Board and Corporate Priorities, Capital and Operating Budget Variances, and Human Resources and Corporate Safety statistics up to June 30, 2024.

BACKGROUND

In February 2023, the Board approved the *CRD Board Strategic Priorities 2023-2026* (the “*Board Priorities*”) that identifies five strategic priorities with 16 initiatives to be advanced over the four-year term. The Board Priorities Dashboard tracks progress on the Board and Corporate strategic priorities and will be presented quarterly to the Board. Core service priorities are prepared and reviewed annually in departmental Service Plans in alignment with Board and Corporate Priorities, with corresponding KPIs and other service information that is approved by the Board. The Capital Regional District (CRD), Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) Financial Plans are reviewed and approved annually, and staff have developed a quarterly variance report to highlight differences between budget and actual expenditures on operating budgets and capital projects over \$500,000. An update on non-confidential human resources matters, including labour relations and workforce trends is also included in this report.

DISCUSSION

Corporate Activities and Initiatives

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

The Greater Victoria Harbour Authority (GVHA) organized an opportunity for the CRD Board to participate in an environmental tour of the Norwegian Bliss Cruise Ship and the waste management facilities at Ogden Point. A number of CRD Board Directors, Alternate Directors, and members of the CRD Executive Leadership Team participated in the tour on April 3, 2024.

The CRD has been recognized as one of Canada’s Greenest Employers for 2024. This award recognizes our commitment to environmental sustainability and innovation in our operations and services. We are proud to be a part of a community that values and protects our natural resources and biodiversity. This achievement is a testament to the dedication of our staff, who have implemented various initiatives to reduce the CRD’s environmental impact and enhance our social responsibility.

On April 29, 2024, the Drennan Street Housing Project opening took place in Sooke. Indigenous individuals and families living in Sooke now have access to 170 new affordable rental homes in their community. This development was made possible through the CRD Regional Housing First Program, a partnership between local, provincial, and federal governments, as well as grants from the Regional Housing Trust Fund, the Federal Affordable Housing Fund, BC Housing, and the M’akola Housing Society. M’akola Housing Society will own and operate the building.

In April this year, eighteen exempt CRD managers participated in the weeklong iLead program at Royal Roads University and two follow up days in June. The iLead program is an award-winning leadership program that was designed by leaders from the CRD and Royal Roads University in 2009. The program continues to develop CRD leaders and align our culture with organizational performance. The focus of this year's leadership challenge tasked the participants to apply their learnings from the week and present their recommended initiatives to the Executive Leadership Team that would enhance organizational culture at the CRD.

The Employee Recognition and Service Program is based on the principle that CRD employees are our greatest asset. Each year, employees who reach their 5, 10 and 15 year service milestone are recognized at the department level by the CAO, General Manager, and Division Manager. The focus of service recognition is acknowledging the contributions the employees have made during their years at the CRD. The career service recognition event which recognizes employees with 20, 25, 30, and 35 plus years of service was held earlier this year.

On May 24, 2024, the CRD hosted a Regional Transportation Governance Workshop supported by BC Transit, the Ministry of Transportation and Infrastructure and Island Health to seek input from mayors, councillors, electoral area directors, First Nations, and senior local government staff. Workshop participants gained clarity and discussed the benefits and concerns of potential new functions related to establishing a regional transportation service.

During the week of May 26 – June 1, 2024, the CRD celebrated National AccessAbility Week and Red Shirt Day. These annual celebrations are dedicated to promoting inclusion and accessibility for all individuals and to celebrating the valuable contributions and leadership of Canadians with disabilities, particularly those that are serving on the CRD Accessibility Advisory Committee.

Trail Care Day on June 21 is a multi-location event that happens in communities across Canada to get the Trans Canada Trail ready for spring and summer. CRD staff and the Trans Canada Trail Team came together to take care of a section of the Trans Canada Trail at the south end of the Selkirk Trestle in Victoria.

This year's Spring GoByBike Week from June 3 - 9, 2024 was an ideal time to start for those considering biking to work. This tri-annual free event (formerly Bike to Work Week) encourages anyone in the capital region to give cycling a try for one week. This year is extra special as 2024 marks the 30th annual GoByBike Week. CRD Regional Parks staff supported the GoByBike Celebration Station at the Selkirk Trestle during GoByBike week. During this week, British Columbians were encouraged to ride their bikes as much as possible by riding to work, to school or for fun.

On June 21, CRD employees and their families, together with some Board Directors and their families attended the CRD employee BBQ at Hamsterly Beach for a relaxing evening of activities, self-guided walks, food, and drinks. There was a great turn out with approximately 175 people participating in this enjoyable event.

On June 21, Royal Roads University, and partner organizations, including the CRD, hosted a National Indigenous Peoples Day event. This annual event offers community members the opportunity to watch the canoe landing protocol, experience Indigenous artists and musicians, take a guided nature walk, and shop at Indigenous vendors. As a partner organization, the CRD coordinated a Regional Parks outreach booth at the event, where staff led educational and culturally appropriate craft activities promoted the Indigenous Perspectives programming offered at Regional Parks and interacted with over 400 event participants. The CRD also contributed to the event promotion, participated in planning sessions, and provided a monetary donation.

June is Pride Month, a time of love, acceptance, and celebration. On June 27, 2024, CRD employees gathered to decorate a float for the upcoming Pride Parade scheduled to take place on Sunday, July 7, 2024. The CRD is honoured to be included in the Victoria Pride Society Pride Parade again this year. On July 7, we will be joining approximately 100 other colourfully decorated floats to celebrate and honour the Gender, Sexuality, and Relationship Diverse members of our community.

Board Priorities and Corporate Plan Initiatives

In April 2023, the CRD Board approved the CRD 2023 – 2026 Corporate Plan (the Corporate Plan) that identifies 134 initiatives to be advanced over the four-year term. Progress on the Board Priorities and Corporate Plan initiatives from January 2023 to date is reflected in Progress Report Q1, 2024, 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.

Board Advocacy

On August 9, 2023, staff brought forward a report to the CRD Board with the updated CRD Advocacy Strategy, which was approved, attached as Appendix D, to form the basis for individual advocacy initiatives. An Advocacy Dashboard based on the Board’s Strategic Priorities for 2023 - 2026 has been prepared which tracks the ongoing advocacy work being done by the CRD Board, partners, and staff.

Progress on advocacy is reflected in the Advocacy Dashboard Progress Report Q2, 2024 as Appendix E.

Operating Variance Financial Report – Q1, 2024

The Financial Operating Variance Report details the quarterly operating variance, providing actual results and annual forecasts for services with an annual budget greater than \$1.5 million. The financial variance report lags by one quarter to allow time for financial reconciliation prior to reporting. These services constitute approximately 87% of the consolidated financial plans for the CRD, CRHD, and CRHC.

The amount of budget expended through the quarter will vary from service to service based on planned expenditures, seasonality, and transaction timing. Budget revenue can also be variable by quarter. For example, while services funded by requisition await their third quarter funding, utility, landfill, and recreation services receive sales revenue throughout the year, influenced by seasonality.

The quarterly Financial Operating Variance Report (Appendix F) highlights how much of the annual budget has been expended in comparison to the prior year, and what the annual forecast is expected to be based on information available to the end of the first quarter.

Actuals to the end of the first quarter, as a percentage of actual budget, are largely in line with the same period and timeframe as 2023 for both revenue and expenses.

Capital Regional District

The annual forecast highlights most services are on track and in line with the annual budget. Many of these services provide essential services to our communities such as delivery of water, wastewater management and solid waste.

Favourable variances are forecasted for the Regional Housing Trust Fund due to timing of grant funding requests, for Environmental Resource Management due to increased quantity of biosolids being received at Hartland Landfill earlier in the year, and salary variances across several services due to hiring delays and temporary vacancies.

Staff have identified a potential budget overspend in 2024 for Core Area Wastewater Operations due to higher sludge and biosolids disposal costs, however, this could be mitigated by increased operational reliability and usage of the Lafarge facility in Richmond. This expenditure could be further mitigated by lower than budgeted Q1 costs for chemicals and utilities.

Capital Regional Hospital District

The report highlights minor savings resulting from the deferral of feasibility studies, and lower maintenance costs forecasted on The Summit, 950 Kings and Oak Bay Lodge properties. Otherwise, the CRHD operations continues as planned.

Capital Region Housing Corporation

The actuals for CRHC are presented by portfolio and reflects 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 Financial Report – Q1, 2024

The Capital Variance Financial Report (Appendix G) highlights variances on actual expenditures from the quarterly and annual capital budgets for all entities (CRD, CRHD and CRHC). The report is current to the end of the first quarter and covers all capital projects with a budget greater than \$0.5 million.

The Capital Plan is budgeted quarterly, reflecting the scope and schedule of initiatives. Forecasts are also updated quarterly, enhancing the accuracy and detail of project updates as the year progresses and tenders are finalized. As quarters progress through the year and tenders complete, the expectation is that activities and accuracy will increase.

Capital Regional District

Capital expenditures on projects greater than \$0.5 million totaled \$11.2 million in the first quarter, 47% below planned costs of \$21.0 million. The \$9.8 million variance can be largely attributed to:

- A delay in the construction of the Diversion Transfer Station at the Hartland Landfill, accounting for \$3.0 million;
- A delay in the construction of the Goldstream Watershed Field Operations Centre due change in design work, accounting for \$2.1 million;
- Delayed tendering of the Centennial Park Multi-Sport Box, shifting timing of construction at Panorama Recreation of \$1.2 million;

Other variance contributors include design delays for the Heat Recovery Plant at Panorama Recreation, schedule adjustments for the SAP Business Suite Migration to S4, supporting the CRD's Enterprise Resource Planning (ERP) System, and delayed construction from 2023 to 2024 for the Magic Lake Sewer Utility. The latter two project variances will result in a budget amendment in 2024.

Capital Regional Hospital District

No expenditures were recorded for hospital district projects surpassing \$0.5 million in the first quarter. The capital contribution to the Regional Housing First Program is forecasted to occur in the second quarter of 2024.

Capital Region Housing Corporation

Capital expenditures on projects greater than \$0.5 million totaled \$11.5 million in the first quarter, a 23% shortfall from the \$15.0 million forecast. The primary reason for this variance was the construction draw timing for the Michigan Housing redevelopment. Additionally, delayed foundation work for the Caledonia redevelopment has pushed construction costs into future periods. Completion of the Caledonia redevelopment is forecast for 2025.

Human Resources 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 its Human Resource and Corporate Safety programs and systems where trends may show challenges arising.

As with the past post-pandemic years, in 2024 the CRD continues to experience increased pressures associated with economic conditions, a highly competitive labour market, and a steady number of retirements. In addition, and as local governments are becoming increasingly more complex as our role and responsibilities continue to evolve, this too continues to place more demand to secure more specialized labour. The CRD continues its significant efforts in engaging work strategies and organizational development initiatives, workforce planning, and impactful talent acquisition and outreach strategies, all of which form significant actions of our comprehensive People, Safety and Culture Strategic Plan, and we continue to modernize the work environment through our Alternative Work Options (AWO) program (earned time off and/or compressed work week alternatives), hybrid work from home, and workplace flexibility initiatives.

Aligned with the Corporate Plan and Board Strategic Priorities, a comprehensive People, Safety and Culture Strategic Plan has been developed and implemented for 2024-2027. This Plan includes significant efforts and actions on enhancing efforts around our people and culture. Included in the Plan are robust strategies and outcomes around: Equity, Diversity, Inclusion and Accessibility; Organizational Capacity; Talent Excellence; Employee Experience and Recognition; Talent Acquisition; and People, Safety and Culture Excellence. These activities ensure the organization is supported in this key service area, and the CRD remains competitive and is an employer of choice in the competitive market. Actions of the Plan are well underway, and the Board will be provided with regular updates on progress.

The AWO and hybrid work from home programs build upon our flexibility initiatives of: providing employees with greater flexibility and work life balance, which in turn supports the retention of our employees and ensures the CRD is a competitive employer who takes into consideration employee circumstances including diversity, equity and inclusion, employee engagement, satisfaction, health and wellness; ensuring organizational and business needs are being met and are effective and efficient; and contributing to the CRD's climate action goals regarding sustainability including the reduction of CO2 emissions by decreasing work related travel. Since implementation approximately 79% of eligible CRD employees have elected to participate in our AWO, hybrid work from home, and/or workplace flexibility programs.

Our AWO and workplace flexibility initiatives have had a positive impact in our employee engagement, retention, and recruitment initiatives. In 2023, the CRD experienced a 34% reduction in sick leave usage and a 37% reduction in employee turnover over the previous 2022 calendar year, and we will be able to report on the 2024 impacts as the year progresses. In addition, our hybrid work from home arrangements have had a direct and positive impact on our CRD Regional transportation goal of reducing congestion in the morning and afternoon peak periods by upwards of 12,700 trips since program implementation (5,600 in the first six-month cycle, and 7,100 in the second six-month cycle ending in June 2024), based on regional census journey calculations. We will continue to monitor our program on a regular basis to ensure our core targets are being met and maintained.

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 which, when combined with our CoR program is resulting in a 47% better-than-industry Employer Rating Assessment and 47% premium reduction over industry base rates.

CONCLUSION

The CAO Quarterly Progress Report No. 2 - 2024 provides the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2023-2026 Board and Corporate Priorities, Capital and Operating Budget Variances, and Human Resources and Corporate Safety statistics up to June 30, 2024.

RECOMMENDATION

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

Submitted by:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer
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ATTACHMENT(S)

- Appendix A: Photographs of Corporate Activities and Initiatives
- Appendix B: Board Priorities Dashboard Progress Q2, 2024
- Appendix C: Board Priorities Dashboard – Summary of Completed Actions
- Appendix D: Capital Regional District Advocacy Strategy
- Appendix E: Advocacy Dashboard Progress Q2, 2024
- Appendix F: Operating Variance Financial Report Q1, 2024
- Appendix G: Capital Variance Financial Report Q1, 2024
- Appendix H: Human Resources Trends and Corporate Safety

CRD Board Environmental Tour

CRD



Canada's Greenest Employer 2024

CRD



Drennan Housing Opening

CRD



CRD iLead

The logo for CRD, consisting of the letters 'CRD' in a white, sans-serif font, set against a teal background with a white swoosh underneath.

Employee Service Recognition

CRD



Regional Transportation Governance Workshop

CRD



National AccessAbility Week & Red Shirt Day

CRD



Trans Canada Trail Event

CRD



Go By Bike Week

CRPD



CRD Employee BBQ

CRD



Indigenous Peoples Day

CRD



Board Priorities Dashboard



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



Making a difference...together

CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>1a Improve regional connectivity and safety across transportation modes</p>					<p>CRD Traffic Safety Commission launched the multi-modal intersection safety campaign.</p>	<ul style="list-style-type: none"> ▸ Support advocacy requests for investments in multi-modal infrastructure and services ▸ Analyze PARTY (Prevent Alcohol and Risk Related Trauma in Youth) program to inform decision whether to move from online to in person engagement ▸ Initiate work on Road Safety Campaign working through sporting associations and clubs ▸ Report on interim options and implications regarding the use of rigid bollards based on findings from the regional trestles renewal and trails widening and lighting project 	<ul style="list-style-type: none"> ▸ <i>Ongoing</i> ▸ <i>Q3 2024</i> ▸ <i>Q4 2024</i> ▸ <i>Q1 2025</i>

Board Priorities Dashboard



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



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CONDITION LEGEND



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Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>1b Support investments, expansion and equitable access to active and low carbon transportation</p>					<p>The contractor working on the Mayne Island-Regional Trail is currently working on wall 2 of Phase 1, from the ferry to Maple Drive. Working with realty to finalize the alignment of Phase 2. It is anticipated that Phase 2 will proceed shortly with an anticipated completion later in the year.</p> <p>Salt Spring Island (SSI)-preparing contract to retain contractor to complete the Regional Trail Feasibility Study by November 2024.</p> <p>Grant funding for the Juan de Fuca Active Transportation Network Plan was confirmed in March and has now been received. A consultant has been selected and the plan is now expected to be completed by Q2, 2025.</p> <p>Phase 1 of Schooner Way Trail to connect the Magic Lake neighbourhood with the school approved for funding by BC Active Transportation Fund. Design and development has been initiated, and collection of community donation pledges underway..</p>	<ul style="list-style-type: none"> ▸ Mayne Island Regional Trail Phase 1 Development Project construction completed ▸ Initiate the regional trestles renewal and trails widening and lighting project ▸ Pender Island Schooner Way Active Transportation Project ▸ Complete feasibility study for Salt Spring Island Regional Trail ▸ Develop Active Transportation Network Plan for Juan de Fuca Parks 	<ul style="list-style-type: none"> ▸ Q2-2023 Q3 2024 ▸ Q3 2024 ▸ Q3 2024 ▸ Q2-2023 Q4 2024 ▸ Q3-2023 Q2 2025
<p>1c Present options for changes in governance for transportation in the region, including the Electoral Areas</p>					<p>A CRD Transportation Workshop was held with local governments, agency partners and First Nations on May 24, 2024 to seek input on service categories for the establishment of a regional transportation service. The Transportation Committee received a summary report on June 19, 2024. A service feasibility study by KPMG is underway to inform this work.</p>	<ul style="list-style-type: none"> ▸ Present engagement plan for the service design and feasibility study phase of the transportation governance initiative ▸ Draft service approval options report ▸ Draft transportation service establishment bylaw 	<ul style="list-style-type: none"> ▸ Q2-2023 Q3 2024 ▸ Q3 2024 ▸ Q3 2024

Board Priorities Dashboard



Housing

Residents have access to affordable housing that enhances livability.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>2a Increase supply of affordable, inclusive and adequate housing in the region</p>				<p>• Board, May 8, 2024</p>	<p>The Capital Region Housing Corporation (CRHC) received financial support from the provincial government for four affordable rental projects. This announcement is expected to advance 593 new homes. Two of the projects approved include partnerships with local governments and two of the projects represent redevelopment opportunities for CRHC. 1183 Verdier Avenue, Central Saanich – The CRD has an accepted offer to purchase the property and is working closely with the CRHC and the District of Central Saanich to add 110 homes in Brentwood Bay Village. 3950 Cedar Hill Road, Saanich – The District of Saanich and the CRHC have partnered to redevelop the Nellie McClung library site. This initiative will advance a new mixed-use development that includes a larger library with 200 affordable rental homes. Two additional projects in Greater Victoria are expected to provide approximately 283 total new homes. Both projects are in the preliminary planning stages. Michigan Square, 97 units redevelopment, is now set to reopen in August 2024.</p> <p>A Salt Spring Island housing workshop was held May 22, 2024.</p> <p>Rural Housing Program framework being further developed with proposal for program launch in 2025.</p> <p>Media Release: Indigenous people in Sooke get access to 170 below-market homes (May 7, 2024)</p> <p>Media Release: The CRD and CRHC present 2023 Annual Reports (May 9, 2024)</p>	<ul style="list-style-type: none"> • Drilling for water at 161 Drake Road on Salt Spring Island and subsequent pump testing • Michigan Square project completion and official opening • Develop Rural Housing Program 	<ul style="list-style-type: none"> • Q3 2024 • Q2-2023 Q3 2024 • Q3 2024

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND	Proceeding as planned	Potential or emerging issue	Issue has arisen	Timing has changed
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Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3a Maximize solid waste diversion and resource recovery from waste materials					Received Board direction to enter into contract with DLs Bins to construct and operate a material diversion transfer station beginning in Q3, 2024. Received Board direction to initiate consultation on policies to regulate the flow of solid waste within the Capital Region.	<ul style="list-style-type: none"> Launch Phase 2 of the Hartland Landfill Waste Diversion Policies and Landfill Bans including further landfill bans on treated wood waste, asphalt shingles and further changes to the tipping fee structure Initiate consultation on policies to regulate the flow of solid waste within the capital region 	<ul style="list-style-type: none"> Q3 2024 QX 2025
3b Explore options for a regional approach to biodiversity and the protection of ecological assets					Maintain current service level through Climate Action Service Establishing Bylaw for 2024.	<ul style="list-style-type: none"> Refer new establishing service bylaw to local governments to create regional service for 2025 	<ul style="list-style-type: none"> Q4 2024

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>3c Increase resilience, community and adaptation planning to address climate related risks and disasters</p>					<p>Completed and shared the updated Climate Projections for the Capital Region report and the new Extreme Heat Information Portal and report with First Nations, local governments, and partners.</p> <p>Residential FireSmart program continues as 2023 grant allocation wraps up.</p> <p>Conducting in-person community speaking engagements to present on wildfire risk, seasonal outlook, FireSmart, evacuations, etc. (Pender Island, Mayne Island, Saturna Island, Galiano Island, Salt Spring upcoming).</p> <p>Applied on NRCAN's Wildfire Resilient Futures Initiatives grant to establish a region wildfire mitigation workgroup with a 5-year operational horizon.</p>	<ul style="list-style-type: none"> Produce backgrounder on climate adaptation efforts in the region as a basis to explore how the CRD can further prioritize, coordinate and advance corporate and regional adaptation efforts Seek opportunities to present emergency management material in-person to residents of the three electoral areas 	<ul style="list-style-type: none"> Q3 2024 Q3 2024
<p>3d Support energy efficient and low carbon buildings across the region</p>					<p>Ongoing promotion and expansion of the Home Energy Navigator Program via online ads and community outreach events, and refining of marketing strategies through focus group research.</p> <p>Continued to provide support to local governments on Zero Carbon Step Code implementation.</p> <p>Initiated local government staff working group to support forthcoming innovative policy analysis.</p>	<ul style="list-style-type: none"> Renew Climate Action To Go Kits, including new thermal imaging cameras for borrowing through regional libraries Complete research to refine understanding of regional/local government opportunities related to ECE reporting/benchmarking program Complete local government level oil heating regulation study with the District of Saanich Conduct additional policy analysis, regulatory reviews and GHG modelling for building-related carbon emissions 	<ul style="list-style-type: none"> Q2-2023 Q3 2024 Q3 2024 Q4 2024 Q4 2024

Board Priorities Dashboard



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



Making a difference...together

CONDITION LEGEND	Proceeding as planned	Potential or emerging issue	Issue has arisen	Timing has changed
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Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>4a Develop mechanisms to hear more from First Nations’ governments as to how they would like the CRD to approach reconciliation</p>					<p>Through government-to-government and staff-level meetings, feedback and requests from Nations are documented and shared with involved Divisions to inform ongoing work.</p> <p>Held a site visit with T’Sou-ke Nation to discuss protected areas management and collaboration opportunities.</p> <p>Met with multiple First Nations regarding their priorities around water and wastewater servicing.</p> <p>Met with the W̱SÁNEC Leadership Council to continue negotiating a Solid Waste Partnership Agreement.</p>	<ul style="list-style-type: none"> Continue to offer Indigenous Relations Coaching Program for Board Directors Continue to gather input from First Nations on inclusive regional governance and mechanisms to support the government-to-government relationship 	<ul style="list-style-type: none"> Q2 2024 Q3 2024
<p>4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination</p>					<p>Government-to-government leadership-level meetings held with Songhees, Tsawout and Pacheedaht Nations.</p> <p>Discussions with Nations ongoing regarding interim management guidelines and future uses of the Royal Oak property.</p> <p>MOU negotiations in progress with Songhees Nation, Tsartlip and Tseycum First Nations via the W̱SÁNEC Leadership Council and Tsawout First Nation.</p> <p>Media Release: CRD and the Pacheedaht First Nation sign Memorandum of Understanding (January 30, 2024)</p>	<ul style="list-style-type: none"> Negotiate MOU/protocol agreements with interested First Nations Continued participation in the joint planning process to develop a vision for the future of the island rail corridor Negotiate MOU/protocol agreements for Board approval with Songhees Nation, Tsawout and WLC 	<ul style="list-style-type: none"> Ongoing Ongoing Q3 2024

Board Priorities Dashboard



First Nations

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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan</p>					<p>Met with WSÁNEC Leadership Council regarding the transportation governance initiative.</p> <p>Launched the healthy waters initiative a partnership between CRD, Raincoast, and the WSÁNEC Leadership Council.</p> <p>Ongoing engagement with First Nations regarding updates to the Regional Parks Land Acquisition Strategy.</p> <p>Ongoing engagement with First Nations regarding the conservation and protection of heritage sites. Working closely with involved First Nations through the planning and construction of water main upgrade projects throughout the CRD. Collaborating with First Nations on heritage conservation in park management planning. Working with involved First Nations to determine the planning and operational approach to ecological restoration work in Regional Parks.</p> <p>Partnering with T'Sou-ke Nation and the District of Sooke on the Sooke River Knotweed Control Project.</p> <p>Invited input from First Nations in the development of the HWMET'UTSUM Community Park Interim Management Approach on Salt Spring Island.</p> <p>Invited First Nations to participate in the Canada Goose Regional Working Group.</p> <p>Ongoing meetings with WSÁNEC Leadership Council to facilitate their input into the Mount Work Regional Park Management Plan.</p>	<ul style="list-style-type: none"> ▸ Continue to engage First Nations regarding updating the Land Acquisition Strategy ▸ First Nations engagement on the Long-Term Biosolids Management Plan ▸ Invite involvement from First Nations in the development of a Regional Parks Stewardship Plan ▸ Collaborating with Pacheedaht First Nations on the Port Renfrew Official Community Plan ▸ Issue RFP for an infrastructure feasibility study for Port Renfrew area, with input from Pacheedaht ▸ Regional Parks developing a cultural use and safety policy 	<ul style="list-style-type: none"> ▸ Q1-Q3 2024 ▸ Q1-Q2 2024 ▸ Q1 2024 ▸ Q1 2025 ▸ Q2 2024 ▸ Q4 2024

Board Priorities Dashboard



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Making a difference...together

CONDITION LEGEND	Proceeding as planned	Potential or emerging issue	Issue has arisen	Timing has changed
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Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations</p>					<p>Met with Pauquachin First Nation and Esquimalt Nation to discuss water and wastewater service agreements.</p> <p>Met with Sc'ianew First Nation to discuss water service agreement.</p> <p>Regional Housing offered support to the Songhees Nation's affordable housing initiative, announced February 2024.</p> <p>Providing mapping support for Esquimalt Nation as requested.</p> <p>Sent a letter to Te'muxw Treaty Association confirming that the Regional Growth Strategy does not prevent water and wastewater servicing to treaty settlement lands.</p>	<ul style="list-style-type: none"> ▸ Establish water service agreements with Tsartlip, Tsawout, Tseycum and Pauquachin First Nations and negotiate water conveyance agreements with Central Saanich and North Saanich ▸ Update water service agreements with Esquimalt Nation, Sc'ianew First Nation, T'Sou-ke Nation and Songhees Nation as clients of the Regional Water Service rather than the JDF Water Distribution Service ▸ Finalize a Solid Waste Partnership Agreement with the WSÁNEC Leadership Council that may include procurement, employment and training opportunities as part of implementation of the Solid Waste Management Plan ▸ Renew Operating Agreement with T'Sou-ke Nation for the seasonal operation of Spring Salmon Place Campground ▸ Contracting with cultural representatives from Nations to be present during land altering works 	<ul style="list-style-type: none"> ▸ Q3 2024 ▸ Q3 2024 ▸ Q3 2024 ▸ Q4, 2024 ▸ Ongoing

Board Priorities Dashboard



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities					Operationalized. Advocacy Strategy has been revised and the Advocacy Dashboard will continue to be updated quarterly. A complete list of all advocacy correspondence is available at Board Advocacy		
5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses				<ul style="list-style-type: none"> • Board, April 10, 2024 • Board, May 8, 2024 	<p>Through its annual strategic check-in on May 8, 2024, the CRD Board directed staff to adjust level of effort on several initiatives related to climate action goals, regional support for performing arts facilities in the region, and civic participation during the next local general election. The Board also directed staff to provide refined budget estimates for each Board Priority at provisional budget review in the fall.</p> <p>An addendum to the Corporate Plan has been published highlighting new initiatives which were approved in 2024 but not foreseen in the 2023-2026 Corporate Plan. This addendum will be kept up-to-date annually if more initiatives are approved. **add link**</p> <p>Developed Guidance documents for the First Nations, Equity, Diversity and Inclusion (EDI) and Climate Action Implications sections of Staff Reports. These Guidance documents were reviewed by the Governance Committee (April 3, 2024) and the Board (April 10, 2024).</p>	<ul style="list-style-type: none"> • Hold staff training sessions on new guidance documents 	<ul style="list-style-type: none"> • <i>Q4 2024</i>
5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies					<p>Delivered follow-up Equity, Diversity, and Inclusion (EDI) training session for CRD Board members on May 29, 2024 to build upon the learning from previous training. Delivered online sessions of EDI training (Inclusion Literacy) on May 3 and May 17, 2024 to elected officials who sit on CRD committees and commissions as well as Board alternates and those who were unable to attend previous sessions.</p> <p>Promoted National AccessAbility Week (May 26 - June 1, 2024).</p>	<ul style="list-style-type: none"> • Provide an informational presentation to the Accessibility Advisory Committee on the work being done internally by the EDI Steering Committee. • Offer EDI training seminars to other decision-making bodies, Board alternates, and those who were not able to attend previous training 	<ul style="list-style-type: none"> • <i>Q3 2023</i> • <i>Q4 2024</i>

Board Priorities Dashboard



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>5d Foster greater civic participation among diverse community members</p>				<p>• <i>Board, May 8, 2024</i></p>	<p>Website Redesign Project underway. Website user feedback sessions completed and design concepts approved.</p> <p>Confirmed collaborative approach with the Regional District of Nanaimo to review and update public participation framework. Engaged consultant to conduct scan of best practices.</p> <p>The Corporate Communications and Engagement Strategic Plan was presented to the May 2024 Board for information.</p> <p>Media Release: The CRD invites members of the public to learn more about the 2024 Provisional Financial Plan (January 3, 2024)</p>	<ul style="list-style-type: none"> • Current website migration planning • Create draft public participation framework • Planning for resident satisfaction survey 	<ul style="list-style-type: none"> • Q4 2024 • Q3 2024 • Q3 2024
<p>5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation</p>					<p>Work continues for the Growth and Mobility Study.</p>	<ul style="list-style-type: none"> • Initiate work on policy white paper on proposed actions to tackle housing and development challenges • Issue RFP for Growth and Mobility Project • Regional coordination on impacts of new housing legislation 	<ul style="list-style-type: none"> • Q2-2023 Q3 2024 • Q3 2024 • Ongoing



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



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Board Initiatives	Resolutions	Summary of Completed Actions
<p>1a Improve regional connectivity and safety across transportation modes</p>	<ul style="list-style-type: none"> • <i>Board, Feb. 8, 2023</i> • <i>Board, August 9, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, March 13, 2024</i> 	<p>The Traffic Safety Commission has approved its 2023 priority action areas: distracted driving, speeding and impaired driving. These will be implemented through education and awareness campaigns. CRD Traffic Safety Commission provided their annual update to the CRD Transportation Committee on September 12, 2023. The Traffic Safety Commission has completed the research for the report on eMobility in the region. Media Release: CRD Traffic Safety Commission Awards Seventh Annual Cst. Sarah Beckett Memorial Scholarship (October 11, 2023). Traffic Safety Commission completed research and delivered a report on micromobility to Transportation Committee and CRD Board in Q1 2024.</p> <p>Engineering contractor retained to prepare design proposal for potential trail on Pender Island from Magic Lake Fire Hall to the island’s school. Completed the 2022 Origin Destination Household Travel Survey and presented results to the CRD Transportation Committee. Media Release: Household Travel Survey Shows Increase In Walking And Cycling (September 13, 2023). Media Release: Salt Spring Island Active Transportation Network Plan focuses on five big moves (August 8, 2023).</p> <p>Advocacy to provincial government on Motor Vehicle Act amendments to allow mobility aids to operate in bike lanes.</p>
<p>1b Support investments, expansion and equitable access to active and low carbon transportation</p>	<ul style="list-style-type: none"> • <i>Board, June 14, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, November 8, 2023</i> 	<p>Regional All Ages and Abilities cycling facility criteria to support consistent planning and reporting on implementation of the regional cycling network was received by the Transportation Committee on March 15, 2023. Increased Saturday transit service on Fulford Harbour to Ganges, including southbound service along Cusheon Lake Road for select trips effective May 6, 2023. Pender Island Parks and Recreation Commission Schooner Way Active Transportation project at 30% engineering design completion. Kimta E&N Connector construction completed.</p> <p>CRD Regional Trails Closure Policy information report provided to Transportation Committee and CRD Board. Presented Regional Trails Widening and Lighting Project funding options and directed to accelerate by inclusion of the project in the 2024-2028 Financial Plan and that staff continue to develop partnerships, pursue grant opportunities and report back with options to generate additional funds through non-tax revenue. Selkirk Trestle upgrades and Galloping Goose Regional Trail Widening & Lighting Project design and construction, loan authorization in place Q4 2023.</p> <p>Juan de Fuca Parks submitted a grant application in to develop an Active Transportation Network Plan to guide future active transportation infrastructure investments. Awaiting funding confirmation from the Province for the Juan de Fuca Active Transportation Network Plan.</p> <p>The Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program approved \$500,000 for the Mayne Island Regional Trail Phase 1 Development Project. Construction continues in Q3 2023 on Project Area 1 of the Mayne Island Regional Trail project. The focus over the next few months will be completing trail support structures, culvert extensions, and placement of base and final surface materials. Negotiations to continue into the new year for the remaining Mayne Island Regional Trail statutory right-of-way.</p>



Transportation

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Board Initiatives	Resolutions	Summary of Completed Actions
<p>1c Present options for changes in governance for transportation in the region, including the Electoral Areas</p>	<ul style="list-style-type: none"> • <i>Board, April 12, 2023</i> • <i>Board, June 14, 2023</i> • <i>Board, November 8, 2023</i> • <i>Board, December 13, 2023</i> 	<p>Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023. Media Release: CRD to gather input on regional transportation governance (June 14, 2023).</p> <p>Initiated an engagement process with municipal councils, electoral areas and agency partners on regional transportation governance. The transportation workbook was distributed to all stakeholders earlier in the summer. The completed workbooks and feedback have been requested by September 29, 2023.</p> <p>13 municipal councils, three electoral area and two partner agencies provided input to a survey on transportation governance in the region. Two First Nations indicated interest in participating in the initiative. The CRD Board directed staff to initiate concept development and analysis for a service feasibility study and develop an engagement plan. The CRD Board also endorsed three guiding principles on transportation governance. Initiated the feasibility study phase of the transportation governance initiative. Timing change due to delays in procurement of consultant services for the transportation service design and feasibility study.</p>



Housing

Residents have access to affordable housing that enhances livability.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>2a Increase supply of affordable, inclusive and adequate housing in the region</p>	<ul style="list-style-type: none"> • <i>Board, May 10, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, March 13, 2024</i> 	<p>Opened 58 units of affordable rental housing at 2782 Spencer Road in Langford in November 2022 , in partnership with the Capital Region Housing District (CRHC) through the Community Housing Fund. Opened 72 units of affordable rental housing at 210 Gorge Road in Victoria in February 2023, in partnership with the Cool Aid Society through the Regional Housing First Program (RHFP). Media Release: More than 130 affordable rental homes open in Langford (Feb 17, 2023). Opened 52 units of supportive housing at 2933 and 2949 Albina Street in Saanich in February 2023, in partnership with BC Housing and Our Place Society through Rapid Housing Initiative (RHI) Round 1. Media Release: Fifty-two new homes with 24/7 services open in Saanich (Feb 10, 2023). Opened 75 units of affordable rental housing at 2170 Charters Road in Sooke in partnership with the M’akola Housing Society through the RHFP. Project completed December 2022. Tenant move-ins began February 2023. Opened 51 units of affordable housing at Prosser Place (7612 East Saanich Road) in Central Saanich, in partnership with the CRHC through the RHFP. Opened 39 units of supportive housing at 1909 Prosser Road in Central Saanich, in partnership with BC Housing and Pacifica Housing through the RHI Round 2. Opened 45 units of supportive housing at 865 Catherine Street (House of Courage) in Victoria in partnership with BC Housing and the Aboriginal Coalition to End Homelessness through the RHI Round 2. Media Release: B.C., Canada opening supportive housing in capital region (Mar. 31, 2023). Development Permit Application to the City of Victoria submitted through Rapid Deployment of Affordable Housing process for Village on the Green redevelopment, in partnership with the CRHC though the Regional Housing First Program (RHFP). After completing the District of Saanich’s Advisory Design Panel review, the Campus View redevelopment is proceeding with a public hearing. Carey Lane, an existing 22-unit CRHC townhouse complex, will undergo a full building envelope remediation as well as upgrades to the ventilation, heating, and cooling systems. The project will provide 170 units of housing for Indigenous peoples, people with low-to-moderate incomes and people with disabilities. Media Release: Province Partners with CRD and CRHC to Build 593 New Homes (March 21, 2024). Media Release: Sixty-six affordable homes underway for Songhees Nation members (February 16, 2024). Media Release: Capital Regional District Announces Acquisition to Support Future Affordable Housing (March 1, 2024)</p> <p>Work ongoing to implement the Rural Housing Strategy.</p> <p>On August 10, 2023, a bylaw amendment to increase the annual requisition for the Land Assembly, Housing and Land Banking Service to \$85 million obtained statutory approval and the CRD may now proceed with obtaining two-thirds consent on behalf of the participating areas and consent from the Electoral Area Directors without further delay. Consent for the accompanying loan authorization bylaw for long-term borrowing will be obtained by Alternative Approval Process for the entire service area. Media Release: CRD to Increase Borrowing Authority for Housing (June 2, 2023). Elector approval for amendment to the Land Assembly, Housing and Land Banking Service bylaw approved at the December Board meeting.</p> <p>CRHC Chair and CAO met with Minister Kahlon, BC Housing Minister, to advise the Ministry of Housing of the CRD Board’s proposal to increase the borrowing authority (as per above) and request that the province consider providing up to \$170 million in funding to facilitate the development of approximately 2,000 affordable housing units across the region. Media Release: 2023 Greater Victoria Point-in-Time Count results announced (August 3, 2023). Media Release: Regional Alternative Approval Process launched to increase borrowing authority for housing (January 3, 2024). Media Release: CRD adopts bylaw to increase borrowing authority for housing (February 15, 2024)</p> <p>Throughout 2023, CRHC staff advanced the feasibility analysis and preliminary design work for potential development projects in anticipation of the 2023 Community Housing Fund call for proposals.</p>



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>3a Maximize solid waste diversion and resource recovery from waste materials</p>	<ul style="list-style-type: none"> • <i>Board, Mar. 15, 2023</i> • <i>Board, May 10, 2023</i> • <i>Board, August 9, 2023</i> • <i>Board, December 13, 2023</i> 	<p>The CRD Board approved the new Solid Waste Management Plan to reduce how much material is sent to Hartland Landfill and guide how the region’s solid waste is managed in a safe, secure and sustainable way now and in the future. The final plan includes strategies and actions for reducing and managing all streams of solid waste—including recyclables, compostable material and garbage—with an eye to extending the life of Hartland Landfill to 2100 and beyond. Media Release: CRD releases report highlighting what residents and businesses are putting in the garbage (Mar 8, 2023).</p> <p>Presented proposed amendments to the Hartland Landfill Tipping Fee Bylaw, a revised tipping fee schedule and new material bans to better encourage diversion. Media Release: Policy changes and material stream diversion initiatives at Hartland Landfill (May 12, 2023). Remain on track to procure processing for source separated materials and submit final amended Hartland Landfill Tipping Fee Bylaw for Board consideration. Submitted final amended Hartland Landfill Tipping Fee Bylaw for final Board consideration. Initiated procurement for processing of source separated materials to be banned from the landfill in 2024, including wood waste, asphalt shingles, carpet and underlay. Media Release: Changes to Residential Curbside Blue Box Recycling Service Effective January 2, 2024 (October 11, 2023) Media Release: 2024 policy changes at Hartland Landfill (December 13, 2023). Launched Phase 1 of the Hartland Landfill Waste Diversion Policies and Landfill Bans including ban on clean wood waste, changes to the tipping fee structure, introduction of the waste stream collector incentive program, increases in fine rates, reductions for early payment of fines and introduction of an education and warning ticket program.</p>
<p>3b Explore options for a regional approach to biodiversity and the protection of ecological assets</p>	<ul style="list-style-type: none"> • <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i> 	<p>CRD Staff continue with internal discussions to understand the scope and breadth of a regional approach to environmental stewardship with a focus on biodiversity and the protection of ecological assets. CRD Staff are submitting a new establishing bylaw based on internal discussions related to a regional approach to environmental stewardship, with a focus on biodiversity and the protection of ecological assets. Maintain current service level through Climate Action Service Establishing Bylaw for 2024. Media Release: CRD Releases Greenhouse Gas Inventory (October 12, 2023).</p>
<p>3c Increase resilience, community and adaptation planning to address climate related risks and disasters</p>	<ul style="list-style-type: none"> • <i>Board, October 11, 2023</i> 	<p>Launched capital region heat vulnerability mapping project with inter-municipal partners. Received Pacific Institute for Climate Solutions grant to hire a summer intern to support climate adaptation research. Hosted two inter-municipal workshops to collect information and build staff capacity related to climate projections project. Developed Capital Region Extreme Heat Information Portal, and hosted local inter-municipal, inter-agency staff workshop to share information related to forthcoming report and tool.</p> <p>Completed Electoral Area Community Wildfire Resiliency Plans. Adopted new open burning bylaw to prevent human-caused wildfire. Community Wildfire Resiliency webinar series conducted for Electoral Areas. Community Evacuation Guides completed. Media Release: Electoral Area Emergency Programs Share Household Evacuation Guides to Help Residents Prepare (May 9, 2023). Staff secured funding and are offering several Emergency Operations Centre related training.</p> <p>Electoral Area community wildfire exposure maps completed and will be shared with residents. Project is a collaboration between Islands Trust and Protective Services to prioritize wildfire mitigation efforts. Staff continue to socialize the community wildfire exposure and evacuation maps and other preparedness resources to enhance personal and community resiliency planning in the Electoral Areas. With the recent passing of the Emergency and Disaster Management Act (EDMA), CRD will be reviewing the legislation and planning program adjustments necessary to align with the new legislation. Media Release: CRD Electoral Area Wildfire Exposure Maps Show Risk (October 3, 2023).</p>



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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>3d Support energy efficient and low carbon buildings across the region</p>	<p><i>Board, October 11, 2023</i></p>	<p>Implemented and promoted Home Energy Navigator program to support retrofits in single family homes. 253 participants between November 8 2022 and February 28, 2023. Support municipalities in advancing new Energy Step Code and new Zero Carbon Step Code policy changes. Participated in Provincial Local Government Retrofit Peer network, Step Code Peer network, and the new Embodied Carbon Peer network and shared learnings with CRD Climate Action Inter-Municipal Working Group. Salt Spring Island’s rainwater harvesting rebate program was renewed for one year. Implemented and expanded existing rain barrel program for the Southern Gulf Islands. Corporate Green Building Policy and Carbon Price Policy adopted and implementation underway.</p> <p>Released 2022 Regional and Local Government Greenhouse Gas Inventory report. Developed and launched Neighbourhood Navigator pilot targeting fossil fuel heated neighbourhoods. Continued to support staff in several communities to consider Zero Carbon Step Code policy approaches.</p> <p>Supported implementation of public Climate Friendly Homes tour.</p> <p>Initiated industry consultation on energy and emission reporting for large buildings in the region, in conjunction with City of Victoria and the District of Saanich. Completed industry consultation on energy and carbon emissions (ECE) reporting for large buildings in the region, in conjunction with City of Victoria and the District of Saanich, and with participation from Town of Sidney, Township of Esquimalt, and City of Colwood.</p> <p>Promoted Building Benchmark BC participation amongst Part 3 buildings owners/managers through the ECE consultations.</p> <p>Completed home retrofit financing study.</p>



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>4a Develop mechanisms to hear more from First Nations' governments as to how they would like the CRD to approach reconciliation</p>	<ul style="list-style-type: none"> • Board, October 11, 2023 • Board, December 13, 2023 	<p>The Government-to-Government Relationship Building Initiative will, amongst other goals, invite First Nations to share their priority topics for a CRD Reconciliation Action Plan, and will provide an opportunity for Board Directors to hear directly from local Nations. Cultural perspectives training offered to CRD Board Directors and Alternate Directors. Hosted a gathering for CRD staff to learn from WSÁNEC cultural workers regarding archaeology and heritage conservation. Hosted Forum & produced Summary Report that includes feedback from Nations regarding the structure of the event as well as priority topics for collaboration. Co-hosted with WSÁNEC Leadership Council a relationship building event for Southern Gulf Islands and Salt Spring Island Directors and Commissioners. Launched Board coaching program.</p> <p>Held a site visit with T'Sou-ke Nation to discuss protected areas management and collaboration opportunities. Met with multiple First Nations regarding their priorities around water and wastewater servicing. Met with the WSÁNEC Leadership Council to continue negotiating a Solid Waste Partnership Agreement.</p>
<p>4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination</p>	<ul style="list-style-type: none"> • Board, December 13, 2023 	<p>The upcoming Government-to-Government Relationship Building Initiative is an opportunity for the CRD and First Nations to strengthen our relationship and co-create mechanisms to support respectful, reciprocal, ongoing engagement at both the leadership and operational levels. Invites from Board Chair sent to First Nations to participate. New Regional Parks land acquisition notification process launched.</p> <p>Juan de Fuca Community Parks co-hosted an open-house with Pacheedaht First Nation to gather information and identify concerns related to the replacement of playground equipment in Port Renfrew. On September 13, 2023, CRD Board adopted policy direction to support land reversion to First Nations within the island rail corridor, in accordance with a process that is informed by a reconciliation-based approach. The CRD Board Chair wrote to the Island Corridor Foundation in September to inform its Board of this direction. Staff have participated in two inter-governmental island rail corridor planning sessions, facilitated by the province. Government-to-government leadership-level meetings held with T'Sou-ke, Songhees, Pacheedaht, and Pauquachin First Nations.</p> <p>Government-to-Government relationship building initiative letters of engagement signed with Sc'ianew First Nation and the WSÁNEC Leadership Council. Implemented new staff-level quarterly meeting series with Pacheedaht First Nation. Government-to-government leadership-level meetings held with Songhees, Tsawout and Pacheedaht Nations.</p> <p>Implemented new Regional Parks land acquisition notification process and held meetings with First Nations prior to acquiring the Royal Oak Golf Course. Discussions with Nations ongoing regarding interim management guidelines and future uses of the Royal Oak property.</p> <p>Established a technical team with the T'Sou-ke Nation to discuss protected areas management and operations within T'Sou-ke's traditional territories.</p> <p>MOU negotiations in progress with Songhees Nation, Tsartlip and Tseycum First Nations via the WSÁNEC Leadership Council and Tsawout First Nation.</p> <p>Media Release: CRD and the Pacheedaht First Nation sign Memorandum of Understanding (January 30, 2024)</p>



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Board Initiatives	Resolutions	Summary of Completed Actions
<p>4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan</p>	<ul style="list-style-type: none"> • Board, June 14, 2023 • Board, July 12, 2023 • Board, December 13, 2023 	<p>Regional Parks engaging with First Nations for input into the Regional Parks Strategic Plan and the Regional Parks Land Acquisition Strategy, as well as ongoing collaboration on management plans. Feedback presented Regional Parks Committee in June for approval recommendation at the July Board meeting. Ongoing collaboration with First Nations on the conservation and protection of heritage sites, across all service delivery. Ongoing meetings with First Nations regarding Regional Parks Land Acquisition Strategy, land acquisitions, and management plans. Developed and shared with staff a Working with Indigenous Elders guidance document, to support respectful relationships where elders are interested to share their knowledge to inform CRD initiatives. First Nations Feedback on the Interim Regional Parks and Trails Strategic Plan 2022-2032 brought to Regional Parks Committee in June 2023 and approved at the July 2023 Board meeting. Partnered with Eddy Charlie and Kristin Spray of Orange Shirt Day Victoria to fly the Xe Xe Smun' Eem flag outside the CRD Fisgard Street office. Panorama Recreation is partnered with the Victoria Native Friendship Centre, The Art of Reconciliation and Indigenous artist Dahlila Charlie to host a community mosaic project inspired by Orange Shirt Day and National Day of Truth and Reconciliation. Invited First Nation participation on the Technical and Community Advisory Committee for Core Area Liquid Waste Management Planning. Invited First Nation participation on a Technical Working Group to recommend updates to the Saanich Peninsula Liquid Waste Management Plan. Invited input from First Nations regarding the transportation governance initiative. Ongoing engagement with First Nations regarding the conservation and protection of heritage sites. Environmental Protection and Integrated Water Services staff provided keynote presentation to Tsartlip community event about water and wastewater, as invited. Collaborating with T'Sou-ke and Sc'ianew regarding heritage conservation, ecological restoration and management planning for East Sooke Regional Park. Collaborating with the W̱SÁNEC Leadership Council on management planning for Mount Work Regional Park. Collaborated with Tsawout First Nation on mosquito management at Island View Beach Regional Park. Partnering with T'Sou-ke and the District of Sooke on the Sooke River Knotweed Control Project.</p> <p>Invited input from First Nations in the development of the HWMET'UTSUM Community Park Interim Management Approach on Salt Spring Island. Invited First Nations to participate in the Canada Goose Regional Working Group.</p>
<p>4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations</p>	<ul style="list-style-type: none"> • Board, May 10, 2023 	<p>Partnered with Greater Victoria Harbour Authority, City of Victoria, and the South Island Prosperity Partnership to develop an Indigenous Business Directory for the south island to support enhanced procurement from Indigenous businesses. Media Release: New Business Directory Supports Indigenous Entrepreneurs (June 7, 2023). Released CRD Indigenous Employment Project Reports: Summary Report, Full Findings Report, and Wise Practices Report for Indigenous Employment and Culturally Safe and Supportive Workplaces. Proposed a new HR position for 2024 service planning, to lead the development of an Indigenous Employment Strategy. Funded solid waste bin removal to support a community clean-up for the Pacheedaht First Nation (Q1 - Q2 2023). Provided draft updated water service agreements to T'Sou-ke Nation, Esquimalt Nation, Sc'ianew First Nation and Pauquachin First Nation. Met with Sc'ianew First Nation and Esquimalt Nation to discuss. Provided a draft updated wastewater service agreement to Pauquachin and Tseycum First Nations. Meeting scheduled and confirmed with Esquimalt and Songhees to discuss wastewater projects and capacity in December 2023. Met with a member of Tsartlip First Nation to discuss opportunities for the Water Supply Area to provide wood for carving. Spring Salmon Place Campground Operating Agreement between CRD and T'Sou-ke Nation. Ongoing meetings with Pacheedaht to discuss solid waste management partnership opportunities. Provide firewood to First Nations as available.</p> <p>Met with Pauquachin First Nation and Esquimalt Nation to discuss water and wastewater service agreements. Met with Sc'ianew First Nation to discuss water service agreement. Regional Housing offered support to the Songhees Nation's affordable housing initiative, announced February 2024. Providing mapping support for Esquimalt Nation as requested. Sent a letter to Te'muwx Treaty Association confirming that the Regional Growth Strategy does not prevent water and wastewater servicing to treaty settlement lands.</p>



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities</p>	<ul style="list-style-type: none"> • <i>Board, April 12, 2023</i> • <i>Board, Aug. 9, 2023</i> 	<p>Operationalized. Corporate Advocacy Dashboard updated and included in CAO quarterly report. A complete list of all advocacy correspondence is available on the Board Advocacy webpage. The CRD Board approved an updated CRD Advocacy Strategy on August 9, 2023.</p> <p>Administrative Policy for Intergovernmental Relations information report provided to Board.</p>
<p>5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses</p>	<ul style="list-style-type: none"> • <i>Board, May 10, 2023</i> • <i>Board, October 25, 2023</i> • <i>Board, March 13, 2024</i> 	<p>The 2023-2026 CRD Corporate Plan has been developed in alignment with this priority. Additional information has been included in the plan to support the Board’s understanding of how the three lenses impact future initiatives and activities. All staff report templates updated to include decision-making considerations for First Nations reconciliation, equity, diversity and inclusion, and climate action lenses. 2024 Service and Financial Planning Guidelines approved by Board. Committees and commissions will consider service plans (Community Need Summaries) for 2024 between September and October 2023. The CRD Board approved the 2024 service plans (Community Need Summaries) and provisional Financial Plans on October 25, 2024 following their deliberation. These documents form the foundation of the CRD budget. Media Release: CRD and CRHD look for public feedback on the 2024 provisional financial plans (October 30, 2023). The Board approved the 2024 to 2028 Financial Plan on March 13, 2024. Media Release: CRD and CRHD 2024 financial plans approved (March 14, 2024).</p> <p>The Human Resources and Corporate Safety Strategic Plan is in the final stages of design and being refined based on re-organizational planning. Completion is expected in Spring 2024.</p>
<p>5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies</p>	<ul style="list-style-type: none"> • <i>Board, December 13, 2023</i> • <i>Board, February 14, 2024</i> • <i>Board, March 13, 2024</i> 	<p>The CRD has established a statement of Commitment to Equity, Diversity and Inclusion (EDI) to guide internal decisions and policies. Staff training and awareness courses ongoing through 2023. Staff have secured a training specialist for the Equity, Diversity and Inclusion initiative. Staff training for applying the EDI lens for staff reports will be prioritized. Accessibility Advisory Committee established and Terms of Reference approved. Staff have defined the scope of deliverables and learning outcomes for the EDI training seminar for CRD Board members. Consultants have been engaged to secure dates for the Equity, Diversity and Inclusion (EDI) training which will now be offered slightly earlier than anticipated. The Accessibility Advisory Committee’s inaugural meeting was held in October and orientation is underway.</p> <p>Board Code of Conduct Bylaw and Member Statement of Commitment approved at the March 2023 Board meeting. Delivered Equity Diversity and Inclusion (EDI) training seminar (Inclusion Literacy and Board Readiness) for CRD Board members January 31, 2024. Filled staffing vacancy for Manager of Equity, Diversity, Inclusion and Accessibility. Corporate Accessibility Plan reviewed by the Accessibility Advisory Committee on March 19, 2024.</p>



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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>5d Foster greater civic participation among diverse community members</p>	<ul style="list-style-type: none"> • Board, December 13, 2023 • Board, February 14, 2024 	<p>The 2023-2026 CRD Corporate Plan includes initiatives to review and enhance engagement practices, tools and frameworks in alignment with this priority. The CRD engagement platform Get Involved hosts initiatives and campaigns that have public participation components. Presentation at the December 2023 Governance committee on provincial engagement tool. Staff presented an overview of CRD Engagement practices and platforms to the February Governance Committee. The CRD has an existing engagement platform in place and is planning to review and update its public participation framework in 2024, ahead of running a competitive procurement process for online engagement solutions in 2025. Media Release: The CRD invites members of the public to learn more about the 2024 Provisional Financial Plan (January 3, 2024). Media Release: Community consultation begins to determine best use for Biosolids (January 11, 2024). Media Release: Have Your Say! CRD Regional Parks and Trails Resident Survey Seeks Input from Invited Residents (January 23, 2024)</p> <p>Project charter for website redesign finalized. Procurement process and internal analysis underway for website redesign project. Scope refinement and contract negotiations underway for work to start early 2024 on the website redesign project. Website Redesign Project contract awarded January 2024. Creative and technical planning underway.</p> <p>The Strategic Communications and Engagement Plan is in the final stages of design and being refined based on re-organizational planning. Completion is expected in spring 2024.</p>
<p>5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation</p>	<ul style="list-style-type: none"> • Board, July 12, 2023 	<p>Hosted the Development and Planning Advisory Committee on January 16 and March 13, 2023. Initiated research and analysis to support CRD Regional Housing and local governments to take action on housing and development challenges. The Planning and Protective Services Committee approved a grant application to the Union of BC Municipalities (UBCM) Complete Communities Fund for a regional growth and mobility study. Recipient of a UBCM Complete Communities grant to undertake a regional growth and mobility study.</p> <p>The timing for a policy white paper has shifted with newly announced provincial legislation on housing, land use and transit-oriented development. Staff will prepare a Growth and Mobility study to document the cumulative housing, transportation and infrastructure impacts of growth to support informed land-use decision making. Initiated Growth and Mobility Study (including project charter and scope of work for consultants).</p> <p>Staff brought forward a report on timing and implications of the work required to consider an update to the Regional Growth Strategy in 2026 in March 2024.</p>

August 2023

Advocacy Strategy for the Capital Regional District

Responding to community needs, the Capital Regional District (CRD) Board of Directors identify priorities and set the strategic course for the CRD over a four-year period, including an annual check-in and review of Board Priorities. For the 2023-2026 mandate, the CRD Board agreed to focus on five strategic priorities. As regional leaders, members of the CRD Board have and continue to be active in their advocacy on several policy initiatives that flow from these priorities.

To be effective in gaining the support of senior orders of government, local government, and partners, the Priorities agreed to by the Board will remain the basis of the advocacy strategy, unless updated by the Board annually, or supplemented by resolutions of the Board to advocate on specific initiatives. A successful advocacy strategy should be targeted, focused, and requires message discipline and consistency. Those we are advocating to need to understand what our priorities are and that we are committed to advancing them. The Board Priorities are organized under five themes with defined initiatives and desired outcomes. Role clarity, clear communication and reporting is essential for both elected officials and staff to enhance effectiveness and portray the strength of common cause.

Board Priorities (2023 – 2026 Term) and associated outcome statements

Transportation

Residents have access to convenient, green, and affordable multi-modal transportation systems that enhance livability.

Housing

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Governance

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A key initiative within the Governance priority is to “Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities”.

Within the legislative framework which the Board and administration of the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) operate, the Board, its members and staff must work collaboratively to address multi-jurisdictional issues that impact the wellbeing of the region’s residents. Board governance includes region wide general government and legislated authority as well as mandated and agreed on participant based sub-regional and local service delivery responsibilities that require infrastructure, regulatory, legislative, financial, and operational support, to evolve and remain efficient and effective.

Residents and rate payers expect progressive action by the CRD to solve problems and advance regional, sub-regional, and local priorities within its mandate in partnership and collaboration with other authorities. As orders of government, the CRD and CRHD are delegated powers to operate by the Province of British Columbia and as corporate entities and publicly accountable authorities, can enter into agreements, partnerships with other public authorities, other corporate entities, and individuals. The CRHC is a wholly owned non-profit corporation of the CRD. Each entity may delegate or direct certain responsibilities including advocacy, however decisions of record, including the priorities for advocacy are established by resolution of each individual Board.

Advocacy Strategies

For issues that require regional action outside the CRD’s mandate, the Board can leverage the collective voice of its members, partners, and staff to contribute its experience and resources to advance solutions and achieve greater outcomes. As a member of the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Vancouver Island Coastal Communities, and with member, director, or staff representation in a variety of other organizations, the CRD has an opportunity advance our priorities and initiatives or seek the support of these bodies as part of its advocacy strategy. Through its governance and service delivery mandate, the CRD also has the opportunity to directly advocate to the Provincial and Federal Government, government Ministries, appointed bodies and agencies and to partner with other entities. There may also be an opportunity this term to work more closely with First Nations on issues as outlined in the Board priority.

Board Advocacy

Agreed on Board Priorities are the basis of the Board advocacy and the process for adding to those priorities is by Board resolutions with follow up actions typically directed through the Board Chair or the Executive Leadership Team. The Board Chair may ask for the support of other Directors to assist with efforts based on relationships, expertise, and experience or participant jurisdiction and geography. While the Board collectively has responsibility for the interests of the electoral areas, it has included or may delegate specific advocacy to the electoral area Directors for those areas. The Board may decide this term to pursue a focused more assertive strategy on a particular matter of importance at selected times during this term.

Inter-Regional Municipal and Electoral Area Advocacy

Board Priorities are only as strong as the support for them in our communities and working with the municipalities and electoral areas to ensure they support Board initiatives is key. The Board Chair, working directly with Board members, and the CAO working directly with Municipal CAOs should engage with elected officials and senior CRD, municipal and electoral area staff to ensure that there is a clear understanding of Board priorities, while identifying and responding to any divergent priorities to ensure alignment within any advocacy initiatives. The Advocacy Strategy needs to align with the Board approved Intergovernmental Relations Policy.

Corporate Advocacy

The CAO will lead corporate advocacy based on Board direction and the Corporate Plan. The CAO will lead the staff efforts on how best to drive initiatives forward with the right agreements and protocols with other organizations and has delegated authority from the Board to enter into agreements including memorandums of understandings with other agencies. The CAO will work closely with the Chair and play a major role in supporting the Chair and Board in advocacy efforts and will update the Board quarterly.

An advocacy strategy must be flexible, nimble and pivot on emerging issues or opportunities and the CAO will respond to and assign specific priorities and strategies for action. The Board Priorities Quarterly Dashboard progress report tracks resolutions of the Board, current initiatives, and planned actions related to advocacy as well as other priorities.

Advocacy can include formal letters, requests for meetings, presentations, partnering with agencies, campaigns, advisories, and announcements. Strong relationships with media who cover the CRD are essential to an effective advocacy strategy and engagement and outreach to editorial boards and media briefings, releases, and advisories as well as the CRD website and social media posts are effective tools.

Service Mandate and Operational Advocacy

Under the direction of their General Manger, CRD staff participate in many conversations with regulators and policy makers on efficient and effective service delivery approaches, and with organizations that engage with senior orders of government on policy and implementation. The Executive Leadership Team will coordinate communications with senior orders of government on policy and implementation to ensure alignment with Board direction, service mandate, and consistency of messaging in any advocacy.

Over the past few years, local government associations and related organizations have increased their role in advocacy for the municipal sector. The CRD needs to stay active in these organizations and drive our issues into and through their process. At times, senior orders of government will only consider policy changes that have been approved by these voices for our sector.

Potential Advocates

The following parties have been recognized as potential advocates and have been categorized based on each stakeholders' potential ability to influence the CRD's work (positively or negatively) or according to each stakeholder or groups interest in CRD and whether they are internal or external to the organization.

A Primary Level stakeholder or group interest has or may be identified as a result of a delegated authority, partnership agreement, contract or operating agreement, funding agreement, grant, or other formal relationship or understanding with the CRD.

A Secondary Level stakeholder or group interest has or may be identified as a result of receiving a service or benefit, in a contract, operating agreement, funding agreement or through a secondary or related affiliation with a primary group or stakeholder or having a mandate aligned with the CRD.

Internal stakeholders or groups include individuals or groups that have a duty or direct affiliation with the CRD or whose organizations participate directly or have a formal relationship with the CRD.

External stakeholders of groups include individuals or groups whose decision-making authority either directly impacts the CRD at a Primary Level or whose decision-making authority influences the CRD at a Secondary Level.

This categorization provides a focus for advocacy and communications activity by identify primary and secondary advocacy relationships and the preferred approach for advocacy.

Advocacy Internal/External Stakeholders

Advocacy	Internal	External
Primary Level	<p>Board Members and, Alternates</p> <p>Member municipal councils</p> <p>Delegated CRD Commission Members including First Nations Members</p> <p>Local Area Elected Officials</p> <p>Local Area CAOs</p> <p>Local Area Senior Staff</p>	<ul style="list-style-type: none"> • Premier’s office • Province: Ministers, Ministers’ offices, and Deputy Ministers of select Government of BC ministries and Opposition Leaders • Vancouver Island Region MLAs • Federal Government: Vancouver Island Region MPs, Ministers, and staff of select ministries • First Nations
Secondary Level	<p>Agencies and organizations, including First Nations who have entered into formal agreement with the CRD.</p> <p>CRD representatives appointed to an affiliated governance body</p>	<ul style="list-style-type: none"> • First Nations • Federation of Canadian Municipalities • Union of BC Municipalities • Association of Vancouver Island Coastal Communities
Operational Level	<p>ELT and designated staff who participate in various external initiatives, committees, and groups as a representative of the organization.</p>	<ul style="list-style-type: none"> • Membership in various Professional Associations, Boards and Groups • Engagement work with Federal, Provincial, Institutional and Local Government staff. • Engagement with Crown and Non-profit bodies aligned and mandated to advance similar priorities.

Advocacy Approach

Advocate	Objectives	Methods
<p><u>Board</u> Includes Board Members and Alternates</p>	<p>Advance Board priorities and actions required by other orders of government to address regional issues.</p>	<p>Board resolutions reported and conveyed to the media and appropriate party by way correspondence and follow up meetings as required.</p>
<p><u>CRD Member Representatives</u> Member municipalities and Local Area Elected Officials. Designated CRD Commissions and Commissioners, including Frist Nations Members</p>	<p>Coordinate actions based on shared interests and in support of shared goal to improve regional outcomes.</p>	<p>Advance Board and Corporate priorities as identified by the CRD Board and included in the Corporate Plan and other approved CRD Strategies when aligned with municipal and commission interests.</p>
<p><u>Intergovernmental Relations</u> A framework for establishing and maintaining effective relationships with other orders of government,</p>	<p>Convey one regional voice on issues.</p>	<p>Ensure municipal partners are aware and involved as appropriate in advocacy efforts.</p>
<p><u>Partnerships</u> Agencies and organizations, including First Nations, who have entered into formal agreement with the CRD and/or a CRD representative is appointed to a governance body of that organization.</p>	<p>Identify shared interests as a result of delegated authority, partnership agreement, contract or operating agreement, funding agreement, grant, or other formal relationship or understanding.</p>	<p>Advance Board and Corporate priorities as identified by the CRD Board and included in the corporate plan and other approved CRD Strategies when aligned with agencies and organization’s interest.</p>
<p><u>Staff</u> ELT and designated staff who participate in various external initiatives, committees, and groups as a representative of the organization when adhering with corporate policy and/or by professional affiliation.</p>	<p>Communicate formal CRD policy or position and share professional expertise. Act on behalf of the organization to advance initiatives in support of Board and Corporate Priorities.</p>	<p>Advance Board and Corporate Priorities as identified by the CRD Board and included in the Corporate Plan and other approved CRD Strategies when aligned with external agencies and organization’s interests.</p>



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
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	Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023.
22-01-01	Vancouver Island Rail Corridor	Request the federal government to provide an update on their position regarding the protection of the Island Rail Corridor.	✓			✓	Letter to MP Randall Garrison Letter to MP Laurel Collins Letter to MP Alistair MacGregor Letter to Minister Fleming Letter to Minister Alghabra Letter from Minister Fleming Meeting with MP Alistair MacGregor August 17, 2022 Letter from Minister Alghabra Letter to Minister Alghabra Letter to Minister Miller Letter from MP Alistair MacGregor Letter from MP Gord Johns Letter to Chair, Island Corridor Foundation Letter to Deputy Director, South Coast Region MOTI	March 31, 2023 Funding Agreement signed between the Province and the CRD to enable engagement in short and long-term planning for the Island Rail Corridor in collaboration with First Nations and local governments impacted and/or bisected by the Corridor.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-01-01	Active Transportation Infrastructure Investment	Request the Provincial government to secure funding support for the Trails Widening and Lighting Project.	✓			✓	Letter to Minister Fleming	
24-01-01	Intersection Safety Camera Program	Request the Provincial government to expand the Intersection Safety Camera Program.	✓			✓	Letter to Minister Farnworth Letter from Minister Farnworth	
24-01-02	Amendment of the BC Motor Vehicle Act	Request the Provincial government to amend the BC Motor Vehicle Act to allow electric wheelchairs, mobility scooters, and micro mobility devices to operate in designated bike lanes and/or routes.	✓			✓	Letter to Minister Fleming Letter from Minister Fleming	
24-01-03	Province-wide Trip Reduction Program	Request the Provincial government to create a province-wide Trip Reduction Program.	✓			✓	Letter to Premier Eby	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-06-01	Explore funding opportunities with the Province to further advance affordable housing in the Capital Regional District	To enter a Memorandum of Understanding with the Province to partner on housing projects to increase the delivery of affordable housing in the Capital Regional District.	✓			✓	Chair, CRHC and CAO attended in person meeting with Minister Kahlon at UBCM on Sept. 19, 2023. Letter to Minister Kahlon Letter to MLAs Letter to Premier Eby *Note Premier Eby forwarded the letter to Minister Kahlon Letter from Minister Kahlon	
23-06-02	Secondary Suite Incentive Program	Request the Province to include Electoral Areas in the Secondary Suite Incentive Program.	✓	✓		✓	Letter to Minister Kahlon	
23-06-03	Housing needs in Electoral Areas	Support for Mike Harcourt to advocate for rural housing solutions.	✓	✓		✓	Letter to Mike Harcourt	
23-06-04	Drake Road Housing Project on Salt Spring Island (SSI)	Request the Province to expedite the completion of the Drake Road supportive housing project on SSI.	✓	✓		✓	Letter to Minister Kahlon Letter from Minister Kahlon	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
24-06-01	Inclusion of alternate forms of housing within the BC Building Code	Request the Province to review the inclusion of alternative forms of housing within the BC Building Code.	✓			✓	Letter to Minister Kahlon	



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.	
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.
20-02-02	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	CARIP was replaced with the Local Government Climate Action Program (LGCAP) with approved funding through 2024.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-02-01	Update of Marine Invasive Species List	Ask provincial and federal government to list the red algae <i>Asparagopsis</i> on its invasive species list and review the aquaculture permitting requirements.	✓			✓	Letter to Minister Ralston Letter to Minister Murray Letter from Minister Murray	
24-02-01	Long-Term Biosolids Management Plan	Request for a meeting with the Minister of Environment & Climate Change Strategy to seek an extension for the submission date of the Long-Term Biosolids Management Plan.	✓			✓	Letter to Minister Heyman Board Chair and CAO met with Minister Heyman on June 6, 2024 Letter from Minister Heyman Letter to Minister Heyman	
24-02-02	Boat related issues in the Capital Region	Invite provincial and federal Ministers and their staff to participate in a regional workshop on collaborative action to resolve boat related issues in the capital region.	✓			✓	Letter to Minister Cullen Letter to Minister Guilbeault Letter to Minister Rodriguez Letter to Minister Lebouthillier Letter to Elizabeth May, MP Letter to Adam Olsen, MLA	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-03-01	First Nations Reconciliation	Enhance Indigenous reconciliation at the community level.	✓			✓	<p>Letter from Minister Robinson identifying the opportunity to meet with Snr. Provincial staff from the Ministry of Indigenous Relations and Reconciliation.</p> <p>Letter to Ministers Fraser and Robinson Letter from Minister Robinson Met with senior provincial staff on March 7, 2019 and agreed to follow up as required. Letters to MPs (Collins, Garrison, MacGregor and May) Letter to JOLEP (Tsartlip First Nation) Chief and Council Forum of All Councils took place on November 28, 2019.</p>	Ongoing
22-03-02	First Nations Reconciliation	Secure Provincial capacity funding to support government to government relationship building with First Nations to support efforts towards reconciliation.	✓			✓	<p>Board Chair met with Minister Rankin to communicate the need for Provincial capacity funding on August 12, 2022.</p>	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
22-04-01	Greater Victoria Harbour Authority (GVHA)	Advocate for funding for the GVHA Shore Power Project	✓			✓	Letter to Minister LeBlanc seeking federal support Letter from Minister LeBlanc Letter of Support to Transport Canada	
22-04-01	Speculation & Vacancy Tax – SSI Electoral Area	Advocate that Speculation & Vacancy Tax be applied to the Salt Spring Island Electoral Area	✓			✓	Letter to Minister Robinson Letter from Minister Robinson Letter to Minister Conroy Letter from Minister Conroy	
23-04-01	Recapitalization of the Island Coastal Economic Trust	Ask the provincial government to recapitalize the Island Coastal Economic Trust.	✓			✓	Letter to Minister Bailey	
23-04-02	Increased high-speed broadband connectivity for the Jordan River and Shirley communities.	Advocate for funding from the Connecting Communities BC Fund to support increased high-speed broadband connectivity for the Jordan River and Shirley communities.	✓			✓	Letter to Ministry of Citizens’ Services	
23-04-03	Intergovernmental relationship building with Minister of Municipal Affairs	Introductory meeting to discuss issues of mutual interest.	✓		✓	✓	Board Chair and CAO met with Minister Kang on April 27, 2023.	Ongoing dialogue regarding best practice as to how Electoral Areas could be supported in future granting opportunities.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-04-04	Capital Region Emergency Service Telecommunications (CREST)	Advocate for the implementation of a call answer levy on cell phone devices and that the revenue be available to the CRD to fund the CREST service.	✓		✓	✓	Letter to Minister Farnworth Letter from Minister Farnworth	
24-04-01	Emergency and Disaster Management Act	Advocate for time, funding and supports from the province and for clarification in the legislation regarding responsibility for infrastructure.	✓	✓		✓	Letter to Premier Eby, Minister Ma and Minister Heyman Letter from Minister Ma	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-07-01	Advocacy for the Salt Spring Island Electoral Area	Support for Farmland Trust’s funding application.		✓		✓	Letter of Support	
		Support for the Universal Broadband Fund application.		✓		✓	Letter to CityWest	
		Support for Kings Lane affordable housing project.		✓		✓	Letter of support	
		Support for SSI Chamber of Commerce as official provider of community visitor services.		✓		✓	Letter to Destination BC	
		Support for Vision Zero application.		✓		✓	Letter of support	
		Support for Salt Spring Elementary Parent Advisory Council application.		✓		✓	Letter of support	
		Support for Tourism Growth Program application.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-07-02	Advocacy for the Southern Gulf Islands Electoral Area	Support for New Horizons' grant application.		✓		✓	Letter to Chair, Pender Island Health Care Society	
		Support for the Rural Islands Economic Partnership Society's (RIEP) application to fund the expansion of the RIEP's Rising Tide Business Services.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	
		Support for New Horizons' grant application.		✓		✓	Letter to Employment and Social Development Canada	
		Support for the Connected Coast Project.		✓		✓	Letter to CityWest	
		Support for REDIP Economic Diversification application by the Islands Futures Society of Gabriola Island for Islands Alive Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	
		Support for application by the SGI Community Resource Centre and the Housing NOW Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for the AquaLink Application by the SGI Tourism Partnership Funding.		✓		✓	Letter to Rural Economic Diversification and Infrastructure Program	
		Support for the Salish Grove Affordable Housing Project by Mayne Island Housing Society.		✓		✓	Letter of support	
		Support for the Galiano Affordable Living Initiative (GALI) Project application to the BC Housing Community Housing Fund.		✓		✓	Letter of support	
		Support for the Pender HANDY-Dart Taxi Pilot Project by Moving Around Pender Alternate Transportation Society.		✓		✓	Letter of support	
		Support for the Galiano Island Recycling Resources Society Grant application to the Plastics Action Fund.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for the SGI Neighbourhood House Society application for a community gaming grant.		✓		✓	Letter of support	
		Support for Green Municipal Fund’s Study Grant Program.		✓		✓	Letter of support	
		Support for Building Communities Through Arts and Heritage Grant Program.		✓		✓	Letter of support	
		Support for Infrastructure Canada’s Rural Transit Solutions Fund application.		✓		✓	Letter of support	
		Support for redesignation of the SGI Tourism Partnership as the Destination Marketing Organization to receive Municipal and Regional District Tax revenues.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for Green Municipal Fund's Study Grant Program Application.		✓		✓	Letter of support	

No Associated Board Priority



Advocacy Dashboard

Quarter 2 – 2024



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
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
20-05-03	Request the province to 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	Ongoing
20-05-04	Write to UBCM and FCM asking them to advocate to the Federal Government to broaden the guidelines of Community Works Funds for capital and operating expenditures as a result	Asking for relaxed guidelines in light of economic and financial impacts for up to one year subject to local government due diligence and as long as expenditures are in the public interest.	✓	✓			Letter to UBCM and FCM Board Chair and CAO - call with FCM on May 21 Board Chair and CAO - call with UBCM on June 4 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	Ongoing

No Associated Board Priority



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

No Associated Board Priority



Advocacy Dashboard

Quarter 2 – 2024



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-05-01	Opioid Overdose Crisis	Advocate the provincial and federal government to declare the overdose crisis a national public health emergency and develop comprehensive action plans.	✓		✓	✓	Resolution to UBCM and AVICC.	Ongoing
23-05-02	Mobile Youth Services Team	Ask the province to support the Pacific Centre Family Services Association’s Mobile Youth Services Team.	✓				Letter to Minister Dean *Note: Minister Dean forwarded the letter to Minister Farnworth Letter from Minister Farnworth	Completed
23-05-03	Letters of congratulations to locally elected First Nations Leaders	Relationship building, discuss issues of mutual interest and establish means of communication.	✓		✓	✓	Letter to Pauquachin First Nation Letter to SxÁUTW Letter to x^wsepsum Letter to Sc’ianew Letter to T’Sou-ke Nation Letter to Pacheedaht Nation	

**Capital Regional District
Quarterly Operating Variance Report - Q1, 2024
Service Budgets Greater than \$1,500,000**

Service Number	Service Description	Operating Expenses							Operating Revenue						
		Year to Q1				Annual Forecast			Year to Q1				Annual Forecast		
		Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2023 % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2023 % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
1.010	Legislative & General	39,599,526	9,418,316	24%	20%	38,788,250	2%	Savings are primarily related to one-time staff vacancies, hiring delays, and the timing of costs for the S/4Hana conversion project in 2024.	39,599,526	6,879,835	17%	18%	39,160,887	1%	Half of revenue is derived from allocations to other services; one-third is funded by requisition, with balance from reserves, grants and other revenue. Savings forecasted due to reduction in reserve funds being required for project salary and consultancy costs.
1.105	Facility Management	2,151,733	447,055	21%	23%	2,150,000	0%	Service is facilities management services delivered to CRD HQ and satellite facilities. Savings experienced in Q1 due seasonal variance in expenditures and temporary vacancies, forecast to with offset of additional auxiliary staffing.	2,151,733	437,506	20%	25%	2,150,000	0%	Revenues derived from delivery of service to other services and projected to remain on plan for the year.
1.106	CRD Headquarters Building	2,204,840	533,096	24%	28%	2,205,000	0%	Service experienced no significant variance in operating costs during Q1 and is projected to be on plan for the fiscal year.	2,204,840	542,695	25%	25%	2,205,000	0%	Service provides office space to other CRD services and is forecasted on plan.
1.112	CRD Regional Grant in Aid	1,609,336	-	-	-	-	100%	CRD raised the funds in 2013-2015 through tax requisition specifically for one-time funding request from Island Corridor Foundation (ICF). The timeline hasn't been established for the distribution of the funds.	1,609,336	1,586,855	99%	100%	1,609,336	0%	Service revenue is 100% surplus carryforward.
1.226	Health Facilities - VIHA	1,776,222	152,839	9%	11%	1,775,000	0%	Service provides leased buildings to VIHA, and is 100% recovered from tenant. Q1 is on budget, with reserve transfers representing a large proportion of the budget to be made later in the fiscal year.	1,776,222	386,283	22%	23%	1,775,000	0%	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	19,684,346	3,346,876	17%	16%	19,680,000	0%	Service experiences a seasonal nature to expenditures, primarily weighted to Q2 and Q3. Payroll savings will be redirected to other projects that are currently experiencing resource constraints.	19,684,346	959,005	5%	6%	19,690,000	0%	Revenues are primarily from requisition and are on plan.
1.297	Arts Grants & Development	3,208,277	105,141	3%	3%	3,208,000	0%	Service is a grant funding service, which had limited grant distribution in Q1. Projecting to disburse remaining budget for grant funding to arts organisations in the remaining quarters.	3,208,277	187,689	6%	6%	3,208,000	0%	Revenues are primarily from requisition and are on plan.
1.309	Climate Action and Adaptation	2,864,096	427,359	15%	14%	2,850,000	0%	Operational services are continuing as planned, and forecasted to be in line with budget for the year.	2,864,096	334,253	12%	5%	2,870,000	0%	Revenues are primarily from requisition, and forecast slightly above plan due to additional grant revenue.
1.310	Land Banking & Housing	3,679,545	435,825	12%	14%	3,604,545	2%	Forecasting one-time salary savings due to staff turnover and hiring challenges.	3,679,545	559,788	15%	13%	3,733,545	-1%	Revenues are approximately 54% requisition, 22% grants, and 24% allocation recoveries and surplus carryforward. Forecasted on plan.
1.311	Regional Housing Trust Fund	4,178,799	8,369	0%	0%	43,799	99%	Expenses are driven by internal and external grants, with timing contingent on external factors such as municipal approvals. Any surpluses are carried forward. Forecasted on plan with approximately \$3.2 million of committed grants to be disbursed to be disbursed to projects in 2027 and 2028.	4,178,799	3,320,507	79%	71%	4,211,599	-1%	Revenues are 77% surplus carryforward, 17% requisition and 6% other. Forecasted largely on plan with slightly higher revenues due to unanticipated donations.
1.313	Animal Care Services	1,737,305	450,412	26%	29%	1,763,365	-1%	Forecasted expenses are slightly above budget due to increased auxiliary staff and overtime costs due to temporary staff vacancies.	1,737,305	459,642	26%	25%	1,789,424	-3%	Service is funded approximately 28% from requisition, 56% from contract revenue, 14% from dog tag sales and 2% from other. Forecasted surplus is due to higher than expected adoption fee revenue and additional contract revenue from the service contracts.
1.318	Building Inspection	2,241,973	449,257	20%	22%	2,191,900	2%	Operating expenses are on plan, with some annual savings forecasted for temporary staff vacancies that will continue into Q2.	2,241,973	245,410	11%	23%	2,241,900	0%	Service is funded approximately 65% by permit fee revenue, with the balance funded by requisition and reserve. Permit fee revenue is lower than expected in Q1, but forecasted to be made up in Q2 and Q3 from several large projects on SSI that will generate additional permit fee revenue.
1.324	Regional Planning Services	2,227,436	337,122	15%	21%	2,177,436	2%	Operating expenses are on expected to be lower than budget due to savings from temporary staff vacancies.	2,227,436	283,550	13%	5%	2,222,700	0%	Revenue is approximately 60% requisition, 37% operating reserve and 3% other. Overall revenue is forecasted on plan.
1.40X	SEAPARC	5,243,766	1,010,450	19%	23%	5,245,000	0%	Service has a seasonal nature to operating expenses. In line with service delivery, 2024 operations are projected higher than 2023 due to the recovery from pandemic conditions and the contribution of the fitness gym. Forecasted in line with budget for the year.	5,243,766	510,506	10%	11%	5,245,000	0%	Revenues are approximately 62% from requisition; 38% from fees and other. Service is projected to be on plan for the year.
1.44X	Panorama Rec. Center	10,810,738	2,092,397	19%	20%	10,810,000	0%	Service utilization recovered from pandemic conditions. Due to seasonal nature of service full year expense projected to be in line with budget.	10,810,738	1,549,071	14%	14%	10,810,000	0%	Revenues are approximately 51% from requisition; 49% from fees and other. Service project to be on plan for the year.
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,439,891	584,028	24%	32%	2,398,891	2%	Forecasting operating expenses will be under budget due to decreased fuel costs, and lower wages due to temporary staff vacancies.	2,439,891	155,456	6%	7%	2,425,891	1%	Forecasting operating revenue will be slightly under budget due to lower facility rental revenue. Revenue from the pool recreation programs is expected to be on budget.

**Capital Regional District
Quarterly Operating Variance Report - Q1, 2024
Service Budgets Greater than \$1,500,000**

Service Number	Service Description	Operating Expenses							Operating Revenue						
		Year to Q1		Annual Forecast					Year to Q1		Annual Forecast				
		Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2023 % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2023 % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
1.521	Environmental Resource Management	38,751,084	8,575,818	22%	23%	38,801,084	0%	Operational services are continuing as planned. Experienced increased costs with emerging leachate management issues and continued shredder pilot.	38,751,084	8,837,731	23%	29%	38,551,084	1%	Tippling fee revenues higher due to an increased quantity of RTF residuals being received. Excessive disposal of banned materials resulting in more tickets being issued. RNG Net Sales Revenue will be lower due to the postponed project completion date of the Hartland Biogas Upgrading Facility Plan construction.
1.576	Environmental Engineering Services	3,007,695	638,952	21%	23%	3,000,000	0%	Service provides engineering and project management services to multiple services across the CRD's recreation and environmental management services. Small savings in Q1 from temporary staff vacancies, but not anticipated to continue throughout the year.	3,007,695	674,151	22%	25%	3,000,000	0%	Revenues are driven by providing services to other CRD services which continue to operate as planned. Recovery revenue from CRD service forecasted to be in line with annual budget.
1.577	IW - Environmental Operations	14,549,517	3,059,617	21%	22%	14,343,980	1%	Overhead service budget, continuing to deliver services as planned. Expenditures forecasted under budget largely due to temporary staff vacancies.	14,549,517	3,622,609	25%	23%	14,519,612	0%	95% of revenue is driven by labour recovery, providing services to other CRD services. The remaining 5% of revenue is from reserves' transfer to cover one-time costs. Recovery revenue from CRD services forecasted to be slightly below annual budget due to staff vacancies.
1.578	Environmental Protection and Water Quality	9,337,895	2,170,408	23%	25%	9,187,895	2%	Overhead service budget, continuing to provide service as planned. Forecast largely on plan, with some minor savings on temporary staff vacancies.	9,337,895	2,357,226	25%	26%	9,330,000	0%	Revenues are driven by providing services to other CRD services that continue to operate as planned.
1.911	911 Systems	2,606,719	388,025	15%	15%	2,612,919	0%	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.	2,606,719	588,338	23%	23%	2,616,719	0%	Sources of revenue are fixed source requisitions, lease revenue, and variable 911 levies received from phone carriers and are on plan.
1.921	Regional CREST	1,932,993	500,274	26%	25%	1,935,137	0%	This is a contribution service that provides support to CREST based on service agreement. Operating expenses are on track with budget	1,932,993	96,942	5%	5%	1,930,493	0%	Operating revenues are primarily requisition and are on plan.
2.610	Saanich Peninsula Water Supply	7,892,266	1,292,483	16%	18%	7,892,000	0%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be in line with budget.	7,892,266	1,314,861	17%	17%	7,892,200	0%	Revenues are driven by seasonal water sales. Demand is forecast to be similar to prior year and in line with plan.
2.670	Regional Water Supply	42,114,204	3,752,604	9%	10%	42,114,200	0%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be in line with budget.	42,114,204	6,951,475	17%	17%	42,114,200	0%	Revenues are driven by seasonal water sales. Demand is forecast to be similar to prior year and in line with plan.
2.680	Juan de Fuca Water Distribution	26,026,524	3,070,357	12%	12%	26,026,500	0%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be in line with budget.	26,026,524	2,133,268	8%	11%	26,026,500	0%	Revenues are driven by seasonal water sales. Demand is forecast to be similar to prior year and in line with plan.
3.717	Core Area Wastewater Operations	34,192,131	7,422,474	22%	23%	35,081,915	-3%	Operational services are on track as planned. Overspending on waste sludge disposal at the Hartland facility and legal costs during the initial months were offset by temporary underspending on chemicals, utilities, and labor consumption. If waste sludge continues to be landfilled, a budget amendment is likely to occur, transferring funds from the Operating Reserve Fund.	34,192,131	962,285	3%	3%	35,081,915	-3%	Revenues are approximately 95.66% from requisition, 4.34% from other, with a potential transfer from Operating Reserve Fund to cover continued landfilling of waste sludge.
3.718	Saanich Peninsula Wastewater	4,993,969	942,496	19%	24%	4,894,877	2%	The service delivery proceeded as planned. In Q1, savings were realized in labor consumption, with a portion offset by utilities. The majority of these savings are anticipated to be utilized later in the year.	4,993,969	71,696	1%	5%	4,993,969	0%	Revenues are approximately 93% from requisition, with the remaining 7% derived from various sources including reserve transfers, heat recovery from Panorama Recreation Centre, and lab service recoveries. Overall revenue is expected to be on plan.
3.755	Regional Source Control	1,674,718	428,694	26%	24%	1,670,000	0%	Service delivery continuing as planned. No changes anticipated at this time, and forecasted in line with plan.	1,674,718	115,820	7%	7%	1,678,718	0%	Revenues are primarily from requisition, and forecasted in line with plan.
Total Services above		292,737,544		84%					292,737,544		84%				
Other CRD Services		54,410,379		16%					54,410,379		16%				
Total CRD		347,147,923							347,147,923						

**Capital Regional District
Quarterly Operating Variance Report - Q1, 2024
Service Budgets Greater than \$1,500,000**

Service Number	Service Description	Operating Expenses							Operating Revenue						
		Year to Q1				Annual Forecast			Year to Q1				Annual Forecast		
		Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2023 % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actuals \$	% of Budget	2023 % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
CRHD	Capital Regional Hospital District	33,548,386	2,786,288	8%	9%	32,902,768	2%	Savings forecasted due to deferred feasibility studies, and lower maintenance costs forecasted for 950 Kings, The Summit, and Oak Bay Lodge properties.	33,548,386	2,857,111	9%	6%	33,484,171	0%	Lower transfer from property management reserve required to fund 950 Kings and Royal Bay properties due to savings on maintenance costs, partially offset by higher property revenue due to recovery of insurance costs from Island Health for The Summit.
Total CRHD		33,548,386							33,548,386						
CRHC	Administration	3,818,333	784,959	21%	19%	3,608,950	5%	Forecasting some administrative expense savings due to staff vacancies and turnover.	3,818,333	898,045	24%	26%	3,818,334	0%	Revenue is tied to fixed property management fees, and forecasted on plan.
CRHC	Development Services	1,176,033	168,522	14%	16%	1,109,746	6%	Savings forecasted due to staff vacancy and hiring challenges.	1,481,337	79,791	5%	7%	1,291,851	13%	Revenues are 100% project management fees from multiple projects, with a large amount budgeted in Q3 for Michigan.
CRHC	CHF Operating	1,699,528	269,648	16%	15%	1,631,902	4%	Forecasted savings primarily due to the opening of Michigan B delayed from late Q2 to Q3.	1,699,528	260,748	15%	18%	1,600,295	6%	Revenues are approximately 50% tenant rents and 50% provincial subsidies. Forecasting slightly lower revenues due to delayed opening of Michigan B from late Q2 to Q3.
CRHC	UOA buildings	13,485,092	3,300,623	24%	25%	13,407,827	1%	Forecasted to be on track with plan with some minor savings in salaries primarily due to caretaker vacancies.	13,378,911	3,415,681	26%	26%	13,370,762	0%	Forecasted on plan.
CRHC	ILBC building	927,858	227,453	25%	25%	934,874	-1%	Forecasting increased expense due to the contracted first aid service at Parry Place.	927,858	165,803	18%	24%	878,368	5%	Revenues are approximately 60% provincial subsidies and 40% tenant rents. Island Health controls occupancy and subsidy is adjusted based on occupancy. Forecasting lower tenant rent and lower subsidy due to tenant vacancies.
CRHC	NOA buildings	1,730,942	406,551	23%	25%	1,697,531	2%	Forecasted on plan with some small savings in caretaker salaries and utilities.	1,761,248	441,069	25%	26%	1,764,275	0%	Revenues are 100% from tenant rents and forecasted on plan.
CRHC	RHFP buildings	9,986,408	2,248,532	23%	23%	9,865,365	1%	Forecasted on plan with some minor savings in utilities and salaries due to caretaker vacancies.	9,898,206	2,443,900	25%	23%	9,775,601	1%	Forecasted on plan.
CRHC	IHI building	793,641	186,704	24%	25%	782,926	1%	Forecasted on plan.	847,993	221,224	26%	25%	884,896	-4%	Revenues are 100% tenant rents. Forecasting increased revenue due to increased occupancy.
CRHC	RR Services	591,142	32,571	6%	n/a	429,780	27%	Savings forecasted due to staff vacancies and hiring delays.	591,142	147,787	25%	n/a	429,780	27%	Administration costs are 100% recovered from capital replacement reserves. Estimating a lower recovery due to staff vacancies and hiring delays.
Total CRHC		33,617,835							33,813,414						
Total Services (CRD + CRHD + CRHC)		\$414,314,144							\$414,509,723						

Capital Regional District
2024 - 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 2024 Budget Amendment or included in 2025 Capital Plan)

Department	Service Description	Capital Project Title
CRD		
Integrated Water Services	Core Area Wastewater	Bowker Sewer Rehabilitation Phase 2
	Core Area Wastewater	SCADA and Radio Assessment
	Core Area Wastewater	Annual Provisional Emergency Repairs
	Core Area Wastewater	Marigold Electrical and Building Upgrades
	Core Area Wastewater	Currie Major Upgrades
	Core Area Wastewater	Process & Mechanical Upgrades
	Core Area Wastewater	Safety & Security Upgrades
	Core Area Wastewater	Gorge Siphon Inlet Chamber Upgrade
	Core Area Wastewater	Craigflower Foremain Twinning
	Core Area Wastewater	Craigflower Inlet Reconfiguration
	Core Area Wastewater	Lang Cove Electrical and Building Upgrades
	Regional Water Supply	Goldstream IWS Field Office
	Regional Water Supply	Main No.3 Segment Replacement
	Regional Water Supply	Sooke Lake Dam - Instrumentation System Improvements
Regional Water Supply	Sooke Lake Dam - Breach Risk Reduction Measures	

Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
150,000	-	150,000	100%	Design packages and tender documents for this project were developed utilizing phase 1 budgets. This project is proceeding through tendering and it is anticipated that a Construction Contract will be awarded in Q2 and that all work will still be completed within 2024. some savings are expected and might be used for the project's closing costs.
50,000	1,164	48,836	98%	Some Small equipment purchased in Q1. This project has been delayed due to prioritization and need for alignment between various departments. Anticipate ramping up spending in Q3 and Q4, continuing into 2025. Overall project remains within scope and budget.
250,000	310,250	(60,250)	-24%	The nature of the project is to address emergency repairs arising from unforeseen events and circumstances. In Q1, the cost was related to repairing two disk filters, and the cost will continue into Q2. Overall project costs will fluctuate throughout the year dependent on magnitude, scope, and urgency of emergency repairs required. Project forecast to remain on time and within scope and budget.
100,000	6,011	93,989	94%	Some engineering charges and tendering occurred in Q1, but significant costs were not incurred during that process. Anticipate contract award in Q2 with construction efforts commencing in Q3 and continuing into 2025. This project will continue into 2025 based on long lead times in ordering equipment but overall budget and scope are on plan.
45,000	7,433	37,567	83%	Some engineering charges and tendering occurred in Q1, but significant costs were not incurred during that process. Anticipate contract award in Q2 with construction efforts commencing in Q3 and continuing into 2025. This project will continue into 2025 based on long lead times in ordering equipment but overall budget and scope are on plan.
200,000	68,275	131,725	66%	The nature of this provisional project is to address various process and mechanical upgrades to the Core Area and conveyance infrastructure, arising from optimization of operational needs. In Q1, the upgrade spending includes projects such as odour dispersion study, scum removal system, and biological aeration filters. More upgrades will be executed throughout the rest of the year. Project is forecasted to remain on time and within scope and budget.
150,000	16,390	133,610	89%	The nature of this provisional project is to address various safety and security upgrades to the Core Area and conveyance infrastructure, arising from operational needs. The spending for upgrades, including the access hatch, safety railing, and escape ladder, occurred in Q1. The project is forecasted to remain on time, within scope, and within budget.
-	3,412	(3,412)	-100%	Costs in Q1 resulted from closing of tendering of construction. The tenders for the project exceeded the budget. CRD staff are reassessing the scope and design for this work in 2024 but construction efforts will be deferred until at least 2025".
75,000	25,592	49,408	66%	Conceptual Design completed in Q1. An RFP will be prepared in Q2-Q3 to retain a consultant for the Detailed Design. A pre-build section by Craigflower Pumpstation will be completed in Q2-Q3. The project, which will continue into 2025, is on budget and within scope.
-	-	-	0%	Tendering closed in Q1 and a contract was signed in Q2. Work will commence in Q2 and is forecasted to be completed in Q3.
50,000	736	49,264	99%	Some engineering charges and tendering occurred in Q1, but significant costs were not incurred during that process. Anticipate contract award in Q2 with construction efforts commencing in Q3 and continuing into 2025. This project will continue into 2025 based on long lead times in ordering equipment but overall budget and scope are on plan.
2,110,000	39,574	2,070,426	98%	The project delivery changed from traditional to design-build. Due to the change, less budget was required at this stage as the design will be completed with the design-build contractor. Work planned for 2024 is expected to be completed by the end of 2025. Overall project is within scope and budget.
50,000	48,966	1,034	2%	Conceptual Design was progressed in Q1 and will continue into Q2. Project currently under alignment review; construction timelines will be determined after preliminary design efforts are complete for this project as well as Capital Project 21-11 RWS Supply Main No. 4 upgrade.
50,000	125,745	(75,745)	-151%	Detailed design report completed in Q1, permitting and preparation of tender now in progress, ahead of plan. Construction phase delay expected due to internal resource availability, planned to start in late 2024 and forecasted to be completed Q2 2025. Overall project within scope and budget.
50,000	5,577	44,423	89%	In Q1 consultant has been hired to complete Phase 1 of project, Reservoir Operating Rules, which is bundled with the Flood Forecasting System project for efficiency. Delays expected due to internal resourcing for Phase 2. Overall project within scope and budget.

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast
8,000,000	7,500,000	-	(500,000)	94%
2,180,000	1,151,164	1,164	(1,028,836)	53%
1,000,000	1,000,000	310,250	-	100%
5,550,000	706,011	6,011	(4,843,989)	13%
2,010,000	357,433	7,433	(1,652,567)	18%
850,000	800,275	68,275	(49,725)	94%
600,000	600,000	16,390	-	100%
1,218,000	3,412	3,412	(1,214,588)	0%
553,000	345,592	25,592	(207,408)	62%
1,700,000	1,700,000	-	-	100%
600,000	200,736	736	(399,264)	33%
8,440,000	1,489,574	39,574	(6,950,426)	18%
1,260,000	248,966	48,966	(1,011,034)	20%
1,650,000	750,745	125,745	(899,255)	45%
550,000	245,577	5,577	(304,423)	45%

Status of Total Project Plan			
Scope	Timing	Budget	Notes
			S - on plan T - on plan B - better than plan
	R		S - on plan T - completion deferred to 2025 B - on plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
R	R	R	S - re-assessing scope T - deferred to 2025 B - re-evaluation for 2025 plan
	R		S - on plan T - completion deferred to 2025 B - on plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - construction timeline to be determined B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - Phase 1 completion deferred to 2025 B - on plan

Capital Regional District
2024 - Quarter 1 - Capital Plan Report
Projects Greater than \$500,000

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R	Changes to project plan (may result in 2024 Budget Amendment or included in 2025 Capital Plan)

Department	Service Description	Capital Project Title
Integrated Water Services	Regional Water Supply	Replacement of UV System
	Regional Water Supply	Integrate Dam Performance and Hydromet to SCADA
	Regional Water Supply	RWS Supply Main No. 4 Upgrade
	Regional Water Supply	Vehicle & Equipment Replacement (Funding from Replacement Fund)
	Regional Water Supply	Main No. 4 - Mt Newton to Highway 17
	Regional Water Supply	Bulk Supply Meter Replacement Program
	Regional Water Supply	Kapoor Main Mile 1 Bridge and Asphalt Upgrade
	Regional Water Supply	Leech River Watershed Restoration
	Regional Water Supply	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials
	Regional Water Supply	Cecelia Meter Replacement
	Regional Water Supply	Mt. Tolmie Control Valve Replacement
	Regional Water Supply	Mount Tolmie Tank Structural and Infiltration Improvements
	Regional Water Supply	Implications from Goldstream Dam Safety Review
	Regional Water Supply	Implications from 2016 Sooke Lake Dam Safety Review

Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
150,000	154,148	(4,148)	-3%	Construction RFP and Draft Contract developed in Q1 with 3rd party support. Construction Procurement to occur in Q2. Equipment delivery expected in Q3 with construction efforts on site to be completed over Q4 2024 and Q1 2025 to align with low demand period. Overall project within scope and budget.
5,000	-	5,000	100%	Some scoping and planning work expected in 2024, though significant project work deferred to 2025, to begin upon completion of Sooke Lake Dam instrumentation improvements. Overall project within scope and budget.
50,000	77,082	(27,082)	-54%	Design efforts progressed slightly ahead of previous forecast in Q1. Capital project alignment review is underway and no construction effort is expected in 2024 or early 2025 while Cap Project 23-17 Main No. 4 Mt. Newton to Highway 17 is being prioritized. Overall project is within scope and budget.
340,250	13,091	327,159	96%	Transfer of truck from Core Area Wastewater to provide temporary coverage until fleet addition arrival; road preparation on 4 trucks in Q1. Internal resource prioritization, supply chain issues and availability of EVs impacted ability to procure vehicles for 2024, will have a better estimate of 2024 deliveries in Q2.
50,000	34,444	15,556	31%	Preliminary design work in Q1 as well as initial coordination with municipalities. Routing assessment has led to increased total replacement length. This length increase has been awarded for design, scope and budget impact will be incorporated into the 2025 Capital Plan. More significant costs will be incurred in Q2 when utility locate program is underway.
50,000	12,591	37,409	75%	Work on this program is ad hoc in nature and fluctuates to accommodate other larger scale projects. Some design work in Q1, but bulk of work postponed due to competing priorities. Completion of 2024 planned work deferred to 2025, overall project is within scope and budget.
18,000	14,557	3,443	19%	Q1 work on design, but project has been re-prioritized to 2025.
142,500	51,204	91,296	64%	Project includes multiple subprojects in the Leech WSA. Q1 work to upgrade Survey Mtn Road completed. Horton Rd surface upgrade scheduled for Q3 and Q4, balance of work planned for 2024 reprioritized to 2025.
100,000	114,037	(14,037)	-14%	Q1 work on forest thinning trial, which is now substantially complete. A portion of forest modelling work is self-funded and self-paced. Scope adjusted for juvenile spacing contract; completion of 2024 planned work is deferred to 2025; overall budget on plan.
5,000	1,476	3,524	70%	Project budget increased for 2024 and is awaiting retendering in Q2/Q3 2024. Completion expected in 2025, overall project remains within scope and budget.
150,000	606	149,394	100%	Project was put on hold due to other roof leakage issues at Mt Tolmie (see Capital Project 24-19).
150,000	108,247	41,753	28%	Work is progressing on schedule, soil removal efforts were underway in Q1 and will continue into Q2. Final condition assessment reports are expected to be finalized in Q2, which will inform future capital improvement decisions for this asset. Overall project is within scope, and budget.
-	1,859	(1,859)	-100%	Small amount of project management work in Q1. Project delays forecasted due to internal resource availability and project prioritization. Expecting to get started on smaller projects in Q4, though significant portion of work planned for 2024 deferred to 2025. Overall project within scope and budget.
50,000	-	50,000	100%	Sooke Lake Dam Emergency Reservoir Drawdown and Freeboard Assessment sub-projects have been bundled with the Flood Forecasting System project for efficiency and are currently being completed by the consultant in Q1, costs reflected in Q2. Other components to follow after. Delays due to resource availability. Overall project within scope and budget.

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast
10,370,000	3,054,148	154,148	(7,315,852)	29%
1,200,000	30,000	-	(1,170,000)	3%
2,215,000	377,082	77,082	(1,837,918)	17%
1,361,000	1,361,000	13,091	-	100%
8,600,000	684,444	34,444	(7,915,556)	8%
650,000	122,591	12,591	(527,409)	19%
868,000	14,557	14,557	(853,443)	2%
570,000	171,204	51,204	(398,796)	30%
1,095,000	364,037	114,037	(730,963)	33%
1,490,000	1,061,476	1,476	(428,524)	71%
800,000	56,606	606	(743,394)	7%
850,000	843,247	108,247	(6,753)	99%
525,000	56,859	1,859	(468,141)	11%
637,000	90,000	-	(547,000)	14%

Status of Total Project Plan			
Scope	Timing	Budget	Notes
	R		S - on plan T - completion deferred to Q1 2025 B - on plan
	R		S - on plan T - deferred to 2025 B - on plan
	R		S - on plan T - construction timeline to be determined B - on plan
			S - on plan T - procurement expected in Q3 & Q4 B - on plan
R	R	R	S - scope increased T - construction deferred to 2025 B - to be updated on 2025 Capital Plan
	R		S - on plan T - 2024 planned work deferred to 2025 B - on plan
	R		S - on plan T - deferred to 2025 B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - scope adjusted T - completion deferred to 2025 B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - to be revised B - on plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - deferred to 2025 B - on plan
	R		S - on plan T - deferred to 2025 B - on plan

Capital Regional District
2024 - Quarter 1 - Capital Plan Report
Projects Greater than \$500,000

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Department	Service Description	Capital Project Title
Integrated Water Services	Regional Water Supply	Cabin Pond Dams Decommissioning (PES)
	Regional Water Supply	Goldstream Dams Instrumentation Improvements
	Regional Water Supply	Deception Dam - Dam Safety Review 2021 & Improvements
	Regional Water Supply	EV Charging Stations Electrical Infrastructure
	JDF Water Distribution	Comprehensive Pump Station Upgrades (10 year Program)
	JDF Water Distribution	AC Pipe Replacement Program
	JDF Water Distribution	Residential Service & Meter Replacement Program
	JDF Water Distribution	Vehicle & Equipment Replacement (Funding from Replacement Fund)
	JDF Water Distribution (DCC)	Sooke Henlyn Supply & Distribution Mains
	JDF Water Distribution	SCADA Master Plan Update & Upgrades
	JDF Water Distribution	JDF Site Decommissioning Program
	JDF Water Distribution	Distribution System Seismic Resiliency Improvements
	JDF Water Distribution	William Head & VGH Meter Replacement
	JDF Water Distribution	East Sooke Interconnect Water Main
JDF Water Distribution	Charters Road Watermain Replacement	

Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
-	-	-	0%	Project work forecasted to be delayed to 2025 due to internal resource availability and project prioritization. Overall project within scope and budget.
-	-	-	0%	Delays due to internal resource availability and project prioritization. Instrumentation improvements to the Sooke Lake Dam is currently the higher priority as per Dam Safety Risk Register. Project work deferred to 2025, with overall project within scope and budget.
150,000	15,977	134,023	89%	Consultant hired in Q1 to complete geotechnical analysis tasks and conceptual design of seismic improvements. This work anticipated to be completed in Q3 2024, with additional follow on engineering tasks to be scoped afterwards. Overall project within scope and budget. Consultant also retained to design improvements to Deception Dam Low Level Overflow Gate. Design work was initiated in Q1 with design efforts anticipated in Q2 and Construction efforts to continue into Q3/Q4.
213,750	14,063	199,687	93%	Q1 costs related to completion of Phase 1 EV Chargers installed. Phase 2 infrastructure upgrades deferred to 2025, to be informed by Fleet plan expected to be completed by end of 2024. Overall project is within scope and budget.
75,000	71,133	3,867	5%	Work in Q1 included preparation of tender and consulting works. Contract award and construction forecast to begin in Q3, with work continuing through to 2025. Overall 2024 planned work is within scope and budget.
500,000	419,344	80,656	16%	This comprehensive program comprises many minor projects. Several designs are complete and ready for construction by CRD resources, who continue to progress through the work. 2024 funding is expected to be applied to a larger tender in Sooke to be completed in 2025. Overall project is within scope and budget.
325,000	592,790	(267,790)	-82%	Planned and response work performed in Q1. Response work has exceeded amount expected. Planned work has been paused as a result to remain within budget. Overall project is within scope and budget.
291,250	177,562	113,688	39%	Q1 Purchase and road prep of welding truck, road prep of 2 trucks and a cargo van. Internal resource prioritization, supply chain issues and availability of EVs have impacted ability to procure vehicles for 2024, will have a better estimate of 2024 deliveries in Q2.
-	-	-	0%	This project is developer-driven and no work or planning has begun to trigger this project. The project is not proceeding in 2024
15,000	449	14,551	97%	Some Small equipment purchased in Q1. However this project has been delayed due to prioritization and need for alignment between various departments. Anticipate ramping up spending in Q3 and Q4, continuing into 2025. Overall project remains within scope and budget.
-	-	-	0%	Project on pause to consider strategic direction, no activity expected in 2024.
-	-	-	0%	Project on pause due to competing priorities and required coordination with operations. Significant portion of work expected in Q4, overall project within scope and budget.
15,000	43,607	(28,607)	-191%	Initiation meetings between ops and William Head Penitentiary went forward and project planning initiated ahead of schedule. Project is expected to be completed in Q4 2024 below budget. Overall project within scope and timing.
50,000	8,470	41,530	83%	Project design has been finalized but CRD crews have started work at an adjacent site (Seagirt Rd) and are expecting to complete this work in Q3. Overall project is within scope, timing and budget.
-	33,156	(33,156)	-100%	Project Management is driven by District of Sooke project. Contractor progressed CRD work in Q1 earlier than originally anticipated. Overall project is within scope, timing and budget.

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast
600,000	-	-	(600,000)	0%
665,000	-	-	(665,000)	0%
600,000	295,977	15,977	(304,023)	49%
855,000	14,063	14,063	(840,937)	2%
2,100,000	2,071,133	71,133	(28,867)	99%
7,360,000	2,919,344	419,344	(4,440,656)	40%
1,300,000	1,300,790	592,790	790	100%
1,165,000	1,165,000	177,562	-	100%
1,000,000	-	-	(1,000,000)	0%
900,000	502,449	449	(397,551)	56%
540,000	-	-	(540,000)	0%
750,000	750,000	-	-	100%
585,000	563,607	43,607	(21,393)	96%
820,000	818,470	8,470	(1,530)	100%
650,000	648,156	33,156	(1,844)	100%

Status of Total Project Plan			
Scope	Timing	Budget	Notes
	R		S - on plan T - deferred to 2025 B - on plan
	R		S - on plan T - deferred to 2025 B - on plan
	R		S - on plan T - completion deferred to 2026 B - on plan
	R		S - on plan T - deferred to 2025 B - on plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - construction expected in 2025 B - on plan
			S - on plan T - greater spend in Q1 B - on plan
			S - on plan T - procurement expected in Q3 & Q4 B - on plan
	R		S - on plan T - deferral to future year B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - deferral to future year B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - better than plan B - on plan
			S - on plan T - costs delayed from Q1 to Q2 B - on plan
			S - on plan T - on plan B - on plan

Capital Regional District
2024 - 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
	Changes to project plan (may result in 2024 Budget Amendment or included in 2025 Capital Plan)
R	

Department	Service Description	Capital Project Title
Integrated Water Services	JDF Water Distribution	Hwy 14 Watermain Relocation
	Regional Water Supply & JDF Distribution	Voice Radio Upgrade
	Seagirt Water System	Seagirt Watermain Extension
	Saanich Peninsula Treatment Plant	Odour Control Upgrade Construction
	Saanich Peninsula Water Supply	Hamsterly Pump Station Backup Power Generator
	Saanich Peninsula Water Supply	SCADA Upgrades
	Saanich Peninsula Water Supply	SPW System Upgrade and Expansion
	Saanich Peninsula Water Supply	Keating Cross Road Water Main
Local Services	Malview Sewer Utility (SSI)	Wastewater Treatment Plant Upgrade
	Ganges Sewer	Ganges WWTP Replacement of Electrical & Instrumentation
	SSI Park Land and Rec Programs	Park Maintenance Facility
	Pender Island Community Parks	Schooner Way Trail
	Magic Lake Sewer Utility (SGI)	Pump Station and Treatment Plant Upgrades & Sewer Replacement
Parks and Environmental Services	Regional Parks	Mayne Island Demonstration Trail
	Regional Parks	Vehicle Replacement
	Regional Parks	Design & Expand East Sooke Aylard Farm Parking
	Regional Parks	Regional Trestle Renewal, Trails Widening and Lighting Project
	SEAPARC	Skate Park Renewal
	Panorama Recreation	Heat Recovery Plant

Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
-	-	-	0%	This is a MOTI project with CRD contributing to a portion of the funding. Forecasting no expenses in 2024, current forecast for construction is 2025.
300,000	156,025	143,975	48%	Equipment purchases, installation and programming in Q1. Installation and testing on target for completion in Q4 2024, overall project is within scope and budget.
300,000	271,580	28,420	9%	Project construction initiated in Q1 and is expected to be completed by late Q2 or early Q3 2024. Overall project is within scope, timing and budget.
-	-	-	0%	No activity in Q1. Construction is anticipated to commence in 2025. Overall project scope and budget will be refined and reviewed once detailed design is complete in 2025.
-	2,000	(2,000)	-100%	Some administrative costs in Q1, however project is on hold. Project delivery is currently under consideration to align with future project planning at this site for capacity increase.
1,000	360	640	64%	Some Small equipment purchased in Q1. This project has been delayed due to prioritization and need for alignment between various departments. Anticipate ramping up spending in Q3 and Q4, continuing into 2025. Overall project remains within scope and budget.
250,000	49,132	200,868	80%	Preliminary Design work in Q1 with the Bear Hill Trunk component advanced for construction. More significant costs will be incurred in Q2 once the Utility Locate program is underway. Coordination with Central Saanich and North Saanich occurred in Q1 and will continue into Q2 with the likelihood of aligning this project with their infrastructure improvements. Construction start deferred to 2025 with revised budget to be included on 2025 Capital Plan.
1,000	388	612	61%	MOTI project and MOTI driven schedule. Flyover project has commenced, watermain construction expected to start in Q2 and be completed by Q4 2024. Overall project is within scope, timing and budget.
150,000	67,398	82,602	55%	Q1 variance is due to delays by the equipment supplier in supplying shop drawings. Overall project is forecast on plan.
-	-	-	0%	Project forecasted to begin in Q3 2024, with completion forecast on plan.
-	399	(399)	-100%	Small amount of design work was started in Q1, project completion is forecast on plan.
-	3,731	(3,731)	-100%	Minor engineering costs occurred in Q1. Overall project is forecasted on plan.
900,000	2,155,973	(1,255,973)	-140%	Q1 variance is due to delayed 2023 work completed in 2024. 2024 budget amendment required to bring unspent funding required from 2023 in to 2024 plan. Overall project is within scope and will be completed in 2025 as planned.
350,000	18,121	331,879	95%	Project suspended during Q1 due to weather conditions, and negotiation of statutory right of ways. Consultation to resume in Q2. Budget projections revised but still anticipate completion in 2024.
137,750	-	137,750	100%	Procurement process has begun, but long lead times for vehicle procurement have delayed the purchase. Expect first deliveries in Q2.
250,000	50,500	199,500	80%	Design and feasibility work begun in Q1, with full design to begin in Q2. Construction anticipated to begin in late Q3, with project completion may be deferred to 2025. Overall project is within scope and budget.
150,000	20,565	129,435	86%	Project manager hired in late Q1, project design and consultation ramping up, trestle work expected to proceed in Q3. Overall project forecast on plan.
-	450	(450)	-100%	Project specifications are being developed and community consultation to begin in Q2, project is dependent on Grant or Debt funding. 2024 spending of reserve funds will occur to advance the project, with completion expected 2025.
596,500	34,957	561,543	94%	New project managers assigned, project design continuing, anticipate tendering to occur in Q2. Project forecasted for completion in 2025. Overall project forecast on plan.

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast
2,000,000	-	-	(2,000,000)	0%
550,000	546,025	156,025	(3,975)	99%
2,250,000	2,241,580	271,580	(8,420)	100%
1,000,000	-	-	(1,000,000)	0%
1,050,000	2,000	2,000	(1,048,000)	0%
700,000	381,360	360	(318,640)	54%
7,760,000	774,132	49,132	(6,985,868)	10%
990,000	980,388	388	(9,612)	99%
850,000	833,398	67,398	(16,602)	98%
575,000	575,000	-	-	100%
615,000	615,399	399	399	100%
1,100,000	1,100,000	3,731	-	100%
4,200,000	5,599,973	2,155,973	1,399,973	133%
1,400,000	1,393,121	18,121	(6,879)	100%
551,000	551,000	-	-	100%
1,120,000	820,000	50,500	(300,000)	73%
1,932,485	1,932,485	20,565	-	100%
1,000,000	225,450	450	(774,550)	23%
2,386,000	1,268,957	34,957	(1,117,043)	53%

Status of Total Project Plan			
Scope	Timing	Budget	Notes
	R		S - on plan T - deferred to 2025 B - on plan
			S - on plan T - costs delayed from Q1 to Q2 B - on plan
			S - on plan T - on plan B - on plan
R	R	R	S - re-evaluation for 2025 plan T - re-evaluation for 2025 plan B - re-evaluation for 2025 plan
R	R	R	S - under consideration T - to be determined B - under consideration
	R		S - on plan T - completion deferred to 2025 B - on plan
R	R	R	S - under consideration T - construction deferred to 2025 B - under consideration for update on 2025 Capital Plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
		R	S - on plan T - on plan B - 2024 amendment required
			S - on plan T - development work delay from Q1 B - on plan
			S - on plan T - costs delayed from Q1 to Q2 B - on plan
	R		S - on plan T - completion delayed to 2025 B - on plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan
	R		S - on plan T - completion deferred to 2025 B - on plan

Capital Regional District
2024 - Quarter 1 - Capital Plan Report
Projects Greater than \$500,000

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R	Changes to project plan (may result in 2024 Budget Amendment or included in 2025 Capital Plan)

Department	Service Description	Capital Project Title
Parks and Environmental Services	Panorama Recreation	Centennial Park Multi-Sport Box
	Environmental Resource Management	Cell 4 Liner Installation
	Environmental Resource Management	Aggregate Production for Internal Use
	Environmental Resource Management	Landfill Gas Utilization
	Environmental Resource Management	Gas Flare, Candlestick & LFG Blowers
	Environmental Resource Management	Hartland Amenity Project
	Environmental Resource Management	Contractor Workshop Relocation
	Environmental Resource Management	Cell 5&6 Gravity Retaining Wall Construction
	Environmental Resource Management	Cell 5 Liner Construction
	Environmental Resource Management	Cell 1, 2 & 3 Transition Liner
	Environmental Resource Management	Diversion Transfer Station
	Environmental Resource Management	RNG Spare Parts Inventory
	Environmental Resource Management	NE & NW Aggregate Stockpile cover
	LWMP- Core and Westshore	Biosolids Advanced Thermal Pilot Demonstration Plant
Climate Action and Adaptation	Regional electric vehicle charging infrastructure	
Facilities	CRD Headquarters	Interior Renovations

Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
1,207,102	61,539	1,145,563	95%	New project managers assigned in Q1, project delayed due delays in property lease and grant transfer. Design and engineering well under way. Anticipate tendering in Q2, with project forecasted for completion in 2025. Overall project forecast on plan.
2,233,333	2,019,837	213,496	10%	Cell 4 liner installation occurred in Q1. Project slightly delayed due to the contractor's lower than expected subcontractor aggregate production rate. Overall project is within scope and budget.
-	12,812	(12,812)	-100%	Project management occurred in Q1. The aggregate usage in late 2023 and early 2024 is higher than planned, thereby requiring additional production in 2024. To ensure an uninterrupted supply of aggregate is available, it is proposed to advance aggregate production budget from 2025 into the 2024 capital plan.
2,400,000	2,611,471	(211,471)	-9%	Slightly ahead of Q1 plan, Phase 1 equipment and piping installations complete, and the existing gas plant facility has been decommissioned. 2024 phase of project forecasted to be completed in scope and on budget.
425,000	139,637	285,363	67%	The new Gas Flare portion of this project has been completed, and is now in operation at Q1. The existing gas plant facility has been decommissioned. The remaining portions of this project is forecast to be substantially completed this year, in scope and on budget.
500,000	73,681	426,319	85%	Project management and Environmental consulting occurred in Q1 on permit and development applications. Overall project is forecast within scope and budget.
-	-	-	0%	Project construction costs forecast to be incurred in Q3, in line with budget.
-	-	-	0%	Project construction costs forecast to be incurred in Q3, in line with budget.
-	197	(197)	-100%	Project construction costs forecast to be incurred in Q3, in line with budget.
-	495,981	(495,981)	-100%	Cell 1, 2, and 3 Transition Liner work occurred in Q1 ahead of schedule, with Cell 4. 2024 phase of project forecasted to be completed in scope and on budget.
3,000,000	-	3,000,000	100%	Contract still under negotiation. Project construction costs forecast to be incurred in Q2 & Q3, in line with plan.
-	-	-	0%	Project construction costs forecast to be incurred in Q3, in line with plan.
-	-	-	0%	Project construction costs forecast to be incurred in Q2, in line with plan.
-	2,438	(2,438)	-100%	Project management occurred in Q1 on developing and technical requirements for a Request Proposals (RFP) for developing the plant. It is anticipated that the RFP for the plant will be issued in Q2, with a preferred proponent selected in Q3-Q4. 2024 phase of project forecasted to be completed on plan.
150,000	12,853	137,147	91%	Investing in Canada Infrastructure Program's CleanBC Communities Fund (ICIP-CCF) Grant publicity confirmed in late Q1. 2024 phase of project forecasted to be completed in scope and on budget.
206,250	168,914	37,336	18%	Densification work began on the 2nd floor, which continued into Q2. 4th floor densification is to begin in Q2 and continue into Q3. Overall project forecast on plan.

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast
4,828,408	2,611,539	61,539	(2,216,869)	54%
6,700,000	6,679,837	2,019,837	(20,163)	100%
1,250,000	1,747,812	12,812	497,812	140%
22,281,000	22,279,471	2,611,471	(1,529)	100%
1,700,000	1,694,637	139,637	(5,363)	100%
3,800,000	3,793,681	73,681	(6,319)	100%
1,150,000	1,150,000	-	-	100%
750,000	750,000	-	-	100%
3,000,000	2,999,697	197	(303)	100%
2,000,000	1,995,981	495,981	(4,019)	100%
5,000,000	5,000,000	-	-	100%
700,000	700,000	-	-	100%
750,000	750,000	-	-	100%
1,000,000	999,438	2,438	(562)	100%
792,961	785,814	12,853	(7,147)	99%
825,000	825,000	168,914	-	100%

Status of Total Project Plan			
Scope	Timing	Budget	Notes
	R		S - on plan T - completion deferred to 2025 B - on plan
			S - on plan T - on plan B - on plan
	R	R	S - on plan T - production advanced from 2025 to 2024 B - 2024 amendment required
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan

Capital Regional District
2024 - Quarter 1 - Capital Plan Report
Projects Greater than \$500,000

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R	Changes to project plan (may result in 2024 Budget Amendment or included in 2025 Capital Plan)

Department	Service Description	Capital Project Title
Finance and Technology	Information Technology	SAP Migration from ECC to S4
Facilities	Family Court Building	Detail Design & Replacement of HVAC
Land Banking and Housing	Land Banking and Housing	Village on the Green
	Land Banking and Housing	Campus View
	Land Banking and Housing	Verdier/Brentwood & Mt Tolmie
	Land Banking and Housing	Land Acquisition for future development
Royal Theatre	Royal Theatre	Repair Building Envelope
Finance and Technology	Finance	Additional Office Space at IWS Field Office
		Total Projects >\$500k
		Total Projects <\$500k; Potential Parkland Acquisitions
		Total Projects

Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation
855,500	186,964	668,536	78%	Project planning phase continues in Q1, with completion of costing expected in early Q2. Budget amendment required based on updated project scope. Forecast award RFP to system integrator in Q2, with work to commence immediately on brownfield conversion and new financial model. 2024 Phase of project is forecast to be complete this year.
262,500	-	262,500	100%	Project is dependent on a new lease arrangement for the facility with VIHA, and also requires grant or other funding. Project on hold.
-	-	-	0%	Project is in predevelopment phase and CRD is anticipated to advance funds in Q4 2024.
-	-	-	0%	Project is in predevelopment phase and CRD is anticipated to advance funds in Q4 2024.
-	7,132	(7,132)	-100%	Project is in predevelopment phase and CRD is anticipated to advance funds towards Mt Tolmie in Q3 2024 (if needed) and Verdier/Brentwood in Q4 2024.
-	-	-	0%	Land acquisition is anticipated to occur in Q2 2024.
175,000	548	174,452	100%	Change in project manager in Q1, project to be tendered in Q2, with work to start in Q3. 2024 phase of project forecast in scope and on budget.
-	-	-	0%	Project forecasted to begin in Q3 2024, in line with plan.
21,026,685	11,244,601	9,782,084	47%	

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast
3,575,953	3,575,953	186,964	-	100%
1,050,000	-	-	(1,050,000)	0%
2,000,000	2,000,000	-	-	100%
2,000,000	2,000,000	-	-	100%
5,400,000	5,407,132	7,132	7,132	100%
700,000	700,000	-	-	100%
700,000	700,000	548	-	100%
750,000	-	-	(750,000)	0%
192,014,807	125,421,985	11,244,601	(66,592,822)	65%
69,129,320				
261,144,127				

Status of Total Project Plan			
Scope	Timing	Budget	Notes
R		R	S - revised scope T - on plan B - 2024 amendment required
	R		S - on plan T - deferred pending lease and additional funding B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan
			S - on plan T - on plan B - on plan

Capital Regional District
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Projects Greater than \$500,000

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	Changes to quarter forecast, no revision to annual plan
	Change in annual plan
R	Changes to project plan (may result in 2024 Budget Amendment or included in 2025 Capital Plan)

Department	Service Description	Capital Project Title
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Quarter 1				
Q1 Budget	Q1 Actuals	Variance (over) / under	Variance % (over) / under	Q1 Variance Explanation

Total 2024				
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Total 2024 Actuals	Total 2024 Forecast Variance \$ (under) / over	% Forecast

Status of Total Project Plan			
Scope	Timing	Budget	Notes

CRHD		
Planning & Protective Services	Capital Regional Hospital District	Regional Housing First Program Contribution
		Total Projects >\$500k
		Total Projects <\$500k; Capital Grants
		Total Projects

-	-	-	0%	Contribution to RHFP forecast to occur in Q3 2024.
-	-	-	#DIV/0!	

10,000,000	10,000,000	-	-	100%
10,000,000	10,000,000	-	-	100%
14,064,628				
24,064,628				

			S - on plan T - on plan B - on plan
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CRHC		
Planning & Protective Services	Regional Housing	Michigan Redevelopment Housing
		Caledonia Redevelopment Housing
		Carey Lane BER
		Campus View Redevelopment
		Village on the Green Redevelopment
		New Redevelopment Projects - including Verdier/Brentwood
		Routine Capital
		Total Projects >\$500k
Total Projects <\$500k		
Total Projects		

4,669,862	2,250,243	2,419,619	52%	Q1 variance due to costs deferred from 2023 as a result of the materials and labour shortage and timing of construction draws. Project is on track for completion in 2024. A budget amendment is required in 2024 to address increased costs of construction financing.
8,482,458	7,811,523	670,935	8%	Prior year site conditions led to delayed concrete work that pushed the framing schedule forward, resulting in lower than forecasted contractor billings in Q1. Overall project completion is now forecasted for Q2 2025.
787,704	692,276	95,428	12%	Variance due to tenant logistics and discovery of unplanned remediation work in attics. Scope and budget increase is expected to be brought forward to Board in Q3, contingent upon approval of additional funding from BC Housing. Project is still expected to complete in Q1 2025.
86,290	18,032	68,258	79%	This project remains in predevelopment phase. Permit approvals are taking longer than anticipated. Rezoning and development permit was supported by Saanich council in Q1, and District of Saanich staff are working on the covenant and housing agreement which is required to finalize the rezoning and development permit. Some forecasted savings on 2024 phase resulting from municipal bylaw updates. The current project schedule is anticipating occupancy in Q3 2027.
450,723	37,696	413,027	92%	This project remains in the predevelopment phase. Delegated development permit was issued by the City of Victoria in Q1. Permits and funding must be in place before final project approval is awarded by BC Housing and Board. 2024 phase of development forecast on plan, with total project completion forecast for Q4 2027..
66,259	33,599	32,660	49%	These projects are in predevelopment phase. CRHC and Central Saanich staff are working on the rezoning application for the Brentwood project. A development permit application will follow once the parcel has been rezoned. 2024 phase projected to be completed in 2025, with overall project forecasted for completion in Q1 2028.
430,485	662,848	(232,363)	-54%	Over budget in Q1 due to unplanned replacements at various buildings and timing of contractor billings on larger common area projects. Routine upgrades of housing townhouses and apt buildings are affected by tenant moveouts, trades availability and weather. Overall projects are on time and within scope and budget.
14,973,781	11,506,217	3,467,564	23%	

6,354,172	9,137,284	2,250,243	2,783,112	144%
32,000,000	31,146,269	7,811,523	(853,731)	97%
5,005,232	5,103,501	692,276	98,269	102%
2,530,000	1,725,764	18,032	(804,236)	68%
4,632,205	4,632,144	37,696	(61)	100%
3,972,427	1,722,427	33,599	(2,250,000)	43%
4,304,852	4,304,852	662,848	-	100%
58,798,888	57,772,241	11,506,217	(1,026,647)	98%
350,002				
59,148,890				

		R	S - on plan T - on plan B - 2024 amendment required
	R		S - on plan T - complete forecasted for Q2-2025 B - on plan
R	R	R	S - scope increase being investigated T - completion forecasted for 2025 B - 2024 amendment anticipated
			S - on plan T - on plan B - better than plan
			S - on plan T - on plan B - on plan
	R		S - on plan T - 2024 phase complete in 2025 B - on plan
			S - on plan T - on plan B - on plan



pMaking a difference...together

**APPENDIX H
HUMAN RESOURCES TRENDS AND CORPORATE SAFETY
OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 10, 2024**

1. Workforce Composition and Turnover

The Chief Administrative Officer submits a Staff Establishment Chart (SEC) annually together with the Financial Plan for consideration of approval by the Board. For 2024 the SEC identifies 786.94 FTE's – 756.94 regular and 30 term positions (with terms ranging from one to five years, with the majority being two years or longer). The CRD also has 520 auxiliary staff, with most of these staff working Parks and Recreation where we see a number of seasonal opportunities. In addition, the CRD engages almost 1,500 registered volunteers to assist in the support of many of its services and programs including volunteer fire services and emergency response and support. 89.6% of the CRD's paid workforce is unionized. The average length of service and average workforce age of CRD staff is 8.9 years and 45.3 years respectively. Turnover rates for the first quarter are higher than previous years' initial quarters, primarily as a result of retirements, with retirements accounting for approximately 50% of all employee turnover. This turnover and retirement trend will be monitored closely over subsequent quarters.

Table 1:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
Total Unionized Workforce (all staff)	Q1: 89.6%	89.6%	79.4%	90.1%	78.9%
Average Length of Service (regular staff)	Q1: 8.9 years	8.9 years	10.8 years	9.1 years	10.8 years
Average Employee Age (regular staff)	Q1: 45.3 yrs	45.3 years	46.9 years	45.5 years	46.7 years
Turnover Rate / Retirement Rate (regular staff)	Q1: 3.1% (1.5% retire.)	3.1% (1.5% retirements)	1.9% (0.5% retirements)	8.3% (1.8% retirements)	8.4% (1.7% retirements)

2. Job Opportunities

At the end of 2023, a total of 352 job postings and 488 individual job opportunities were posted, with over 5,368 applications received. To the end of Quarter 1, 2024, 100 job postings for 126 individual job opportunities were posted, with 1,365 applications received. Currently there are 42 job postings under active recruitment and listed on the CRD's website, with a number of auxiliary opportunities aligned to upcoming seasonal hirings. The CRD continues to review and modify

recruitment strategies and approaches as needed to better attract and retain staff especially in the hard-to-fill market positions, with recruitment approaches a key component of the People, Safety and Culture Strategic Plan.

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 regular twice per month onboarding sessions which are geared to inform and engage new staff early in their CRD careers. Since implementation, 1,071 new employees have been oriented under this program.

Table 2:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
Job Opportunities (all staff)	Q1: 126	126	N/A	488	N/A

3. Absenteeism and Occupational Health and Safety

As an essential service, the CRD closely monitors the impact of absenteeism and takes appropriate measures to ensure essential operations are maintained. 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. 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.

Typically, sick leave absenteeism rates will be higher in Quarters 1 and 4 of a year given higher levels of cold-and-flus in the community. This trend is consistent for 2024, although lower than the previous year’s first quarter figures.

Table 3:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
Absenteeism (Illness Leave) Rate (regular staff)	Q1: 4.6%	4.6%	4.5%	3.6%	4.3%

With our proactive focus on safety, absences related to workplace illness or injury remain far below those of industry. This has also resulted in the CRD being in a positive (merit) position 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.

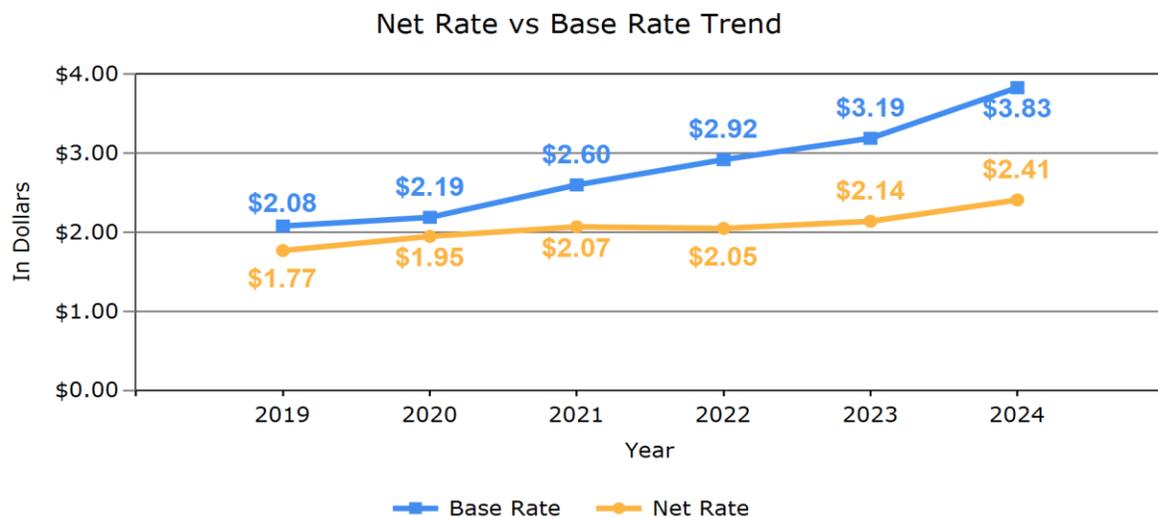
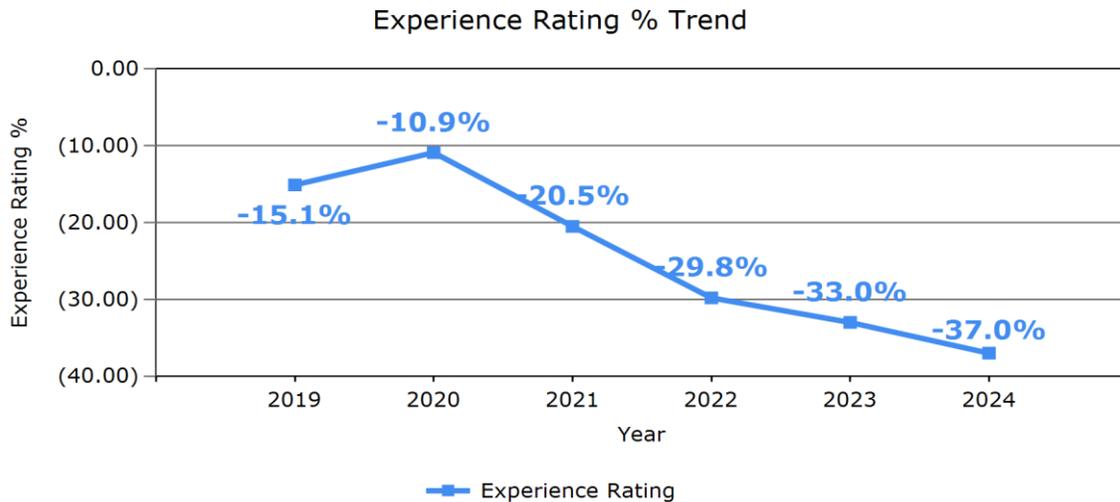
WorkSafeBC base rates for the industry continue to increase, and by 84% since 2019 (from 2.08% to 3.83%). Despite this base trend, the CRD’s Actual ERA (“Net Rate”) has been consistently below the rate for industry as a result of our proactive and diligent safety program. For 2024, the CRD’s total Net Rate with WorkSafeBC – inclusive of our industry leading Certificate of Recognition (CoR) certification - is 47% below the base rate for the industry, which corresponds to a savings to the CRD of over \$1,300,000 in WorkSafeBC premiums for 2024.

Table 4:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
WorkSafeBC Employer Rate (all staff)	All 2024 = 2.41% less 10% ¹	2.41% less 10% ¹	3.83%	2.14% less 10% ¹	3.19%

¹ CoR certification further reduces the Employer Rate by an additional 10%

Table 5:



4. People, Safety and Culture Strategies

In Quarter 1, 2024, the CRD introduced and implemented a comprehensive People, Safety and Culture Strategic Plan. Aligning with the Corporate Plan and Board Strategic Priorities and over the next four years, significant focus will be placed on enhancing efforts around our people and culture. Included in the Plan are robust strategies and outcomes around: Equity, Diversity, Inclusion and Accessibility; Organizational Capacity; Talent Excellence; Employee Experience and Recognition; Talent Acquisition; and People, Safety and Culture Excellence. These activities ensure the organization is supported in this key service area, and the CRD remains competitive and is an employer of choice in the competitive market.

5. Awards and Recognition

In April 2024, the CRD received the 2024 Canada's Greenest Employers Award. This award is a testament to our collective commitment to environmental sustainability and our ongoing efforts to foster a greener future. Each of our staff play a vital role in our sustainability journey, whether by participating in our green initiatives, implementing eco-friendly practices in their daily work, or advocating for environmental responsibility in our region, and without our team of dedicated employees this recognition would not be possible.

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. Overarching to this is the newly implemented People, Safety and Culture Strategic Plan for 2024-2027. While there continues to be no significantly concerning organizational health trends based on metrics information, the CRD continues to monitor environmental factors affecting the workplace and workforce closely and adapt workplace practices and programs to continue to ensure essential services are maintained.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JULY 10, 2024**

SUBJECT **Short-term Biosolids Management Plan – July Update**

ISSUE SUMMARY

To provide an update to the Board on the status of biosolids management over the month of June.

BACKGROUND

The Capital Regional District (CRD) has been responsible for the beneficial use of Class A biosolids produced at the Residuals Treatment Facility since the commissioning of the core area wastewater treatment project in 2020. Currently, the CRD is operating under the Short-term Biosolids Management Plan (2020-2025), with the primary beneficial use options being incineration as an alternative fuel in a cement manufacturing plant in Richmond, BC, and integration with landfill cover systems as contingencies. When neither of these options are available, landfilling biosolids at Hartland Landfill has been the only alternative. In 2011, the CRD Board passed a resolution to ban the land application of biosolids from CRD facilities; however, in 2023, given the operational and logistical challenges with the short-term plan, the CRD Board amended its position to allow limited non-agricultural land application of biosolids as a contingency option. The CRD has secured the use of biosolids for industrial land reclamation at a quarry near Cassidy, BC. Staff continue to seek additional short-term beneficial use contingency options, in order to limit or avoid landfilling of biosolids when the other options are not available.

The CRD submitted a Long-term Biosolids Management Strategy to the Province on June 18, 2024. Plan development included input from the Technical and Community Advisory Committee, First Nations engagement and public consultation. Staff are seeking approval under a separate staff report to implement a Request for Expressions of Interest for partnerships in alignment with Tier 2 of the long-term strategy.

Short-term Biosolids Management Plan Implementation

Cement Kiln in Richmond, BC: An equipment malfunction in late May prevented any shipments to Richmond during early June. Repairs were completed in mid-June, just as the RTF dryer was taken offline for annual maintenance. Senior staff from the CRD and Lafarge met on June 20 where both parties affirmed their commitment to improving the reliability and resilience of the current process. Recently, Lafarge has completed several improvements to the receiving silo, including additional sensors and fail-safes to address the recent issues hampering biosolids delivery. Shipments resumed on June 25, with two successful biosolids deliveries to Richmond before the end of the month, with additional shipments planned the first week of July.

Land Reclamation in Cassidy, BC: The quarry received the majority of biosolids produced in June. Biosolids are blended with sand and were being stored by the landowner under cover. New shipments of biosolids to the quarry have been paused for the month of July, while existing stockpiles are blended into biosolids growing medium (BGM) and placed as final reclamation cover, in accordance with the *Organic Matter Recycling Regulation*. Quarry operators have

confirmed that they will have sufficient capacity for biosolids receiving until Fall 2024, after completing this activity.

Landfilling at Hartland Landfill: There was no landfilling of biosolids from April through the end of June. With the Cassidy quarry site pausing biosolids shipment, landfilling may be required in July if both the Richmond and Cassidy sites are unavailable and no other contingencies are identified. Landfilling is not a beneficial use, as per provincial regulations, and consumes valuable airspace at the landfill.

Provincial (Organic Matter Recycling Regulation) Technical Working Group Review: In 2023, the provincial Ministry of Environment and Climate Change Strategy conducted a review of the Organic Matter Recycling Regulation, including an evaluation of emerging contaminants of concern in the context of land application. The Province has not released the Technical Working Group’s report or provided an update on the status of the OMRR review at this time.

CONCLUSION

The Capital Regional District continues to implement the Short-term Biosolids Management Plan while also beginning to operationalize the Long-term Biosolids Management Strategy. The short-term program continues to experience operational challenges and there is insufficient contingency capacity to ensure the sustainable beneficial use of biosolids. Staff continue to explore additional contingency options to support short-term and long-term operations, including seeking approval to issue a Request for Expressions of Interest to identify partners for out-of-region compliance options under Tier 2 of the long-term strategy.

RECOMMENDATION

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

Submitted by:	Peter Kickham, M.E.T., R.P.Bio., Acting Senior Manager, Environmental Protection
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

**REPORT TO THE GANGES SEWER LOCAL SERVICES COMMISSION
MEETING OF June 27, 2024**

SUBJECT **REQUEST FOR INCLUSION OF PROPERTY IN THE GANGES SEWER
SERVICE AREA – 101 BITTANCOURT ROAD (SEA BREEZE INN)**

ISSUE

To consider expanding the boundary of the Ganges Sewer Service Area to include 101 Bittancourt Road, the location of the Sea Breeze Inn.

BACKGROUND

The Lady Minto Hospital Foundation (LMHF) has purchased the property at 101 Bittancourt Road, south of downtown Ganges, and is developing the property from a former multi-unit commercial motel into staff accommodation for hospital workers. It is planned to include seventeen (17) units for a total of 11,195 ft² or 1,040 m². The applicant has informed the Capital Regional District that the present septic system serving the property is inadequate for their needs and wishes to connect to the Ganges sewer system. The previous owner of the property had experienced problems with the septic system, including surface leaks, in January of 2022.

LMHF has requested that the boundary of the Service Area be revised to include 101 Bittancourt Road, which lies approximately 230 meters south of the existing Service Area. The main sewer line will need to be extended to reach this location, and it is hoped that this extension can precede roadwork that the Ministry of Transportation and Infrastructure (MoTI) has planned for 2024 to re-align and resurface Fulford – Ganges Road in that area.

LMHF has agreed to pay the requisite capacity purchase charge in accordance with Bylaw No. 3262 in the amount of \$27,532.80.

LMHF has also agreed to enter into a Latecomer Agreement with the Capital Regional District in order to recover some of the proportional costs at a later date (up to 15 years) as other property owners along or adjacent to the future sewer extension route should a property connect to the sewer system.

The engineer and architect working for LMHF have determined that the existing conveyance system is adequately sized to accommodate the increased flow from 101 Bittancourt as well as future connections along the proposed route. Information provided by the LMHF engineer and architect is attached to this report as Appendix A.

ALTERNATIVES

Alternative 1

The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.

2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.
4. That Bylaw 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time.

Alternative 2

That the request to include 101 Bittancourt Road into the Ganges Local Area Services boundary be denied.

Alternative 3

That this report be referred to staff for additional information.

IMPLICATIONS

Service Delivery Implications:

Alternative 1:

The expansion of the Service Area to include 101 Bittancourt Road will allow the LMHF to provide much-needed staff housing for hospital workers on Salt Spring Island. The Average Daily Flow (ADF) will not add a significant volume to adversely affect the throughput capacity of the Ganges Wastewater Treatment Plant, and none of the sewer conveyance lines in the area are close to a surcharged condition.

The applicant has agreed to pay for all costs related to (1) including the property in the service area, capacity purchase charge for the planned development, and ongoing parcel taxes and user fees for the service; and (2) all engineering, administration, permit fees and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.

To support the development of this project, a bylaw amending the service area boundaries is required. After the third reading, the Inspector of Municipalities reviews the bylaw for approval and the Salt Spring Island Electoral Area Director for consent. Once the bylaw is adopted, the applicant can proceed with the design and construction of the service extension and connection.

Alternative 2

Denying the expansion of the boundary of the Service Area to include 101 Bittancourt Road would prevent LMHF from developing 101 Bittancourt Road into much-needed hospital staff housing to serve the needs of the Salt Spring Island community.

Alternative 2

Given that MoTI plans to re-align and re-surface Fulford Ganges Road starting the summer of 2024, it is highly preferred that the sewer work precedes the MoTI project. Any delay could result in repairs to a new road surface and increased costs to the LMHF.

CONCLUSION

Expanding the Ganges Local Area Service boundary to include 101 Bittancourt Road will allow the LMHF to provide much-needed hospital staff housing on Salt Spring. The addition of the Sea Breeze Inn will not add a significant volume to adversely affect the capacity of the Ganges Wastewater Treatment Plant, and none of the sewer conveyance lines in the area are close to a surcharged condition.

RECOMMENDATION

The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.
2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.
4. That Bylaw 4609, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024”, be introduced and read a first, second and third time.

Submitted by:	Dean Olafson, P. Eng., MBA, Manager of Engineering, SSI Electoral Area
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: Lady Minto Hospital Foundation – Application cover letter and supporting documents, February 24th, 2024.

Appendix B: Bylaw 4609, “Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024”.



111-957 Langford Parkway
 Victoria, BC V9B 0A5
 T: (250) 478-7875
 www.oppel.ca

Memorandum

File: 355-01

Date: February 24, 2024

Jensen Group Architects
 Suite 111 1034 Johnson Street
 Victoria, BC
 V8V 3N7

Attention: Don Brown, Architect AIBC

Reference: 101 Bittancourt Application for Sanitary Extension Rev. A

On Point Project Engineers Ltd. has prepared the following memorandum Revision A to accommodate the 101 Bittancourt application for the sanitary extension. The revision addresses comments from the CRD requesting inclusion of 276 Fulford-Ganges property as well as extending the sewer beyond 101 Bittancourt. The project requests the sanitary sewer be extended 330m from the existing gravity main at Dean Road and Fulford-Ganges Road to 101 Bittancourt Road (Refer to Exhibit A) to service the Sea Breeze Inn being renovated by the Lady Minto Hospital Foundation to provide long term housing for healthcare workers.

As outlined in the CRD Local Service Area Inclusion Requests Guideline (Exhibit B):

2. *Provide details on the whole development including, but not limited to:*
 - *Civic Address and Legal Description of the property:*
 - 101 Bittancourt Road, Salt Spring Island, BC. VIP 2947. LOT A SECTION 19 RANGE 4E COWICHAN PLAN VIP2947 PORTION NORTH SALT SPRING, EXCEPT PLAN 42952
 - *Current zoning of the property*
 - CA2(a).
 - *Number of existing or proposed buildings on the property, and their proposed use (i.e., residential, commercial, etc.):*
 - Three (3) adjoined buildings. Long term residential housing for health care workers.
 - *Total number of units and total square footage of all buildings:*
 - 17 Units. 11,195 sqft (1040m²)
 - *Equivalent population for the whole property to be served:*

- Equivalent Population: 48 (2.8 persons per unit)
- *Average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)*
 - Average Daily Dry Weather Flow: 240 litres per day per capita (L/d/c)
(Per MMCD Design Guidelines 2022).
 - Peak Hourly Flow: 2,160 litres / hour (L / hr)
 - Inflow & Infiltration Allowance: 0.1 litres / second

The downstream capacity of the existing system should be confirmed adequate before additional sanitary connections are made. Preliminary flow calculations show the 200mm main may run at 3% capacity upstream (approximately 1.7L/s) of the existing sanitary main with the assumed connections from the lots highlighted in Exhibit C. The proposed 200mm main at 95% could handle approximately 62 L/s therefore this portion of the system provides capacity for either densification within the site boundary or future extensions of the main. If the lot is rezoned to CA1 zoning the property could be allowed up to 50 units. Exhibit D demonstrates the increased flow may result in the pipe running at 4% capacity upstream of the existing sanitary main. This extension provides the possibility of connection from properties fronting Fulford – Ganges Road with the potential for sanitary extensions along Dean Road, Bittancourt & Alders.

Sincerely,

Prepared by:



Tanner Dobson, P.Eng.

Reviewed:



Michelle Ting, P.Eng.

PERMIT TO PRACTICE
On Point Project Engineers Ltd.

2024-02-23
Michelle Ting, P.Eng.
PERMIT NUMBER 1002973
Engineers and Geoscientists of BC

c.

Frank Copley – On Point Project Engineers Ltd.

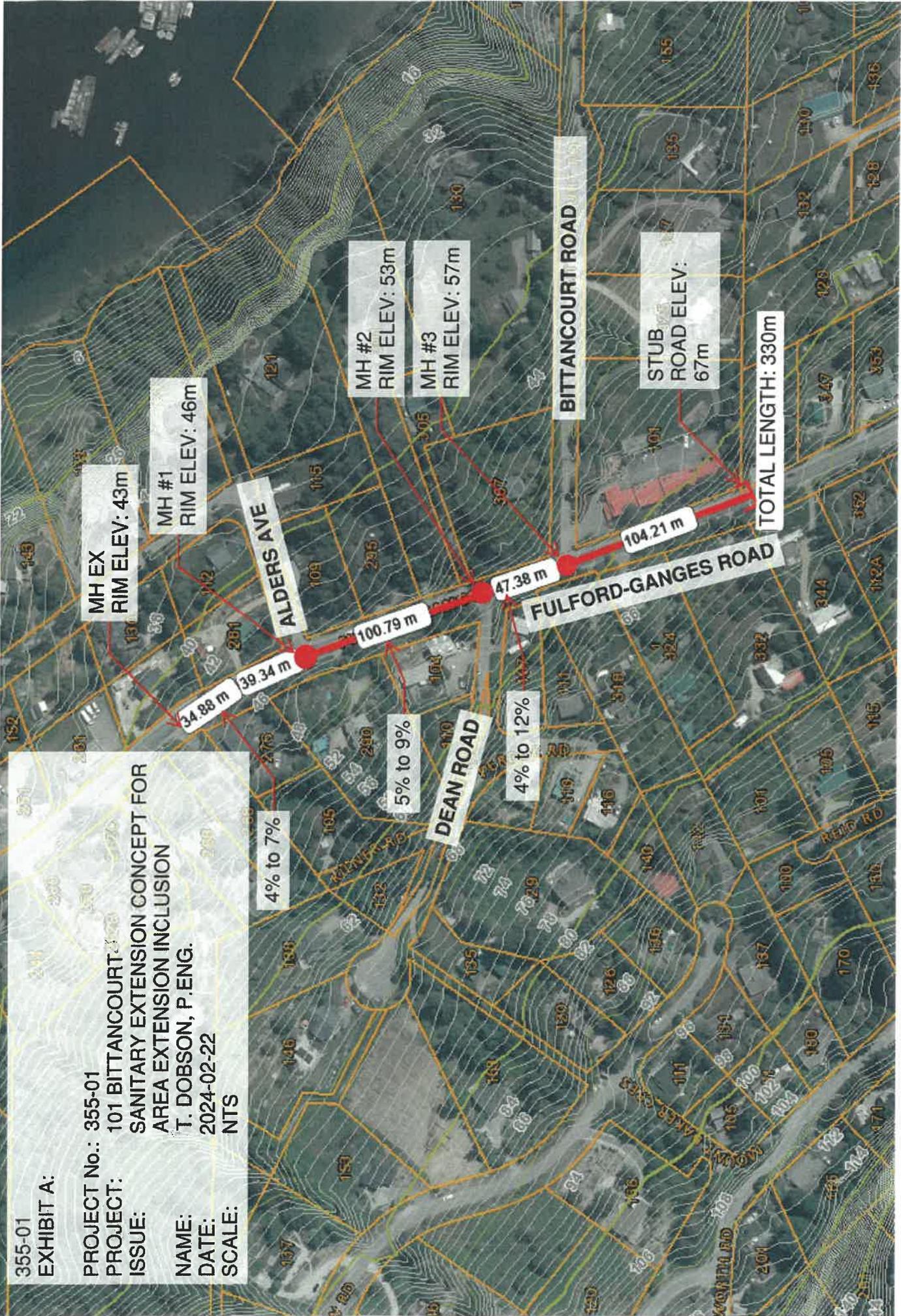
Attachments

- Exhibit A – Sketch Sanitary Extensions Concept
- Exhibit B – CRD Local Service Area Inclusion Requests Guideline
- Exhibit C – Residents Included
- Exhibit D – Calculations

355-01

EXHIBIT A:

PROJECT No.: 355-01
PROJECT: 101 BITTANCOURT
ISSUE: SANITARY EXTENSION CONCEPT FOR
AREA EXTENSION INCLUSION
NAME: T. DOBSON, P.ENG.
DATE: 2024-02-22
SCALE: NTS



MH EX
RIM ELEV: 43m

MH #1
RIM ELEV: 46m

MH #2
RIM ELEV: 53m

MH #3
RIM ELEV: 57m

STUB
ROAD ELEV:
67m

TOTAL LENGTH: 330m

4% to 7%

5% to 9%

4% to 12%

ALDERS AVE

DEAN ROAD

FULFORD-GANGES ROAD

BITTANCOURT ROAD

STUB ROAD

CRD LOCAL SERVICE AREA INCLUSION REQUESTS GUIDELINE

Below is a general step-by-step process for a property that is currently located outside of a CRD Local Service Area but would like to be included in the Service Area:

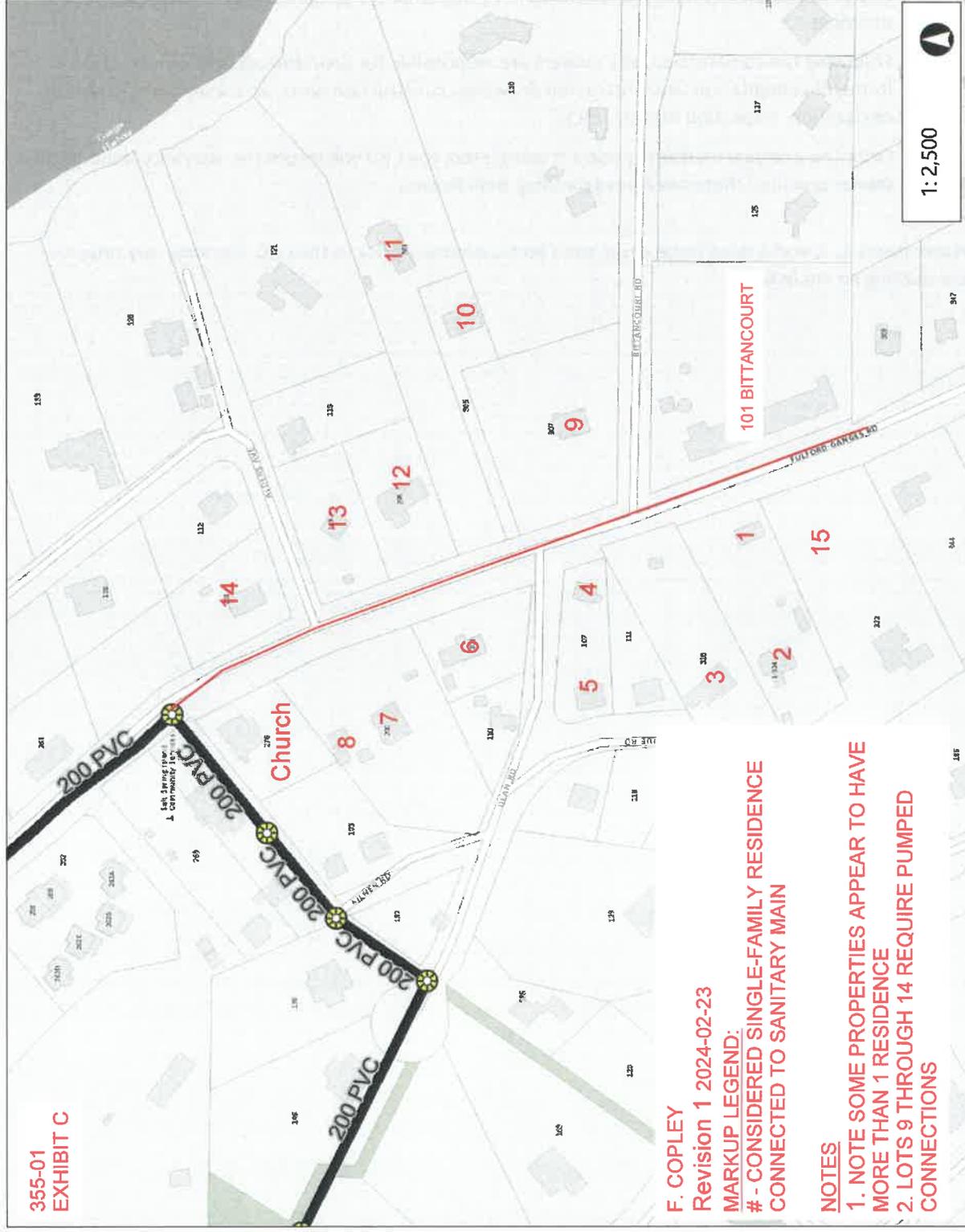
1. Write a letter to the Capital Regional District (CRD) requesting inclusion into the Service Area.
2. Provide details on the whole development including, but not limited to:
 - Civic Address and Legal Description of the property
 - Current zoning of the property
 - number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc),
 - total number of units and total square footage of all buildings,
 - equivalent population for the whole property to be served,
 - average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)
 - domestic water peak demand based on total fixture units. (for water service connection only)
 - The above information will have to be signed and sealed by a professional engineer.
3. Provide a deposit for the CRD to review your information and what impacts it may have on the service. **We can follow up with the estimated cost of the CRD's analysis once the information in item 2 has been provided.**
4. CRD staff will present the letter and information from item 2 to the Service Area Commission at a **Commission Meeting**. The Service Area Commissions meet at the call-of-the-chair, typically 3-4 times a year. There are no pre-scheduled set meetings for the Commissions.
5. CRD staff will request direction from the Commission whether to proceed with the analysis or not.
6. If direction is to proceed, the applicant will need to provide a deposit to complete the analysis.
7. Once the analysis is complete, CRD staff will present the results to the Commission, and request direction on whether to proceed with the service area inclusion or not.
8. If the Service Area Commission directs staff to proceed with the service area inclusion, a bylaw will need to be prepared to amend the service area.
9. The bylaw will be presented to the Service Area Commission and the CRD Board for 1st, 2nd and 3rd reading and then sent to the Inspector of Municipalities for approval. After the Inspector of Municipalities approves the bylaw, the CRD Board will make final adoption of the bylaw.
10. Once the Service Bylaw is amended, the applicant can proceed with the process of design and construction of **the service extension/connection**.
11. The property owner will have to apply for a connection and commence with making annual user fee payment and parcel tax payments to use the service.

12. The service/main extension and/or connection will have to be designed by a Professional Engineer. Another deposit will be required for CRD's time to review the design and assist the consultant in getting the project "construction-ready".
13. Once the connection/extension design is accepted by the CRD, and all other pre-construction items are received (agreements, connection deposit, insurance, permits, etc), construction can begin. More details of the pre-construction items will be provided at this point. The owner will hire a contractor to install the connection/extension to the specifications of the design drawings.
14. Following the construction, the owners are responsible for providing all post-construction items/documentation (as-constructed drawings, construction costs, warranty bond, statutory declaration, inspection reports, etc).
15. Once the one year warranty period is completed, the CRD will return the warranty bond to the owner provided there are no outstanding deficiencies.

Note: Items 1, 2, and 3 need to be completed and submitted, prior to the CRD spending any time on conducting an analysis.

Seabreeze Inn Proximity to Existing Sewer Service

355-01
EXHIBIT C



F. COPLEY
Revision 1 2024-02-23
MARKUP LEGEND:
- CONSIDERED SINGLE-FAMILY RESIDENCE
CONNECTED TO SANITARY MAIN

NOTES
1. NOTE SOME PROPERTIES APPEAR TO HAVE MORE THAN 1 RESIDENCE
2. LOTS 9 THROUGH 14 REQUIRE PUMPED CONNECTIONS



Legend

Facility or Station	
	Air Release Chamber
	Degrit Chamber
	Diverion Chamber
	Junction Chamber
	Metering Chamber
	Observation Chamber
	Odour Chamber
	Overflow Chamber
	Pigging Chamber
	Transition Chamber
	Pump Station
	Storage Basin or Tank
	Treatment Plant
	Air, Drain, Inline Valve
	Air
	Drain
	Inline
	Clean Out
	Manhole
	Vent
	Pressurized Main Flow Direction
	Gravity Main Flow Direction
	Pressurized Main
	Gravity Main
	Collector

Notes

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

EXHIBIT D - BITTANCOURT SANITARY SEWER FLOW ANALYSIS - CALCULATIONS

PROJECT: 101 Bittancourt Road
 Company: On Point Project Engineers Ltd.
 Address: #111 - 957 Langford Parkway, Langford, BC, V9B 0A5
 Engineer: T. Dobeon, P.Eng.

Seal/Engineers Stamp		Date: Feb 23/24 Design: TD	Manning's Equation $V=(1/n)(R^{2/3})(s^{1/2})$ Q=VA																								
		SEWAGE FLOW		INFILTRATION		CRITICAL SEWER LINK																					
Area	Area Hectares (A)	Single Family Home	Town Home	Condo	Indust. Area	Comm. Area	Resid. Area	SFE Equiv	TH Equiv	Condo Equiv	Indust. Equiv	Comm. Equiv	Resid. Equiv	Equiv Pop.	Cum. Equiv Pop.	Peaking Factor	Peak Flow L/s	Infil. L/s	Total Flow L/s	Total Flow m ³ /s	MH to MH	Pipe Size m	Pipe slope %	Capacity m ³ /s	Velocity m/s	PASS OR FAIL ?	
Current Architectural Plan																											
101 Bittancourt to MH#3*	0.8	0	17	0	0	0	0	0	48	0	0	0	0	48	48	4.32	0.8	0.1	0.7	0.001		0.2	3	0.057	1.81	PASS	1%
MH#3 to Existing Connection	1.4	15	0	0	0.2	0	0	80	0	0	10	0	0	70	118	4.22	1.4	0.3	1.7	0.002	1.684905	0.2	4	0.068	2.09	PASS	3%
Scenario: 101 Bittancourt with CA1(a) Zoning																											
101 Bittancourt to MH#3**	0.8	0	50	0	0	0	0	0	140	0	0	0	0	140	140	4.20	1.6	0.1	1.7	0.002		0.2	3	0.057	1.81	PASS	3%
MH#3 to Existing Connection	1.2	15	0	0	0.2	0	0	80	0	0	10	0	0	70	210	4.14	2.4	0.3	2.7	0.003	2.674399	0.2	4	0.068	2.09	PASS	4%

Equivalent Populations

Single Family	4 Persons/Unit
Town Houses	2.8 Persons/Unit
Condominiums	2.5 Persons/Unit
NON-RESIDENTIAL FLOWS	
Institutional	50 People / Hectare
Commercial	75 People / Hectare
Industrial	90 People / Hectare

Sewage Flow Design Criteria

Average Daily Dry Weather Flow (ADWF)	240 L/capita/day (LPCPD)	Per MMCD Design Guidelines.
I & I - New system with pipes above ground water system	11,200 lhec/day	Per MMCD Design Guidelines.
"n"	0.013	

Architectural Design

Provider: Jensen Group Architects
 Date: August 5, 2022
 Project: Seabreez Inné Renovation
 Project No.: 2203

Notes:

*101 Bittancourt 17 units based off of JGA Architectural Plan.
 **101 Bittancourt units based off of max allowable units per CA1 zoning.
 ***276 Ganges-Fulford Road appears a place of worship and therefore MMCD non-residential calculation performed

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4609

A BYLAW TO AMEND A BYLAW TO AMEND THE GANGES SEWER SYSTEM
ESTABLISHING BYLAW (BYLAW NO. 1923)

WHEREAS:

- A. Under Bylaw No. 1328, "Ganges Sewer Defined Area Bylaw, 1985", the Board established a Defined Area for sewage collection and disposal, and converted it into a service by establishing Bylaw No. 1923, "Ganges Sewer System Establishing Bylaw, 1991";
B. The Board wishes to amend Bylaw No. 1923 to include Lot A Section 19 Range 4E Cowichan PLAN VIP2947 Portion North Salt Spring, Except Plan 42952 Spring (also known as 101 Bittancourt Road) in the Service Area and to adjust language to reflect the current Service Area in a single schedule; and
C. The Electoral Area Director may provide elector assent in writing pursuant to s.349 of the Local Government Act;

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

- 1. Bylaw No. 1923, Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991 is hereby amended:
(a) by deleting Schedule "A" and inserting the attached Schedule "A", which includes include Lot A Section 19 Range 4E Cowichan PLAN VIP2947 Portion North Salt Spring, Except Plan 42952 Spring , also known as 101 Bittancourt Road.
2. This bylaw may be cited for all purposes as the "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024".

READ A FIRST TIME THIS th day of 2024
READ A SECOND TIME THIS th day of 2024
READ A THIRD TIME THIS th day of 2024
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS th day of 2024
CONSENTED TO BY THE ELECTORAL AREA DIRECTOR OF SALT SPRING ISLAND THIS th day of 2024
ADOPTED THIS th day of 2024

CHAIR

CORPORATE OFFICER



- Proposed Service Area Expansion
- Ganges Sewerage Service Area



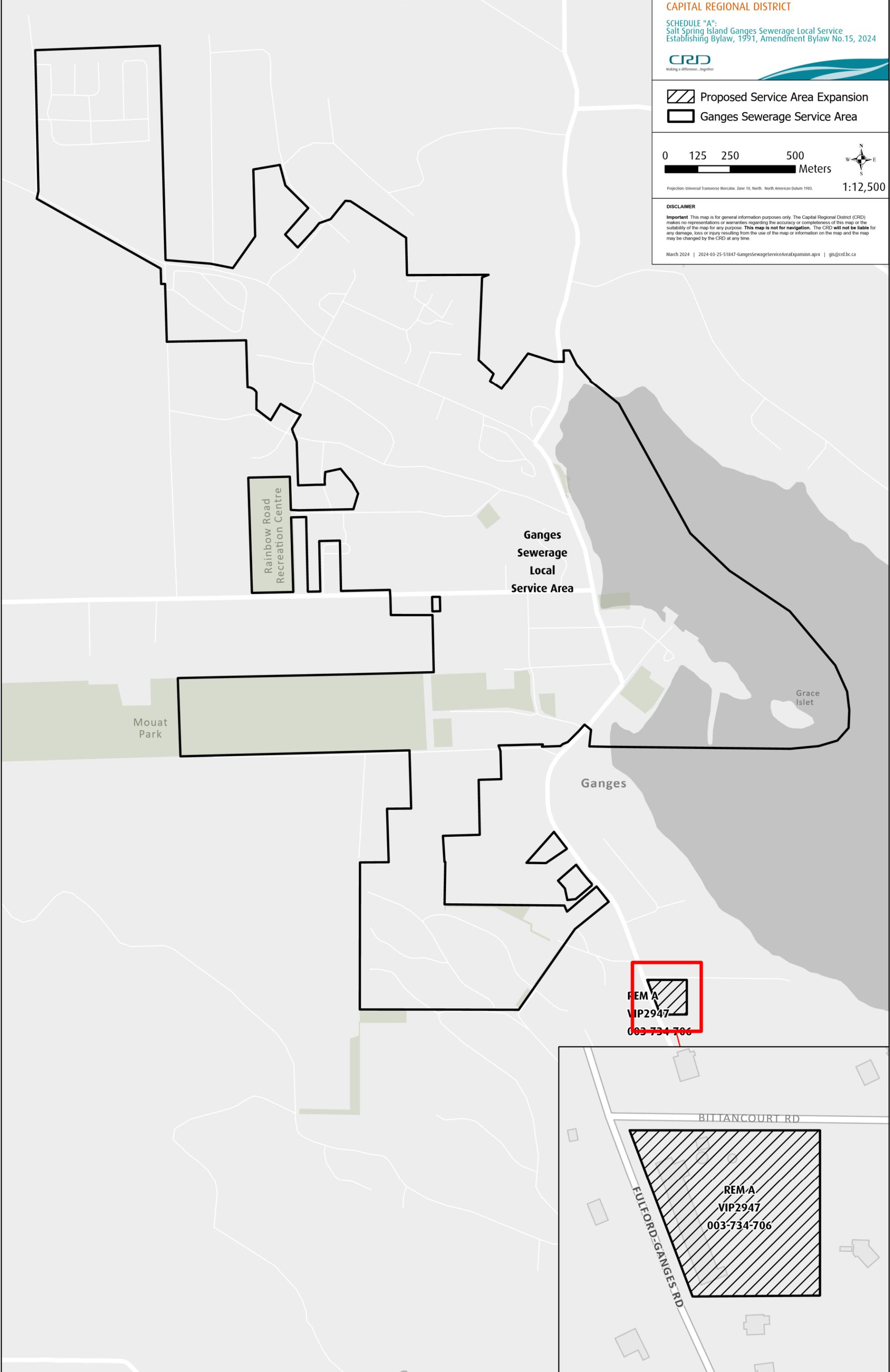
1:12,500

Projection: Universal Transverse Mercator, Zone 10, North, North American Datum 1983.

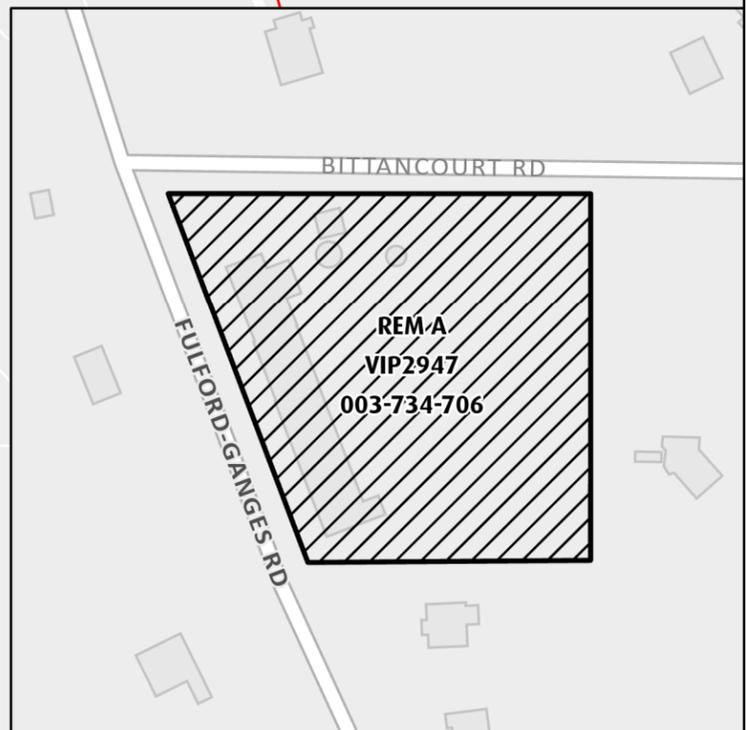
DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

March 2024 | 2024-03-25-51847-GangesSewerageServiceAreaExpansion.aprx | gis@crd.bc.ca



REM-A
VIP2947
003-734-706



BITTANCOURT RD

FULFORD-GANGES RD

REM-A
VIP2947
003-734-706



Making a difference...together

REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 3, 2024

SUBJECT **Bylaw No. 4617: Capital Regional District Recreation Services and Facilities Fees and Charges 2024-2025**

ISSUE SUMMARY

To update the Capital Regional District (CRD) recreation services and facilities fees and charges schedules for 2024-2025.

BACKGROUND

The CRD 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. 4617 updates the annual fees and charges schedules (Appendix A).

Recreation fees and charges are reviewed and adjusted annually, or as required, to ensure that the cost for access to recreation services remains in line with service plan objectives and that they recover an appropriate portion of operating costs and funding for maintenance and asset investment. The overarching goal is to set reasonably affordable fees and charges that remain competitive within the marketplace.

ALTERNATIVES

Alternative 1

That the Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4617, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024", be introduced and read a first, second and third time;
2. That Bylaw No. 4617 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 Parks and Recreation Commissions for the 2024-2025 season.

RECOMMENDATION

That the Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4617, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024”, be introduced and read a first, second and third time;
2. That Bylaw No. 4617 be adopted.

Submitted by:	Angela Linwood, CPA, CMA, Controller
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Luisa Jones, MBA, GM Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Bylaw No. 4617, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024”
- Appendix B: List of Revisions

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4617

A BYLAW TO AMEND BYLAW NO. 3623
TO UPDATE THE RECREATION SERVICES AND FACILITIES FEES FOR 2024-2025

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, 2024, by deleting Schedules "A" through "E" in their entirety and replacing them with the attached Schedules "A" through "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. 19, 2024".

READ A FIRST TIME THIS DAY OF 202_

READ A SECOND TIME THIS DAY OF 202_

READ A THIRD TIME THIS DAY OF 202_

ADOPTED THIS DAY OF 202_

CHAIR

CORPORATE OFFICER

SCHEDULE “A”**PANORAMA RECREATION CENTRE FEES AND CHARGES**
Effective September 1, 2024

DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 7.25
	10x	\$ 65.25
	25x	\$ 154.05
	50x	\$ 290.00
Term Passes (19+)	1 month	\$ 62.10
	12 month	\$ 404.15
	Continuous Pass-Month 1	\$ 62.10
	Continuous Pass-Monthly	\$ 33.70
Senior (60 plus)	Single Admission	\$ 5.85
	10x	\$ 52.65
	25x	\$ 124.30
	50x	\$ 234.00
Senior (90 plus)	Lifetime Membership	Free
Children and Youth (6 – 18)	Single Admission	\$ 3.90
	10x	\$ 35.10
	25x	\$ 82.90
	50x	\$ 156.00
	12 month	\$ 97.75
	With Valid Parent Adult Annual Pass	Free
Children (0-5)	Single Admission	Free
Family (Max. 5; 2 adults & 3 youth or 1 adult & 4 youth)	Single Admission	\$14.50
Two Adult Family (2 adults & up to 3 children/youth)	12 month	\$ 808.30
	Continuous Pass-Month 1	\$ 124.20
	Continuous Pass-Monthly	\$ 67.40
One Adult Family (1 adult & up to 4 children/youth)	12 month	\$ 501.90
	Continuous Pass-Month 1	\$ 72.10
	Continuous Pass-Monthly	\$ 41.85
Military Participant Fee	12 month	\$ 244.50
Other Drop-in Fees inclusive of tax		
Yoga	Single Admission	\$ 13.00
Skating Weekend Special Family	Single Admission	\$18.75

Greenglade fees inclusive of tax		
Pottery	Single Admission	\$ 9.40
	10x	\$ 84.60
	10x (youth)	\$ 79.70
	25x	\$ 199.75
	25x (youth)	\$ 189.40

RACQUET SPORTS (fees Inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
Outdoor Tennis	\$ 6.25
Tennis – Prime	\$ 29.30
Tennis – Economy	\$ 27.30
Tennis – Non-Prime	\$ 16.80
Squash & Convertible – Prime (45 minutes)	\$ 16.00
Squash & Convertible – Non-Prime (45 minutes)	\$ 12.75
<i>Rates per day</i>	
Tennis Complex – Off Season	\$ 1,729.75
Tennis Complex – In Season	\$ 2,420.50
Tennis Complex – Off Season Commercial	\$ 2,420.50
Tennis Complex – In Season Commercial	\$ 3,094.15

*See Panorama Recreation brochure for the definition of prime, non-prime and economy.

Off Season is defined as being between May 1st and August 31st and applies to indoor tennis courts only. Off season rate = 50% of applicable hourly rate.

SPORT COURTS (fees Inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
JSMSC - Outdoor Convertible Court	\$ 6.25
JSMSC - Outdoor Basketball Court	\$ 12.50
JSMSC - Complex	\$ 25.00
Sport Box - Pickleball Court	\$ 7.75
Sport Box - Youth	\$ 17.05
Sport Box - Adult	\$ 31.00
Sport Box – Commercial and Birthday Party	\$ 62.00

AQUATICS (fees inclusive of tax)	
<i>Rates per hour</i>	
Pool Rental – Youth	\$ 125.95
Pool Rental – Adult	\$ 172.35
Pool Rental – Commercial	\$ 200.65
Pool Rental – Lifeguard/Instructor (additional staff) **	\$ 42.50
Lane Rental – Youth	\$ 16.05
Lane Rental – Adult	\$ 23.80
Lane Rental – Commercial	\$ 28.35

**Lifeguard/Instructor is charged outside of normal operating hours and where additional staff is needed. 1 lifeguard per 35 participants.

Pool Rentals do not include slide use. Slide use will require an additional 2 lifeguards.

ARENA FACILITY (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Ice – Adult Prime*	\$ 243.55
Ice – Adult Non-Prime*	\$ 199.75
Ice – Adult Midnight*	\$ 130.15
Ice – Youth Prime	\$ 132.60
Ice – Youth Non-Prime	\$ 111.45
Junior B Game	\$ 148.05
Ice – Commercial (Tournament rate e.g. Pacific Cup)	\$ 269.65
Dry Floor – Adult	\$ 81.00
Dry Floor – Adult League	\$ 78.65
Dry Floor – Youth	\$ 51.75
Dry Floor – Youth League	\$ 49.45
Dry Floor – Commercial (Trade Show)	\$ 86.15
Skate Rental	\$ 3.95
Skate Sharpening	\$ 6.05
Skate Sharpening 10x	\$ 54.45
Arena Staff	\$ 42.50
<i>Rates per day</i>	
Complex – Ice Season Commercial (per day)	\$ 3,185.10
Complex – Dry Floor Commercial (per day)	\$ 1,291.75

* See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime/non-prime and midnight.

PANORAMA ROOM RENTAL (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Boardroom – Youth	\$ 24.25
Boardroom – Adult	\$ 31.85
Boardroom – Commercial and Birthday Party	\$ 39.05
Island Room – Youth	\$ 22.95
Island Room – Adult	\$ 30.25
Island Room – Commercial and Birthday Party	\$ 41.20
Fitness Studio – Youth	\$ 32.65
Fitness Studio – Adult	\$ 49.15
Fitness Studio – Commercial and Birthday Party	\$ 61.25
Lookout Room - Youth	\$ 31.35
Lookout Room - Adult	\$ 47.85
Lookout Room – Commercial and Birthday Party	\$ 56.70
Lobby/Concourse	\$ 13.70
Poolside Room - Youth	\$ 19.65
Poolside Room – Adult	\$ 30.25
Poolside Room – Commercial and Birthday Party	\$ 41.20
ARC Room – Youth	\$ 19.90
ARC Room – Adult	\$ 30.70
ARC Room – Commercial and Birthday Party	\$ 41.20
Parking Lot - Commercial	Negotiated
Parking Lot per zone/day	\$ 81.25

CENTRAL SAANICH CULTURAL CENTRE (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Cultural Centre Room A – Youth	\$ 31.35
Cultural Centre Room A – Adult	\$ 39.85
Cultural Centre Room A – Commercial *	\$ 50.85
Cultural Centre Room B – Youth	\$ 29.35
Cultural Centre Room B – Adult	\$ 37.80
Cultural Centre Room B – Commercial *	\$ 48.40

GREENGLADE COMMUNITY CENTRE (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Classroom – Youth	\$ 26.50
Classroom – Adult	\$ 33.10
Classroom – Commercial and Birthday Party *	\$ 50.85
Fitness/Dance Studio (Rm 4) - Youth	\$ 32.65
Fitness/Dance Studio (Rm 4) - Adult	\$ 41.15
Fitness/Dance Studio (Rm 4) - Commercial/Birthday Party	\$ 61.25

GREENGLADE COMMUNITY CENTRE (fees inclusive of tax)	
Gymnasium – Youth	\$ 40.55
Gymnasium – Adult	\$ 49.15
Gymnasium – Commercial and Birthday Party	\$ 82.65
Gymnasium – Court Rental Fee (Pickleball, Badminton)	\$ 18.65
Teen Lounge	\$ 47.85
Staff Supervision*	\$ 42.50
Playing Field	\$ 17.10

*Two hour minimum required.

NORTH SAANICH MIDDLE SCHOOL (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
Science Classroom – Youth	\$ 26.50
Science Classroom – Adult	\$ 33.10
Science Classroom – Commercial	\$ 50.85
Multipurpose – Youth	\$ 77.50
Multipurpose – Adult	\$ 90.05
Multipurpose – Commercial	\$ 142.85
Gymnasium – Youth*	\$ 56.35
Gymnasium – Adult*	\$ 70.65
Gymnasium – Commercial and Birthday Party*	\$ 112.10
Staff Supervision**	\$ 52.00

* Half Gymnasium rental is half the regular fee

** Two hour minimum required

MISCELLANEOUS (fees inclusive of tax)	
<i>Rates per day unless otherwise noted*</i>	
Table Rental Fee	\$ 3.40
Chair Rental Fee	\$ 0.80
Fitness/aquatic fitness staff*	\$ 52.00/hr
Maintenance staff	\$ 52.00/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

* Two hour minimum required.

MISCELLANEOUS ADMINISTRATION (Inclusive of tax)	
NSF Cheque/Declined Credit Card Fee	\$ 25.00
Card Replacement	\$ 10.50
Loonie Admission	\$ 1.00
Toonie Admission	\$ 2.00
Locker (small/medium)	\$ 0.25
Locker (large)	\$ 0.50

ADVERTISING FEES	
BROCHURE ADVERTISING (fees inclusive of tax)	
Banner Ad (2 x 7.25)	\$ 257.25
Banner Ad (2 x 7.25) three brochures (20% discount)	\$ 645.75
Banner Ad (4 x 7.25)	\$ 425.25
Banner Ad (4 x 7.25) three brochures (20% discount)	\$ 1,055.25
Front/Back Inside Cover (full gloss 9.5 x 7.25)	\$ 1,128.75
Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures	\$ 2,798.25
Back Cover (full gloss 9.5 x 7.25)	\$ 1,338.75
Back Cover (full gloss 9.5 x 7.25) three brochures	\$ 3,360.00
Inside Full Page	\$ 840.00
Design Fee (per hour)	\$ 78.75
FACILITY ADVERTISING (fees inclusive of 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	Negotiated
	Daily
	Weekly
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

SPECIAL EVENTS (fees inclusive of tax)	
Slider & Handler- Community/Non-Profit*	\$ 70.90
Slider & Handler- Commercial*	\$ 105.90
Special Event Staff - Community/Non-Profit*	\$ 35.45
Special Event Staff - Commercial*	\$ 52.95
Small Inflatable - Community/Non-Profit*	\$ 35.45
Small Inflatable - Commercial*	\$ 52.95
Large Inflatable - Community/Non-Profit**	\$ 106.35
Inflatable - Commercial**	\$ 158.85

* Two hour minimum required

**Three hour minimum and three staff required for two hour event, with one hour travel time.

PARTNERSHIPS (fees inclusive of tax)	
Partners of Panorama	Negotiated

SCHEDULE “B”**SEAPARC RECREATION FEES AND CHARGES
Effective September 1, 2024**

DROP- IN FEES (swim, skate, weight room, aerobic classes)		
Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 7.00
	10x	\$ 63.00
	1 month	\$ 69.50
	3 month	\$ 155.00
	12 month	\$ 429.00
Senior (60+)	Single Admission	\$ 5.25
	10x	\$ 47.25
	1 month	\$ 51.50
	3 month	\$ 119.00
	12 month	\$ 429.00
Student (19+)	Single Admission	\$ 5.25
	10x	\$ 47.25
	1 month	\$ 51.50
	3 month	\$ 119.00
	12 month	\$ 429.00
Youth (13 – 18)	Single Admission	\$ 3.85
	10x	\$ 34.65
	1 month	\$ 38.75
	3 month	\$ 92.75
	12 month	\$ 249.00
Child (5 – 12)	Single Admission	\$ 3.35
	10x	\$ 30.15
	1 month	\$ 33.50
	3 month	\$ 77.25
	12 month	\$ 210.00
Family (Maximum 5)	Single Admission	\$14.00
	10x	\$ 126.00
	1 month	\$ 139.00
	12 month	\$ 858.00
Commercial Access	Single Admission	\$ 21.00
Preschool Age (4 and Under)	Single Admission	\$ 0.00

MISCELLANEOUS ADMINISTRATION (Includes applicable tax)	
NSF Cheque / Declined Credit Card Fee	\$ 25.00
Card Replacement/Refund	\$ 5.00
Late Withdrawal Fee	\$ 10.00
Towel Rental	\$ 3.00
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)	\$ 162.00
Pool Rental Guard/Instructor (additional staff)	\$ 40.00
Lane Rental – Adult / Commercial	\$ 27.00
Lane Rental – Youth	\$ 14.00
*Lifeguard/Instructor addition charge if required based on Lifeguard to Patron ratio	
ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Ice - Adult Prime [±]	\$ 238.00
Ice - Adult Non-Prime [±]	\$ 198.00
Ice – Youth Prime Rate *	\$ 131.00
Ice – Youth Non-Prime	\$ 112.00
Ice – Youth Early Morning Resident [±]	\$ 58.00
Ice – Youth Early Morning Non Resident [±]	\$112.00
SD 62 School Use [±]	\$ 87.00
Dry Floor – Adult Non Profit [±]	\$ 79.50
Dry Floor – Youth Resident [±]	\$ 41.00
Dry Floor – Commercial [±]	\$ 116.00
Arena Staff	\$ 40.00
Arena Office Space – fee per month	\$ 357.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day) [±]	\$ 1,273.00
Complex – Dry Floor Non Profit (Move In/Out) [±]	\$ 636.00
Complex – Dry Floor Commercial (per day) [±]	\$ 1,872.00
Complex – Dry Floor Commercial (Move In/Out) [±]	\$ 936.00
Concession – Non Profit (per day)	\$ 26.25
Concession – Commercial (per day)	\$ 157.50
As per Fees & Charges Policy: Prime Time Rate: 4pm-10pm weekdays: 8am-10pm weekends Early Morning Rate: 12am-8am Non-Resident: Less than 75% of members living in SEAPARC service area	

ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	\$ 3.75
Skate Rental – Family Rate (Maximum 5)	\$ 7.50
Skate Sharpening	\$ 5.50
Skate Sharpening 10x	\$ 49.50
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	\$ 22.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 33.00
Multipurpose Room – Full Room	\$ 66.00
Parking Lot (daily rate per ¼ of parking lot)	\$ 74.00
Facility Rental for Commercial Film Rental	Negotiated
Fitness Instructor	\$ 52.00
Maintenance Staff	\$ 52.00
Table Rental (per booking)	\$ 3.00
Chair Rental (per booking)	\$ 1.00
SEAPARC STAN JONES FIELD (Subject to applicable tax)	
Adult Per Game	\$ 27.75
Youth Per Game	\$ 13.00
Commercial / Community Event	Negotiated
SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)	
Youth	\$ 15.75
Adult	\$ 31.50
Commercial	\$ 63.00
GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)	
Adult	\$ 17.50
Adult 10x	\$ 157.50
Adult – season pass	\$ 525.00
Senior (60+)	\$ 15.75
Senior (60+) 10x	\$ 141.75
Youth (8-16)	\$ 11.00
Youth 10x	\$ 99.00
Youth – season pass	\$ 225.00
Family (Max 4 incl. 2 adults)	\$ 45.00
Extra Round	\$ 10.50
Pull Cart Rental	\$ 5.25
Club Rental	\$ 7.50
Golf Tournament Fee	Negotiated
FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	\$ 639.00
Zamboni Ad (per year)	\$ 1,065.00
Brochure Advertising	Negotiated

SCHEDULE “C”**SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES****Effective September 1, 2024**

RECREATION CENTRES (General Admission Fees; Subject to applicable tax)		
Adult (19yrs and older)	Single Admission	\$ 6.50
	10x*	\$ 58.50
	20x*	\$ 110.50
	1 month	\$ 65.10
	Annual Pass (12 months)*	\$ 443.90
Youth (13-18 yrs or valid student card)	Single Admission	\$ 4.90
	10x*	\$ 44.10
	20x*	\$ 83.30
	1 month	\$ 48.85
	Annual Pass (12 months)*	\$ 332.95
Child (5-12 yrs)	Single Admission	\$ 3.90
	10x*	\$ 35.10
	20x*	\$ 66.30
	1 month	\$ 39.05
	Annual Pass (12 months)*	\$ 266.35
Tot (4 yrs and under)		No charge
Family (Maximum 5)	Single Admission	\$13.00
	10x*	\$117.00
	20x*	\$ 221.00
	1 month	\$ 130.20
	Annual Pass (12 months)*	\$ 887.80
Aquatic Fitness	Single Admission	\$ 8.10
	10x*	\$ 72.90
	20x*	\$ 137.70
	1 month	\$ 73.40
	Annual Pass (12 months)*	\$ 622.55
* Punch and timed passes are currently not available for purchase or use at SIMS. - Single admission rates apply to each entry per day. - Showers and half price swim times are half price of single admission. - \$5.00 roller skate rental fee - \$25.00 Annual Staff Pass		
RAINBOW RECREATION POOL RENTAL (Rates per hour unless otherwise noted; Subject to applicable tax)		
Commercial	Per Lane	\$ 25.60
	Entire Facility*	\$ 153.70
Adult Non-Profit	Per Lane	\$ 19.20
	Entire Facility*	\$ 115.20
Youth Non-Profit	Per Lane	\$ 15.35
	Entire Facility*	\$ 92.20
Lifeguard/Instructor (additional staff)	Per Lane	\$ 33.70
* Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

FIELD AND COURT RENTAL (Rates per hour unless otherwise noted; Subject to applicable tax)		
Tennis Courts (per court)	Youth Non-Profit	No Charge
	Adult Non-Profit	No Charge
	Commercial	\$ 7.15
Tennis Courts (per tournament)	Youth Non-Profit	\$ 27.85
	Adult Non-Profit	\$ 27.85
	Commercial	See Park Use Fees
Multisport Court	Youth Non-Profit	\$ 7.30
	Adult Non-Profit	\$ 9.10
	Commercial	\$ 12.15
Ball Diamonds	Youth Non-Profit	\$ 5.00/day
	Adult Non-Profit	\$5.75/day
	Commercial	See Park Use Fees
Ball Diamonds (per tournament)	Youth Non-Profit	\$ 27.85
	Adult Non-Profit	\$ 27.85
	Commercial	See Park Use Fees
Main Field / Side Field – Portlock	Youth Non-Profit	\$ 5.00/day
	Adult Non-Profit	\$ 5.75/day
	Commercial	See Park Use Fees
Main or Side Field – Portlock (per tournament)	Youth Non-Profit	\$ 27.85
	Adult Non-Profit	\$ 27.85
	Commercial	See Park Use Fees
Jogging Track		No Charge
GYM RENTAL (Subject to applicable tax)		
Youth Non-Profit	Per Hour	\$ 51.45
	Per Day*	\$ 257.10
After School Group Adult Non-Profit	Per Hour	\$ 25.90
	Per Day*	\$ 321.40
Commercial	Per Hour	\$ 85.70
	Per Day*	\$ 428.50
* Day fee based on five hours of use.		
ROOM AND STORAGE RENTAL (Rates per month unless otherwise noted; Subject to applicable tax)		
Small Classroom	Youth Non-Profit	\$ 353.50
	Adult Non-Profit	\$ 441.85
	Commercial	\$ 589.15
Large Classroom	Youth Non-Profit	\$ 385.65
	Adult Non-Profit	\$ 482.05
	Commercial	\$ 642.75
Small Storage Room	Youth Non-Profit	\$ 48.02
	Adult Non-Profit	\$ 60.20
	Commercial	\$ 80.30
Large Storage Room	Youth Non-Profit	\$ 96.40
	Adult Non-Profit	\$ 120.50
	Commercial	\$ 160.70
Meeting Room / Classroom (per hour)	Youth Non-Profit	\$ 16.70
	Adult Non-Profit	\$ 20.90
	Commercial	\$ 27.85
Dance Room (per hour)	Youth Non-Profit	\$ 21.70
	Adult Non-Profit	\$ 27.15
	Commercial	\$ 36.20

PARK USE (Rates per day unless otherwise noted; Subject to applicable tax)		
Commercial Filming		\$ 336.10
Commercial Service or Activity		\$ 231.95
	Rate Per Week	\$ 579.75
Commercial Temporary One-Time Use	Rate Per Hour	\$ 115.90
Research Activity – such as specimen collection, surveys, inventories, monitoring plots		\$ 34.85
Special Event or Activity:		
Youth Non-Profit	Rate per Hour	\$ 10.00
	Rate per Day*	\$ 50.15
Adult Non-Profit	Rate per Hour	\$ 12.55
	Rate per Day*	\$ 62.70
Commercial	Rate per Hour	\$ 16.70
	Rate per Day*	\$ 83.60
Gazebo and Picnic Shelters:		
Youth Non-Profit	Rate per Hour	\$ 7.30
	Rate per Day*	\$ 36.95
Adult Non-Profit	Rate per Hour	\$ 9.10
	Rate per Day*	\$ 46.20
Commercial	Rate per Hour	\$ 12.15
	Rate per Day*	\$ 61.60
* Day fee based on five hours of use.		
MISCELLANEOUS FEES (Subject to applicable tax)		
Tent Rental (Plus staff time)		\$ 46.80
Road Sign at Portlock (Commercial)	Rate per Week	\$ 29.00
Clean Up Fee	Rate per Hour	\$ 43.75
Maintenance Staff	Rate per Hour	\$ 43.75
Table Rental (per table)	Rate per Day	\$ 11.95
Chair Rental (per chair)	Rate per Day	\$ 2.35
Refund Fee (No charge to leave credit on account)	(non-taxable)	\$ 5.20
NSF Cheque Fee/Declined Credit Card	(non-taxable)	\$ 20.70
Membership Card Replacement	(non-taxable)	\$ 5.20
Locker (Small/Medium)	(non-taxable)	\$ 0.25
Locker (Large)	(non-taxable)	\$ 0.50
Water/Wash Station	Rate per Season	\$ 50.30
Power	Rate per Season	\$ 36.40
Damage Deposit (Major Event/Tournament)		20% of Contract

SCHEDULE “D”**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES****Effective September 1, 2023****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, 2023**

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



List of Revisions

Below is a summary of the changes to fees and charges for recreation services and facilities, starting September 1, 2024. The changes have been considered and recommended by the respective service's commission, and summarized as follows.

Panorama Recreation Centre: The primary consideration in the review of recreation fees and charges is to balance fiscal responsibility, equitable access to recreation services and the marketplace. Historically, the Peninsula Recreation Commission has determined that a ratio of 50% funding by users and 50% funding by requisition is the goal to meet and maintain. The ratio of user pay to tax requisition was impacted by the COVID-19 pandemic, and is gradually returning to the goal ratio (2020-31.3%, 2021- 37.1%, 2022- 43.5% and 2023, 46.5%).

Although attendance and revenues have nearly recovered to pre-pandemic levels, wages, operating costs and inflation impact the cost to operate facilities and to deliver programs and services. Staff have considered expected revenues, increasing costs, recreation fees across the region and previous rate increases and are recommending a 2 to 5% increase to most fees.

The recommended increase accounts for increases in wage, operating cost, inflation, and a return to a 50% user pay ratio, while supporting community health and wellness.

The increases establish Panorama Recreation rates in line with the regional average and align or work towards better alignment with subsidy levels outlined in the Peninsula Recreation Fees and Charges policy.

Proposed changes to fees and charges include:

1. *Increase to single admission, per visit and timed passes.*

- Single admission rates increase 3.5% for adults, children/youth and families, 2% for seniors and students and 5% for pottery.
- Timed passes increase 3.5% for adults.
- Adding the arena weekend family special rate. This rate has historically been part of the fee structure, but not accurately captured in the fees and charges bylaw.
- The child/youth pass rate is well below the regional average. Child and youth passes in the region range from \$175 to \$420 annually. The proposed 15% increase from \$85 to \$97.75 per year will account for increased staffing costs associated with higher youth weight room attendance and work towards alignment with the accepted subsidy level for child/youth admissions being 55% of the corresponding adult rate.

2. *Increase to facility rental rates.*

- Most facility rental rates, including arena, pool and room rentals increase 2% for youth, 3.5% for adult and 7% for commercial. Due to the continued high demand for these facilities, the market can tolerate the increase.
- Court rentals increase 0% to 2% to remain in line with comparable services in the region.
- New facility rental fees have been added for the Multi-Sport Box in Central Saanich in anticipation of the facility opening in 2025.
- Tennis off-season end date changed to August 31 to ensure fees charged in September are in alignment with fees and charges bylaw. Increase to youth pass rates.

3. *Increase to staffing rates.*

- The proposed 5% increase to most staff rates is to align the fees with the overall staffing cost related to the workers performing these duties.

4. *Changes to special events rates.*

- Fees have been revised to show the hourly rate for each service, rather than the rate per event. The increase to special event fees is 5% for community and non-profit groups and 7% for commercial groups.

SEAPARC: The primary consideration in the review of SEAPARC recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

Wages, operating costs, and inflation impact the cost to operate facilities and deliver programs and services. While membership pass sales and admissions have increased over the past two years, they are expected to plateau through 2024-2025. Staff have considered the balance of expected revenues and escalating costs, recreation fees across the region, and previous rate increases and are recommending a 3% to 5% increase to most fees.

Proposed changes to fees and charges include:

1. *Increase to single admission, per visit and timed passes.*

The proposed increases establish SEAPARC Recreation rates in line with the regional average while recognizing the value included in the timed passes.

- Child and youth single admission rates increase 3%, student, adult and senior rates increase 4-5% and all timed passes increase 3-5%.
- The adult/senior/family annual pass rate is well below the estimated regional average due to the annual pass realignment in 2023 and therefore the proposed increase is 5%.
- The senior and student 3-month pass is reduced to ensure the fee accurately reflects the appropriate discounted rate

2. *Adjustment to facility and arena rental rates.*

- Ice and dry floor, pool and room rental fees – 3-5% increase.
- Including practice to ball field rental definition: Practice is added to the Stan Jones Ball Field rental fees. Charging a rate for practices has historically been part of the fee structure, but not accurately captured in the fees and charges bylaw.
- Regional averages and cash rounding considerations are factored into the proposed skate shop fee increases.

3. *Remove the \$25 administration fee for annual passes.*

Removing this fee will reduce the cost of annual passes purchased with a scheduled payment plan.

4. *Increase in golf fees.*

Given increased costs of materials, fuel and staff, an increase of 5% is proposed for most of the existing golf course green fees for the 2025 golf season, apart from an 11% increase for the season pass, which has not been increased for four seasons. In 2024, service levels were increased with golf course host staff onsite during all hours of operation. This provided a much-improved level of customer service and overall golf experience. The new season pass fee better reflects the value that the pass provides of unlimited seasonal golf and considers the increased operating costs.

Salt Spring Island Parks and Recreation: As part of the annual review of fees and charges, THE Salt Spring Island Local Community Commission 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. *General rate increase.*

A 3-4% change in the admissions and rental rates is proposed for 2024/2025.

2. *New specific changes.*

- Removal of fes for the Saturday Market now operated by a not for profit.
- The addition of a roller skate rental fee.
- The addition of an annual staff pass.
- The addition of a daily booking fee for playing fields.

Juan De Fuca Electoral Area Parks and Recreation: has no fee changes.

Port Renfrew Community Recreation Centre: has no fee changes.

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 03, 2024**

SUBJECT **Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623**

ISSUE SUMMARY

Approval of the security issuing Bylaws No. 4621, 4622 and 4623 for borrowings by the Capital Regional District (CRD) and for borrowings by the City of Colwood and the Town of Sidney.

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 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)			
4621	Land, Banking & Housing	3715	\$25.000	\$9.413	\$15.587	15	\$9.075	Capital projects and land acquisition
	Environmental Resource Management	4515	\$36.000	\$11.750	\$24.250	15	\$5.500	Solid waste capital projects
	Regional Parks	4506	\$25.000	\$0.000	\$25.000	15	\$5.000	Land acquisition
	Juan de Fuca Water Distribution	4379	\$14.800	\$6.000	\$8.800	15	\$1.500	Juan de Fuca capital projects
	TOTAL			\$100.800	\$27.163	\$73.637		\$21.075

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 municipalities loan authorization bylaw approved under the *Community Charter*. For municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place.

Municipal requests for the fall MFA issue have been submitted by the City of Colwood and the Town of Sidney. These requests are outlined in Table 2 and Table 3 below.

TABLE 2: Municipal Borrowings – City of Colwood – (\$ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4622	City of Colwood	2015	\$4.656	\$0.000	\$4.656	30	\$4.656	Road Infrastructure Improvements
	TOTAL		\$4.656	\$0.000	\$4.656		\$4.656	

TABLE 3: Municipal Borrowings – Town of Sidney– (\$ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4623	Town of Sidney	2262	\$1.300	\$0.000	\$1.300	20	\$1.300	Park land acquisition
	TOTAL		\$1.300	\$0.000	\$1.300		\$1.300	

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4621 be adopted.
3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4622 be adopted.
5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second, and third time; and
6. That Bylaw No. 4623 be adopted.

Alternative 2

That adoption of Bylaw No. 4621, 4622 and 4623 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 the cost of capital over time. Financial implications for borrowings are included within the approved financial plan bylaw for the respective years.

For Land Banking and Housing service 1.310, participation in the fall issue is planned for the following projects, with a total funding amounting to \$9.075 million:

- The Village on the Green project requires \$2 million to cover predevelopment costs and to pay off the existing mortgage of approximately \$1.5 million by October 2024.
- The Campus View project requires \$2 million for predevelopment costs, with an estimated expenditure of around \$1.7 million by the end of 2024.
- The Verdier/Brentwood project requires \$5.075 million for land acquisition.

The Environmental Resource Management service is borrowing funds for three new capital plan items, with a total funding amounting to \$5.5 million. The allocated amounts are as follows: \$3 million for the 24-05 Cell 5 Liner Construction, \$2 million for the 24-06 Cell 1, 2 and 3 Transition Liner and \$500,000 for the 22-02 Cell 4 Liner Installation.

The Regional Parks service is converting short-term borrowing, originally used to purchase the Royal Oak Golf Course in 2023, into long-term borrowing. At the time of purchase, interest rates favored short-term funding over using reserves. However, current conditions are now more advantageous for converting \$5 million of this borrowing into long-term debt, with the remaining balance to be funded from reserves.

The Juan de Fuca water distribution service is borrowing to fund the Asbestos Concrete Pipe Replacement Program project, with a total funding amounting to \$1.5 million.

The amounts owed to the MFA are the responsibility of the City of Colwood and the Town of Sidney. However, both the MFA liabilities and the amounts due to the CRD from the municipalities for debt servicing are reflected in the CRD's financial statements. There is no funding impact to the CRD. Once the CRD receives funds from invoices submitted to the municipalities, payments are sent to the MFA.

Borrowing Terms

Each borrowing request will be funded by the MFA as part of the fall issue, with proceeds expected to be received in the period between October to December. The amortization period for each loan is stipulated in the respective loan authorization bylaw, which is based on the period established during the public approval process. The rate and initial term will be determined by the MFA at the time of issuance. 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.

The MFA provides current indicative market interest rates as an estimate of potential rates for the upcoming issue.

The indicative rates as of June 12, 2024, are:

Loan Amortization	MFABC – Indicative Rates
5 years	3.98%
10 years	4.32%
15 years	4.61%
20 years	4.64%
25 years	4.64%
30 years	4.64%

CONCLUSION

The CRD, through security issuing bylaws, 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 borrowing costs are funded by the requesting CRD service or the Municipality. Approval of these bylaws is recommended to permit participation in the MFA Fall 2024 Debt Issuance.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4621 be adopted.
3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4622 be adopted.
5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second, and third time; and
6. That Bylaw No. 4623 be adopted.

Submitted by:	Angela Linwood, CPA, CMA, Controller
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024
Appendix B: Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024
Appendix C: Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4621

**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 Twenty One Million and Seventy Five Thousand Dollars (\$21,075,000) 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 \$21,075,000 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)			
4621	Land, Banking & Housing	3715	\$25.000	\$9.413	\$15.587	15	\$9.075	Capital projects and land acquisition
	Environmental Resource Management	4515	\$36.000	\$11.750	\$24.250	15	\$5.500	Solid waste capital projects
	Regional Parks	4506	\$25.000	\$0.000	\$25.000	15	\$5.000	Land acquisition
	Juan de Fuca Water Distribution	4379	\$14.800	\$6.000	\$8.800	15	\$1.500	Juan de Fuca capital projects
	TOTAL			\$100.800	\$27.163	\$73.637		\$21.075

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 Bylaw Nos. 3715, 4515, 4506 and 4379 if the anticipated revenues accruing to the Regional District from the operation of the "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010", "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991", "Regional Parks Extended Service Establishment Bylaw No. 1, 1989" and "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997" 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, 2024".

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

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4622

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 City of Colwood 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 City of Colwood and further described in the Municipal Loan Authorization Bylaws table, in the amount of Four Million, Six Hundred and Fifty Six Thousand Dollars (\$4,656,000) 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)			
4622	City of Colwood	2015	\$4.656	\$0.000	\$4.656	30	\$4.656	Road Infrastructure Improvements
	TOTAL		\$4.656	\$0.000	\$4.656		\$4.656	

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 City of Colwood up to, but not exceeding Four Million, Six Hundred and Fifty Six Thousand Dollars (\$4,656,000) 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 Four Million, Six Hundred and Fifty Six Thousand Dollars (\$4,656,000)) 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.

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

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4623

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 Town of Sidney 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 Town of Sidney and further described in the Municipal Loan Authorization Bylaws table, in the amount of One Million, Three Hundred Thousand Dollars (\$1,300,000) 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)			
4623	Town of Sidney	2262	\$1.300	\$0.000	\$1.300	20	\$1.300	Park land acquisition
	TOTAL		\$1.300	\$0.000	\$1.300		\$1.300	

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 Town of Sidney up to, but not exceeding One Million, Three Hundred Thousand Dollars (\$1,300,000) 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 One Million, Three Hundred Thousand Dollars (\$1,300,000)) 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.

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

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 03, 2024**

SUBJECT Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024

ISSUE SUMMARY

The 2024 to 2028 Financial Plan was adopted on March 13, 2024, and amended on May 8, 2024. Amendments to the Plan are required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved Bylaw No. 4603, “2024 to 2028 Financial Plan Bylaw, 2024” on March 13, 2024, and subsequently approved Bylaw No. 4614, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 1, 2024” on May 8, 2024. 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.

The impact of the proposed amendments to the 2024 budget of the five-year 2024 to 2028 Financial Plan is highlighted in the following table.

Service	Description	Budget	Funding	Net Impact	Committee / Commission Approval
Salt Spring Island Transportation	Advance BC Active Transportation Infrastructure project	Capital	Reserve Fund	\$130,000	Salt Spring Island Local Community Commission 29-May-2024
Salt Spring Island Liquid Waste Disposal	Evaluation of Alternatives to Liquid Waste Disposal	Capital	Reserve Fund	\$60,000	Salt Spring Island Local Community Commission 20-June-2024
Salt Spring Island Economic Development	Integrated Housing Strategy, Salt Spring Island	Operating	Reserve Fund	\$60,000	
Panorama Recreation	Greenglade parking lot surface replacement project	Capital	Reserve Fund	\$27,000	Peninsula Recreation Commission 25-April-2024

Service	Description	Budget	Funding	Net Impact	Committee / Commission Approval
Millstream Site Remediation	Millstream Meadows Remediation project	Capital	Capital Funds on Hand	\$620,000	Environmental Services Committee 19-June-2024
Magic Lake Estates Sewer	Pump Station and Treatment Plant Upgrades	Capital	Capital Funds on Hand	\$1,400,000	Project budget approved by Magic Lake Estates Water & Sewer Committee in October 2021. Change to project timing.
Highland Fernwood Water	Water Intake Screen Replacement	Capital	Capital Funds on Hand, Reserve Fund, Grants	\$222,500	Highland Fernwood Water Service Commission 13-June-2024
Regional Water Supply	Watershed Bridge and Culvert Replacement	Capital	Capital Funds on Hand	\$180,000	Regional Water Supply Commission 19-June-2024
	Reallocate funding from Leech River Watershed Restoration project	Capital	Capital Funds on Hand	\$(180,000)	
Juan de Fuca Water Distribution	Comprehensive Pump Station Upgrades	Capital	Capital Funds on Hand	\$1,100,000	Juan de Fuca Water Distribution Commission 7-May-2024
	Meter Reading Equipment	Capital	Capital Funds on Hand	\$80,000	
	Reassign funding from Highway 14 Watermain Relocation	Capital	Capital Funds on Hand	\$(1,180,000)	

The proposed Financial Plan amendment Bylaw No. 4619 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule A and Schedule B.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4619, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4619 be adopted.

Alternative 2

That Bylaw No. 4619 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

Salt Spring Island Transportation

On May 29, 2024, the Salt Spring Island Local Community Commission reviewed the Salt Spring Island Community Transportation service capital plan and approved a motion to advance the BC Active Transportation Infrastructure project from 2026 to 2024. The \$130,000 project will prepare designs in support of the BC Active Transportation Grant application with a broader scope, that includes the Ganges Active Transportation Network Plan and pathways along Jackson and Drake roads.

Salt Spring Island Liquid Waste Disposal

On June 20, 2024, the Salt Spring Island Local Community Commission approved a motion to add \$60,000 capital reserve funded project to the 2024 capital plan for evaluating alternatives to liquid waste disposal at the Burgoyne Bay Facility. This project will enable further analysis of alternatives provided in a recently completed report and inform the selection of an alternative to the current process of dewatering solids and disposal of waste solids and liquids.

Salt Spring Island Economic Development

On June 20, 2024, the Salt Spring Island Local Community Commission approved \$60,000 of funding from operating reserve for the preparation of an Integrated Housing Strategy, with the intent to facilitate an increase in availability of housing for workers and promote business and economic development on the Island.

Panorama Recreation

On April 25, 2024, the Peninsula Recreation Commission approved additional funding for the Greenglade parking lot paving project. The existing project budget of \$115,000 has been spent and committed. An emergency subgrade replacement repair was required that was not included in the original project scope, requiring additional funding of \$27,000.

Millstream Site Remediation

On June 19, 2024, the Environmental Services Committee approved additional funding for the Millstream Meadows Remediation project. The project budget of \$14.7 million will be fully spent and committed by the end of August 2024. A budget increase of \$620,000 (to a total of \$15.3 million) is required to fund the remaining estimated costs which include groundwater monitoring well decommissioning. The requested \$620,000 budget increase will be fully funded from uncommitted capital on hand.

Magic Lake Estates Sewer

An amendment to the Pump Station and Treatment Plant Upgrades project is required to reflect work to be carried forward from 2023 into the 2024 capital plan, reducing the carry-forward from 2023 to \$5.9 million from \$4.5 million. Project timelines have been adjusted to reflect increased construction work in 2024 resulting from delays in 2023. Completion is planned for 2025 and is funded by existing capital funds on hand.

Highland Fernwood Water

The Highland Fernwood Intake Project is a multi-year project initiated in 2019 with an approved budget of \$200,000. An additional \$67,000 is required to complete the project due to revised construction costs. On June 13, 2024, the Highland Fernwood Water Service Commission approved a motion to increase the budget of the Highland Fernwood Water Intake Project with \$40,000 from Community Works Funding and \$27,000 from capital reserve. Additionally, a revision is required to include the actual carry forward from 2023 of \$155,500 capital funds on hand which will be spent in 2024. This results in a total of \$222,500 increased cost for the project.

Regional Water Supply

On June 19, 2024, the Regional Water Supply Commission approved additional funding for the Watershed Bridge and Culvert Replacement project. Additional funding of \$180,000 is required to facilitate the high priority replacement of a deteriorated major drainage structure. Current project schedule expectations align with reallocating this additional funding from the Leech River Watershed Restoration project.

Juan de Fuca Water Distribution

On May 7, 2024, the Juan de Fuca Distribution Commission approved an additional \$1.1 million of funding for the Comprehensive Pump Station Upgrades program. This has been facilitated through reallocation of funding from the Highway 14 Watermain Relocation project to address market cost escalation, align the capital plan with current schedule expectations and expand the scope to allow staff to deliver more work with the resources available.

At the same meeting as noted above, the Juan de Fuca Distribution Commission approved the addition of new project funding of \$80,000 for the purchase of meter reading equipment. Equipment failures have resulted in the need for replacement. Current project schedule expectations align with reallocating this funding from the Highway 14 Watermain Relocation project.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4619 authorizes changes required to Bylaw No. 4603, “2024 to 2028 Financial Plan Bylaw, 2024,” which the CRD Board approved on March 13, 2024 and subsequently amended on May 8, 2024.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4619, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4619 be adopted.

Submitted by:	Angela Linwood, CPA, CMA, Controller
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4619, with Schedule A and Schedule B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4619

A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN
FOR THE YEARS 2024 – 2028

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

- 1. Bylaw No. 4603, "2024 to 2028 Financial Plan Bylaw, 2024", is hereby amended by replacing Schedule A and Schedule B with the attached schedules hereto.
2. This Bylaw may be cited as "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024".

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

Attachment: Schedule A and Schedule B

Schedule A

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN								Schedule A								
Expenditures								Revenue								
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2024
1.010	Legislative & General Government	39,599,526	37,174,170	-	-	524,890	1,900,466	39,599,526	675,320	21,550,550	3,433,881	1,592,779	95,480	-	12,251,516	12,251,516
1.10X	Facilities Management	4,606,290	4,208,790	-	-	-	397,500	4,606,290	-	4,390,146	-	42,410	-	-	173,734	173,734
1.101	G.I.S.	653,615	585,355	-	-	18,260	50,000	653,615	-	514,396	-	5,972	-	-	133,247	133,247
1.103	Elections	40,580	90	-	-	-	40,490	40,580	-	-	-	271	-	-	40,309	40,309
1.104	U.B.C.M.	13,036	13,036	-	-	-	-	13,036	468	-	-	90	-	-	12,478	12,478
1.109	Electoral Area Admin Exp - JDF	72,645	72,645	-	-	-	-	72,645	-	-	-	246	-	-	72,399	72,399
1.110	Electoral Area Admin Exp - SGI	572,636	571,536	-	-	-	1,100	572,636	-	86,867	52,688	18,921	-	-	414,160	414,160
1.111	Electoral Area Admin Exp - SSI	1,397,753	1,342,753	-	-	20,000	35,000	1,397,753	48,579	683,846	-	5,730	-	-	659,598	659,598
1.112	Regional Grant in Aid	1,609,336	1,609,336	-	-	-	-	1,609,336	1,569,336	-	-	40,000	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	29,515	29,515	-	-	-	-	29,515	29,225	-	-	290	-	-	-	-
1.116	Grant-in-Aid - Salt Spring Island	58,785	58,785	-	-	-	-	58,785	14,773	-	-	260	-	-	43,752	43,752
1.117	Grant-in-Aid - Southern Gulf Islands	111,608	111,192	-	416	-	-	111,608	-	-	-	1,254	-	-	110,354	110,354
1.119	Vancouver Island Regional Library	404,447	402,678	-	1,769	-	-	404,447	-	-	-	629	-	-	403,818	403,818
1.121	Sooke Regional Museum	230,107	230,107	-	-	-	-	230,107	1,995	-	-	653	-	-	227,459	227,459
1.123	Prov. Court of B.C. (Family Court)	149,360	-	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	129,349	129,349	-	-	-	-	129,349	15,000	-	60,000	-	-	-	53,699	53,699
1.125	SGI Economic Development Commission	155,896	155,896	-	-	-	-	155,896	27,650	-	-	1,468	-	-	126,778	126,778
1.126	Victoria Family Court Committee	58,597	58,597	-	-	-	-	58,597	42,773	-	-	824	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	323,215	323,215	-	-	-	-	323,215	3	-	-	15,190	-	-	308,022	308,022
1.129	Vancouver Island Regional Library - Debt	339,366	1,100	338,266	-	-	-	339,366	-	-	-	339,366	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	33,671	33,671	-	-	-	-	33,671	315	-	-	100	-	-	33,256	33,256
1.137	Galiano Island Community Use Building	70,590	38,862	30,653	-	-	1,075	70,590	3,236	-	-	298	-	-	67,056	67,056
1.138	Southern Gulf Islands Regional Library	247,999	247,999	-	-	-	-	247,999	2,735	-	-	2,540	-	-	242,724	242,724
1.141	Salt Spring Island Public Library	718,950	559,044	146,651	-	-	13,255	718,950	-	-	-	1,656	-	-	717,294	717,294
1.15X	Municipalities' Own Debt - M.F.A.	18,229,269	78,720	18,150,549	-	-	-	18,229,269	-	-	-	78,720	-	-	18,150,549	18,150,549
1.170	Gossip Island Electric Power Supply	63,213	592	62,621	-	-	-	63,213	283	-	-	290	-	62,640	-	62,640
1.224	Community Health	1,002,468	1,002,468	-	-	-	-	1,002,468	2,500	-	-	191,389	-	-	808,579	808,579
1.226	Health Facilities - VIHIA	1,776,222	741,525	-	-	-	1,034,697	1,776,222	-	-	-	1,776,222	-	-	-	-
1.227	Saturna Island Medical Clinic	26,027	26,027	-	-	-	-	26,027	190	-	-	1,421	-	-	24,416	24,416
1.228	Galiano Health Service	144,768	144,768	-	-	-	-	144,768	15	-	-	124	-	-	144,629	144,629
1.229	Pender Islands Health Care Centre	266,575	266,238	-	337	-	-	266,575	-	-	-	1,974	-	-	264,601	264,601
1.230	Traffic Safety Commission	105,254	105,254	-	-	-	-	105,254	29,182	-	-	3,560	-	-	72,512	72,512
1.232	Port Renfrew Street Lighting	9,199	9,199	-	-	-	-	9,199	1,233	-	-	352	3,892	3,722	-	3,722
1.234	SSI Street Lighting	31,909	31,848	-	61	-	-	31,909	-	-	-	40	-	-	31,869	31,869
1.235	SGI Small Craft Harbour Facilities	483,760	254,855	87,493	-	-	141,412	483,760	-	-	-	7,449	151,150	325,161	-	325,161
1.236	Salt Spring Island Fernwood Dock	16,547	16,547	-	-	-	-	16,547	-	-	-	167	-	16,380	-	16,380
1.238A	Community Transit (SSI)	632,673	632,673	-	-	-	-	632,673	-	-	67,000	211,994	-	-	353,679	353,679
1.238B	Community Transportation (SSI)	88,489	48,489	-	-	-	40,000	88,489	-	-	-	430	-	-	88,059	88,059
1.280	Regional Parks	19,684,346	14,973,908	-	-	270,000	3,311,231	19,684,346	-	76,018	-	953,827	676,011	-	17,978,490	17,978,490
1.290	Royal Theatre	580,000	100,000	-	-	105,000	375,000	580,000	-	-	-	-	-	-	580,000	580,000
1.295	McPherson Theatre	785,339	349,106	-	-	90,000	346,233	785,339	-	-	-	35,339	-	-	750,000	750,000
1.297	Arts Grants	3,208,277	3,207,277	-	-	-	1,000	3,208,277	-	15,130	49,500	186,993	-	-	2,956,654	2,956,654
1.299	Salt Spring Island Arts	133,806	133,832	-	974	-	-	133,806	-	-	-	90	-	-	133,716	133,716
1.309	Climate Action and Adaptation	2,864,096	2,058,635	-	-	792,961	12,500	2,864,096	-	99,297	190,000	983,434	-	-	1,591,365	1,591,365
1.310	Land Banking & Housing	3,679,545	2,642,012	1,009,463	-	24,000	4,070	3,679,545	260,634	595,481	106,336	820,566	35,130	-	1,861,398	1,861,398
1.311	Regional Housing Trust Fund	4,178,799	4,178,799	-	-	-	-	4,178,799	3,226,193	-	-	233,931	-	-	718,675	718,675
1.312	Regional Goose Management	243,486	243,486	-	-	-	-	243,486	-	-	-	-	-	-	243,486	243,486
1.313	Animal Care Services	1,737,305	1,697,212	-	-	-	40,093	1,737,305	-	-	-	1,232,435	28,330	-	476,540	476,540
1.314	SGI House Numbering	10,111	10,098	-	13	-	-	10,111	-	-	-	124	-	-	9,987	9,987
1.316	SSI Building Numbering	10,285	10,203	-	82	-	-	10,285	-	-	-	20	-	-	10,265	10,265
1.317	JDF Building Numbering	13,884	13,884	-	-	-	-	13,884	84	-	-	50	-	-	13,750	13,750
1.318	Building Inspection	2,241,973	2,184,393	-	-	13,460	44,120	2,241,973	-	32,060	200,183	4,584	1,439,990	-	565,156	565,156
1.319	Soil Deposit Removal	6,180	6,180	-	-	-	-	6,180	-	-	-	80	-	-	6,060	6,060
1.320	Noise Control	65,371	43,371	-	22,000	-	-	65,371	-	-	-	318	-	-	65,053	65,053
1.322	Nuisances & Unightly Premises	57,419	57,419	-	-	-	-	57,419	-	-	5,519	330	-	-	51,570	51,570
1.323	By-Law Enforcement	639,731	588,873	-	-	-	50,858	639,731	-	603,101	-	36,630	-	-	-	-
1.324	Regional Planning Services	2,227,436	2,224,936	-	-	-	2,500	2,227,436	-	93,180	799,617	63,518	-	-	1,271,121	1,271,121
1.325	Electoral Area Services - Planning	879,137	803,367	-	-	-	75,770	879,137	-	33,180	55,016	2,151	45,000	-	743,790	743,790
1.330	Regional Growth Strategy	331,880	321,880	-	-	-	10,000	331,880	-	-	-	16,675	-	-	315,205	315,205
1.335	Geo-Spatial Referencing System	183,406	119,396	-	-	-	64,010	183,406	-	-	-	8,030	8,660	-	166,716	166,716
1.340	JDF Livestock Injury Compensation	3,158	3,158	-	-	-	-	3,158	3,145	-	-	-	-	-	13	13
1.341	SGI Livestock Injury Compensation	3,180	3,180	-	-	-	-	3,180	3,146	-	-	34	-	-	-	-
1.342	SSI Livestock Injury Compensation	3,158	3,158	-	-	-	-	3,158	3,145	-	-	-	-	-	13	13
1.350	Willis Point Fire Protect & Recreation	203,796	139,637	-	-	6,520	57,639	203,796	16,086	-	-	41,980	-	-	145,730	145,730
1.352	South Galiano Fire Protection	606,587	355,080	141,027	-	10,190	100,290	606,587	-	-	-	1,120	-	141,027	464,440	464,440
1.353	Otter Point Fire Protection	671,460	498,390	-	-	5,870	167,200	671,460	-	-	-	340	-	-	671,120	671,120
1.354	Malahat Fire Protection	73,672	73,672	-	-	-	-	73,672	617	-	-	-	-	-	73,055	73,055
1.355	Durance Road Fire Protection	3,016	2,716	-	-	-	300	3,016	-	-	-	-	3,016	-	-	3,016
1.356	Pender Fire Protection	1,399,332	1,096,314	111,596	-	-	191,422	1,399,332	-	-	111,596	11,583	-	-	1,276,153	1,276,153
1.357	East Sooke Fire Protection	586,306	330,676	155,109	-	5,000	96,121	586,306	11,043	-	-	27,963	69,350	-	477,950	477,950
1.358	Port Renfrew Fire Protection	202,438	174,186	2,898	-	-	25,354	202,438	-	-	-	1,340	80,698	-	120,400	120,400
1.359	North Galiano Fire Protection	340,969	272,292	53,608	-	5,000	10,069	340,969	24,520	-	-	988	-	24,440	291,021	291,021

CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN										Schedule A						
	Expenditures						Revenue									
	Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2024	
1.377	JDF Search and Rescue	101,252	88,752	-	-	9,500	3,000	101,252	9,450	-	-	21,850	-	-	69,952	69,952
1.378	SSI Search and Rescue	25,804	25,804	-	-	-	-	25,804	2,787	-	-	100	-	-	22,917	22,917
1.40X	SEAPARC	5,243,766	4,669,800	103,966	-	-	470,000	5,243,766	-	-	-	534,684	1,411,200	-	3,297,882	3,297,882
1.405	JDF EA - Community Parks	233,885	215,635	-	-	-	18,250	233,885	-	-	-	912	-	-	232,973	232,973
1.408	JDF EA - Community Recreation	98,812	98,812	-	-	-	-	98,812	6,200	-	-	21,980	-	-	70,632	70,632
1.44X	Panorama Rec. Center.	10,810,738	9,320,141	337,707	-	-	1,152,890	10,810,738	-	-	-	2,081,592	3,229,973	-	5,499,173	5,499,173
1.455	Salt Spring Island - Community Parks	1,025,297	962,085	-	35,212	-	28,000	1,025,297	-	404,570	-	32,200	-	-	588,527	588,527
1.458	Salt Spring Is. - Community Rec	399,235	384,702	-	9,533	-	5,000	399,235	-	-	-	10,040	270,220	-	118,975	118,975
1.459	Salt Spring Is.-Pool, Parks, Land, Art & Rec. Prog	2,439,891	2,289,712	-	60,179	-	90,000	2,439,891	8,059	88,420	-	172,599	282,800	-	1,888,013	1,888,013
1.465	Saturna Island - Community Rec.	33,467	28,310	-	-	-	5,157	33,467	3,268	-	-	1,290	-	-	28,909	28,909
1.468	Saturna Island - Community Rec.	20,177	20,177	-	-	-	-	20,177	4,347	-	-	681	-	-	15,149	15,149
1.475	Mayne Is. Com. Parks & Rec	96,569	78,069	-	-	-	18,500	96,569	-	-	-	288	-	-	96,281	96,281
1.476	Mayne Is. Comm. Parks (reserve)	29,771	29,771	-	-	-	-	29,771	19,191	-	-	9,550	1,030	-	-	-
1.478	Mayne Is. Community Rec.	58,682	58,682	-	-	-	-	58,682	11,310	-	-	10,556	-	-	36,816	36,816
1.485	North & South Pender Com. Parks	175,470	158,391	-	-	-	17,079	175,470	-	-	-	2,135	-	-	173,335	173,335
1.488	North & South Pender Com. Rec	70,816	70,816	-	-	-	-	70,816	366	-	-	818	-	-	69,632	69,632
1.485	Galliano Parks	128,309	118,309	-	-	-	10,000	128,309	-	-	-	20,690	-	-	107,482	107,482
1.498	Galliano Community Recreation	43,880	43,876	-	4	-	-	43,880	-	-	-	30	-	-	43,850	43,850
1.521	SWMP - Solid Waste Disposal (Refuse Disposal)	38,751,084	36,632,697	-	-	-	2,118,387	38,751,084	-	-	2,740,000	7,510,100	28,500,984	-	-	-
1.523	Port Renfrew Refuse Disposal	110,631	92,681	-	-	-	17,950	110,631	-	26,440	-	44,815	-	-	39,376	39,376
1.525	Solid Waste Disposal - Debt	1,229,666	122,780	1,106,886	-	-	-	1,229,666	-	-	-	650	1,229,016	-	-	-
1.531	Stormwater Quality Management - Sooke	90,599	90,599	-	-	-	-	90,599	-	-	50,000	156	-	-	40,443	40,443
1.533	Stormwater Quality Management - SGI	41,480	41,480	-	-	-	-	41,480	-	-	-	480	-	-	41,000	41,000
1.535	Stormwater Quality Management - SSI	66,034	66,034	-	-	-	-	66,034	30,000	-	11,394	30	-	-	24,610	24,610
1.536	LWMP-Stormwater Quality Management-Core	857,441	839,287	-	-	-	18,154	857,441	-	-	90,000	90,277	-	-	677,164	677,164
1.537	Stormwater Quality Management - Peninsula	125,095	125,095	-	-	-	-	125,095	-	-	-	4,173	-	-	120,922	120,922
1.538	Source - Stormwater Quality - Peninsula	59,263	59,263	-	-	-	-	59,263	-	657	-	1,653	-	-	56,953	56,953
1.57X	Environmental Services	27,102,054	25,813,219	-	-	475,000	813,835	27,102,054	-	26,405,223	696,831	-	-	-	-	-
1.911	911 Systems	2,606,719	1,592,770	1,011,949	-	-	2,000	2,606,719	-	-	28,000	2,140,093	129,791	-	308,835	308,835
1.912B	911 Call Answer - Municipalities	20,030	-	20,030	-	-	-	20,030	-	681,953	-	-43,435	-	-	(618,488)	(618,488)
1.913	913 Fire Dispatch	372,559	372,559	-	-	-	-	372,559	-	-	33,771	10,648	-	-	328,140	328,140
1.921	Regional CREST Contribution	1,932,993	1,911,008	-	21,985	-	-	1,932,993	-	-	-	99,442	-	-	1,833,551	1,833,551
1.923	Emergency Comm - CREST - SGI	187,299	187,299	-	-	-	-	187,299	214	-	-	1,992	-	-	185,093	185,093
1.924	Emergency Comm - CREST - JDF	160,323	160,323	-	-	-	-	160,323	11,784	-	-	250	-	-	148,289	148,289
1.925	Emergency Comm - CREST - SSI	150,978	150,862	-	116	-	-	150,978	-	-	-	160	-	-	150,818	150,818
2.610	Saanich Peninsula Water Supply	7,892,266	7,000,266	42,000	-	-	850,000	7,892,266	-	-	60,500	7,831,766	-	-	-	-
2.620	SSI Highland Water System	31,988	117	-	-	-	-	31,988	172	-	-	90	-	31,726	-	31,726
2.621	Highland / Fernwood Water - SSI	572,602	387,292	44,234	-	-	141,076	572,602	-	20,000	940	474,032	77,630	-	77,630	-
2.622	Cedars of Tuam	48,397	35,982	-	-	-	-	48,397	-	-	90	48,307	-	-	-	-
2.624	Beddis Water	293,927	190,277	3,740	-	-	99,910	293,927	-	-	150	207,837	85,940	-	85,940	-
2.626	Fulford Water	259,231	182,005	17,852	-	-	59,374	259,231	-	20,000	710	183,291	55,230	-	55,230	-
2.628	Cedar Lane Water (SSI)	95,342	67,660	12,752	-	-	14,930	95,342	-	5,000	190	72,332	17,620	-	17,620	-
2.630	Magic Lakes Estate Water System	1,009,370	741,546	215,764	-	-	52,060	1,009,370	-	-	11,080	418,230	580,060	-	580,060	-
2.640	Saturna Island Water System (Lyal Harbour)	290,019	205,878	31,001	-	-	53,140	290,019	-	-	20,000	1,008	128,315	140,696	-	140,696
2.642	Skana Water (Mayne)	96,840	62,515	-	-	-	34,325	96,840	-	-	6,000	100	64,160	26,580	-	26,580
2.650	Port Renfrew Water	144,180	124,180	-	-	-	20,000	144,180	-	-	-	1,102	70,830	72,248	-	72,248
2.660	Fernwood Water	14,731	53	14,678	-	-	-	14,731	70	-	-	40	-	14,621	-	14,621
2.665	Sticks Allison Water (Galliano)	75,777	62,277	-	-	-	13,500	75,777	-	7,000	100	63,577	5,100	-	5,100	-
2.667	Surfside Park Estates (Mayne)	129,572	112,572	-	-	-	17,000	129,572	-	-	100	104,852	24,620	-	24,620	-
2.670	Regional Water Supply	42,114,204	21,288,207	2,896,242	-	17,450,000	479,755	42,114,204	-	-	-	836,052	41,278,152	-	-	-
2.680	Juan de Fuca Water Distribution	26,026,524	15,621,033	2,411,815	-	7,346,169	647,507	26,026,524	-	-	-	223,780	25,802,744	-	-	-
2.681	Florence Lake Water System Debt	19,038	-	19,038	-	-	-	19,038	7,288	-	-	37	-	11,713	-	11,713
2.682	Seagirt Water System Debt	114,767	20,000	94,767	-	-	-	114,767	-	-	-	-	-	114,767	-	114,767
2.691	Wilderness Mountain Water Service	171,071	136,407	25,664	3,000	-	6,000	171,071	-	4,000	110	99,466	67,495	-	67,495	-
3.700	Septage Disposal	161,082	161,082	-	-	-	-	161,082	-	-	-	161,082	-	-	-	-
3.701	Millstream Remediation Service	19,812	650	19,162	-	-	-	19,812	-	-	6,262	7,288	-	6,262	-	6,262
3.705	SSI Liquid Waste Disposal	1,208,171	1,029,399	166,782	-	-	12,000	1,208,171	-	-	1,796	790,250	416,125	-	416,125	-
3.707	LWMP - On Site System Management Program	183,866	183,866	-	-	-	-	183,866	-	-	42,260	6,900	-	-	134,706	-
3.71X	Core Area Wastewater Operations	34,609,974	33,909,974	-	-	-	700,000	34,609,974	-	630,083	420,849	28,130,868	-	-	5,428,174	5,428,174
3.718	Peninsula Wastewater TP	4,993,969	4,007,733	-	-	-	986,237	4,993,969	-	154,483	180,000	2,576,123	-	-	2,083,363	2,083,363
3.720	LWMP - (Peninsula) - Implementation	57,422	34,200	-	-	-	23,222	57,422	-	-	-	2,208	-	-	55,214	-
3.750	LWMP - Core and West Shore	584,072	328,399	-	-	-	255,673	584,072	-	-	-	156,746	200,000	-	227,326	-
3.752	LWMP - Harbour Studies	362,174	362,174	-	-	-	-	362,174	-	-	-	22,459	-	-	339,715	-
3.755	Regional Source Control	1,674,718	1,674,548	-	-	-	170	1,674,718	-	55,000	43,762	96,970	61,200	-	1,417,786	1,417,786
3.756	Harbours Environmental Action	-	-	-	-	-	-	-	-	-	-	2,031	-	-	(2,031)	(2,031)
3.7XX	Core Area & Legacy Trunk Sewer - Debt	21,889,666	227,343	9,163,127	6,013	5,529,745	6,963,436	21,889,666	211,603	-	-	15,877,551	-	-	5,800,512	5,800,512
3.810	Ganges Sewer	1,264,781	892,885	245,813	-	-	126,083	1,264,781	-	-	80,000	2,357	-	-	62,134	-
3.830	Mallivew Estates Sewer System	269,646	203,533	12,243	-	-	52,870	269,646	-	-	40,000	25,270	168,306	5,070	-	5,070
3.830	Magic Lake Estates Sewer System	913,885	679,982	174,103	-	-	59,800	913,885	-	11,590	-	4,613	291,047	606,635	-	606,635
3.830D	Magic Lake Estates Sewer Debt	231,715	1,030	230,685	-	-	-	231,715	-	-	-	2,256	-	229,459	-	229,459
3.850	Port Renfrew Sewer	135,608	114,028	-	-	-	21,580	135,608	-	-	-	1,590	66,999	67,019	-	67,019
21.ALL	Feasibility Study Reserve Fund - All	350,000	350,000	-	-	-	-	350,000	140,891	-	-	-	-	-	209,109	209,109
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-	10,000	-	-	-	-	-	(10,000)	(10,000)

CAPITAL REGIONAL DISTRICT 2025 FINANCIAL PLAN							Schedule A									
Expenditures							Revenue									
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2025
1.010	Legislative & General Government	38,077,102	36,381,372	98,000	-	1,249,690	348,040	38,077,102	450,000	22,113,883	927,368	1,537,996	96,590	-	12,951,265	12,951,265
1.10X	Facilities Management	4,774,914	4,306,664	-	-	-	468,250	4,774,914	-	4,554,526	-	42,487	-	-	177,901	177,901
1.101	G.I.S.	668,193	599,563	-	-	18,630	50,000	668,193	-	524,684	-	6,150	-	-	137,359	137,359
1.103	Elections	65,580	90	-	-	-	65,490	65,580	-	-	-	90	-	-	65,490	65,490
1.104	U.B.C.M.	13,531	13,531	-	-	-	-	13,531	-	-	-	90	-	-	13,441	13,441
1.109	Electoral Area Admin Exp - JDF	74,096	74,096	-	-	-	-	74,096	-	-	-	250	-	-	73,846	73,846
1.110	Electoral Area Admin Exp - SGI	467,005	465,905	-	-	-	1,100	467,005	-	-	15,955	19,390	-	-	431,660	431,660
1.111	Electoral Area Admin Exp - SSI	1,423,396	1,359,396	-	-	-	64,000	1,423,396	-	698,078	-	5,750	-	-	719,568	719,568
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,727	21,727	-	-	-	-	21,727	-	-	-	290	-	-	21,437	21,437
1.116	Grant-in-Aid - Salt Spring Island	52,904	52,904	-	-	-	-	52,904	-	-	-	260	-	-	52,644	52,644
1.117	Grant-in-Aid - Southern Gulf Islands	111,217	111,217	-	-	-	-	111,217	-	-	-	1,257	-	-	109,960	109,960
1.119	Vancouver Island Regional Library	410,702	410,702	-	-	-	-	410,702	-	-	-	640	-	-	410,062	410,062
1.121	Sooke Regional Museum	234,706	234,706	-	-	-	-	234,706	-	-	-	400	-	-	234,306	234,306
1.123	Prov. Court of B.C. (Family Court)	149,360	149,360	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	74,716	69,716	-	-	-	5,000	74,716	-	-	14,205	640	-	-	59,871	59,871
1.125	SGI Economic Development Commission	131,794	131,794	-	-	-	-	131,794	-	-	-	1,550	-	-	130,244	130,244
1.126	Victoria Family Court Committee	15,797	15,797	-	-	-	-	15,797	-	-	-	797	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	329,109	329,109	-	-	-	-	329,109	-	-	-	14,634	-	-	314,475	314,475
1.129	Vancouver Island Regional Library - Debt	339,366	1,100	338,266	-	-	-	339,366	-	-	-	339,366	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	34,344	34,344	-	-	-	-	34,344	-	-	-	100	-	-	34,244	34,244
1.137	Galiano Island Community Use Building	71,318	39,665	30,653	-	-	1,000	71,318	-	-	-	293	-	-	71,025	71,025
1.138	Southern Gulf Islands Regional Library	252,969	252,969	-	-	-	-	252,969	-	-	-	2,679	-	-	250,290	250,290
1.141	Salt Spring Island Public Library	784,498	611,277	146,651	-	-	26,570	784,498	-	-	-	1,680	-	-	782,818	782,818
1.15X	Municipalities' Own Debt - M.F.A.	17,229,603	77,040	17,152,563	-	-	-	17,229,603	-	-	-	77,040	-	-	17,152,563	17,152,563
1.170	Gossip Island Electric Power Supply	63,217	596	62,621	-	-	-	63,217	-	-	-	290	-	62,927	-	62,927
1.224	Community Health	837,514	837,514	-	-	-	-	837,514	-	-	-	190,533	-	-	646,981	646,981
1.226	Health Facilities - VIH/A	1,811,746	757,423	-	-	-	1,054,323	1,811,746	-	-	-	1,811,746	-	-	-	-
1.227	Saturna Island Medical Clinic	26,547	26,547	-	-	-	-	26,547	-	-	-	1,450	-	-	25,097	25,097
1.228	Galiano Health Service	147,664	147,664	-	-	-	-	147,664	-	-	-	194	-	-	147,470	147,470
1.229	Pender Islands Health Care Centre	279,355	279,355	-	-	-	-	279,355	-	-	-	2,170	-	-	277,185	277,185
1.230	Traffic Safety Commission	78,533	78,533	-	-	-	-	78,533	-	-	-	3,630	-	-	74,903	74,903
1.232	Port Renfrew Street Lighting	9,496	9,496	-	-	-	-	9,496	-	-	-	360	3,970	5,166	-	5,166
1.234	SSI Street Lighting	32,515	32,515	-	-	-	-	32,515	-	-	-	40	-	-	32,475	32,475
1.235	SGI Small Craft Harbour Facilities	484,630	252,134	87,493	-	-	145,003	484,630	-	-	-	7,740	145,380	331,510	-	331,510
1.236	Salt Spring Island Fernwood Dock	27,074	17,074	-	-	-	10,000	27,074	-	-	-	170	-	-	26,904	26,904
1.238A	Community Transit (SSI)	703,649	668,649	-	-	-	35,000	703,649	-	-	-	217,547	-	-	486,102	486,102
1.238B	Community Transportation (SSI)	161,223	52,573	3,920	-	-	104,730	161,223	-	-	-	430	-	-	160,793	160,793
1.280	Regional Parks	20,888,055	15,339,791	1,419,207	-	751,900	3,377,157	20,888,055	-	77,539	-	934,946	637,016	-	19,238,554	19,238,554
1.290	Royal Theatre	580,000	100,000	-	-	105,000	375,000	580,000	-	-	-	-	-	-	580,000	580,000
1.295	McPherson Theatre	785,822	349,589	-	-	90,000	346,233	785,822	-	-	-	35,822	-	-	750,000	750,000
1.297	Arts Grants	3,275,458	3,274,438	-	-	-	1,020	3,275,458	-	15,490	40,552	178,754	-	-	3,040,662	3,040,662
1.299	Salt Spring Island Arts	129,671	129,671	-	-	-	-	129,671	-	-	-	90	-	-	129,581	129,581
1.309	Climate Action and Adaptation	2,387,474	1,534,467	-	-	792,961	60,046	2,387,474	-	-	213,510	657,352	-	-	1,516,612	1,516,612
1.310	Land Banking & Housing	4,734,904	2,612,868	2,117,926	-	-	4,110	4,734,904	-	597,373	100,000	809,456	2,000	-	3,226,075	3,226,075
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	248,369	248,369	-	-	-	-	248,369	-	-	-	-	-	-	248,369	248,369
1.313	Animal Care Services	1,775,730	1,735,947	-	-	-	39,783	1,775,730	-	-	-	1,255,990	28,900	-	490,840	490,840
1.314	SGI House Numbering	10,298	10,298	-	-	-	-	10,298	-	-	-	145	-	-	10,153	10,153
1.316	SSI Building Numbering	10,428	10,428	-	-	-	-	10,428	-	-	-	20	-	-	10,408	10,408
1.317	JDF Building Numbering	14,157	14,157	-	-	-	-	14,157	-	-	-	50	-	-	14,107	14,107
1.318	Building Inspection	2,303,372	2,240,882	-	-	13,720	48,770	2,303,372	-	32,700	143,742	4,690	1,468,790	-	653,540	653,540
1.319	Soil Deposit Removal	6,312	6,312	-	-	-	-	6,312	-	-	-	92	-	-	6,180	6,180
1.320	Noise Control	44,313	44,313	-	-	-	-	44,313	-	-	-	350	-	-	43,963	43,963
1.322	Nuisances & Unsanitary Premises	58,644	58,644	-	-	-	-	58,644	-	-	-	450	-	-	58,194	58,194
1.323	By-Law Enforcement	602,960	551,617	-	-	-	51,343	602,960	-	565,660	-	37,300	-	-	-	-
1.324	Regional Planning Services	1,669,692	1,667,192	-	-	-	2,500	1,669,692	-	95,410	199,918	65,110	-	-	1,309,254	1,309,254
1.325	Electoral Area Services - Planning	905,003	829,233	-	-	-	75,770	905,003	-	33,840	57,853	2,210	45,000	-	766,100	766,100
1.330	Regional Growth Strategy	639,045	629,045	-	-	-	10,000	639,045	-	-	300,000	17,060	-	-	321,985	321,985
1.335	Geo-Spatial Referencing System	187,090	121,800	-	-	-	65,290	187,090	-	-	-	8,000	8,830	-	170,260	170,260
1.340	JDF Livestock Injury Compensation	3,161	3,161	-	-	-	-	3,161	-	-	-	-	-	-	3,161	3,161
1.341	SGI Livestock Injury Compensation	3,181	3,181	-	-	-	-	3,181	-	-	-	34	-	-	3,147	3,147
1.342	SSI Livestock Injury Compensation	3,161	3,161	-	-	-	-	3,161	-	-	-	-	-	-	3,161	3,161
1.350	Willis Point Fire Protect & Recreation	190,790	120,963	-	-	6,650	63,177	190,790	-	-	-	42,150	-	-	148,640	148,640
1.352	South Galiano Fire Protection	629,807	362,170	141,027	-	10,390	116,220	629,807	-	-	-	1,120	-	141,027	487,660	487,660
1.353	Otter Point Fire Protection	687,280	508,490	-	-	5,990	172,800	687,280	-	-	-	340	-	-	686,940	686,940
1.354	Malahat Fire Protection	70,044	70,044	-	-	-	-	70,044	-	-	-	-	-	-	70,044	70,044
1.355	Durance Road Fire Protection	3,019	3,019	-	-	-	-	3,019	-	-	-	-	-	3,019	-	3,019
1.356	Pender Fire Protection	1,537,418	1,213,722	111,596	-	-	212,100	1,537,418	-	-	111,596	11,820	-	-	1,414,002	1,414,002
1.357	East Sooke Fire Protection	586,874	325,663	155,109	-	5,000	101,102	586,874	-	-	-	28,624	70,740	-	487,510	487,510
1.358	Port Renfrew Fire Protection	206,713	177,713	-	-	-	29,000	206,713	-	-	-	1,350	82,145	-	123,218	123,218
1.359	North Galiano Fire Protection	331,451	264,988	56,363	-	5,000	5,100	331,451	-	-	-	1,000	-	24,440	306,011	306,011
1.360	Shirley Fire Protection	204,090	128,167	-	-	10,000	65,923	204,090	-	-	-	210	-	-	203,880	203,880
1.363	Saturna Island Fire	336,613	336,613	-	-	-	-	336,613	-	-	-	12,753	-	-	323,860	323,860
1.369	Electoral Area Fire Services	332,276	329,776	-	-	2,500	-	332,276	-	-	43,416	120	-	-	288,740	288,740
1.370	Juan de Fuca Emergency Program	124,094	111,214	-	-	-	12,880	124,094	-	-	-	240	-	-	123,854	123,854
1.371	SSI Emergency Program	136,629	136,629	-	-	-	-	136,629	-	-	3,666	190	-	-	132,773	132,773
1.372	Electoral Area Emergency Program	708,055	703,055	-	-	-	5,000	708,055	-	519,720	-	10,485	990	-	176,860	176,860
1.373	SGI Emergency Program	275,268	259,367	-	-	-	15,901	275,268	-	-	25,000	2,890	-	-	247,378	247,378
1.374	Regional Emergency Program Support	151,688	151,688	-	-	-	-	151,688	-	-	-	7,530	-	-	144,158	144,158
1.375	Hazardous Material Incident Response	388,068	378,508	-	-	-	9,560	388,068	-	-	1,250	18,950	-	-	367,868	367,868

CAPITAL REGIONAL DISTRICT 2026 FINANCIAL PLAN													Schedule A			
		Expenditures					Revenue									
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2026
1.010	Legislative & General Government	39,675,257	37,908,576	203,000	-	1,209,690	353,991	39,675,257	450,000	22,799,069	952,904	1,546,756	97,720	-	13,828,808	13,828,808
1.10X	Facilities Management	4,951,028	4,407,013	-	-	-	544,015	4,951,028	-	4,726,085	-	42,778	-	-	182,165	182,165
1.101	G.I.S.	682,401	613,401	-	-	19,000	50,000	682,401	-	535,178	-	6,270	-	-	140,953	140,953
1.103	Elections	273,261	273,261	-	-	-	-	273,261	-	-	125,811	81,960	-	-	65,490	65,490
1.104	U.B.C.M.	13,804	13,804	-	-	-	-	13,804	-	-	-	90	-	-	13,714	13,714
1.109	Electoral Area Admin Exp - JDF	75,576	75,576	-	-	-	-	75,576	-	-	-	250	-	-	75,326	75,326
1.110	Electoral Area Admin Exp - SGI	478,241	477,141	-	-	-	1,100	478,241	-	-	10,171	19,710	-	-	448,360	448,360
1.111	Electoral Area Admin Exp - SSI	1,454,646	1,390,646	-	-	-	64,000	1,454,646	-	714,139	-	5,770	-	-	734,737	734,737
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,762	21,762	-	-	-	-	21,762	-	-	-	290	-	-	21,472	21,472
1.116	Grant-in-Aid - Salt Spring Island	53,011	53,011	-	-	-	-	53,011	-	-	-	260	-	-	52,751	52,751
1.117	Grant-in-Aid - Southern Gulf Islands	111,326	111,326	-	-	-	-	111,326	-	-	-	1,257	-	-	110,069	110,069
1.119	Vancouver Island Regional Library	418,891	418,891	-	-	-	-	418,891	-	-	-	650	-	-	418,241	418,241
1.121	Sooke Regional Museum	239,397	239,397	-	-	-	-	239,397	-	-	-	410	-	-	238,987	238,987
1.123	Prov. Court of B.C. (Family Court)	149,360	149,360	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	75,134	70,134	-	-	-	5,000	75,134	-	-	13,415	650	-	-	61,069	61,069
1.125	SGI Economic Development Commission	133,952	133,952	-	-	-	-	133,952	-	-	-	1,580	-	-	132,372	132,372
1.126	Victoria Family Court Committee	15,797	15,797	-	-	-	-	15,797	-	-	-	797	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	335,692	335,692	-	-	-	-	335,692	-	-	-	14,634	-	-	321,058	321,058
1.129	Vancouver Island Regional Library - Debt	339,366	1,100	338,266	-	-	-	339,366	-	-	-	339,366	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	35,027	35,027	-	-	-	-	35,027	-	-	-	100	-	-	34,927	34,927
1.137	Galiano Island Community Use Building	72,739	40,486	30,653	-	-	1,600	72,739	-	-	-	290	-	-	72,449	72,449
1.138	Southern Gulf Islands Regional Library	262,963	262,963	-	-	-	-	262,963	-	-	-	2,747	-	-	260,216	260,216
1.141	Salt Spring Island Public Library	800,147	623,576	146,651	-	-	29,920	800,147	-	-	-	1,700	-	-	798,447	798,447
1.15X	Municipalities' Own Debt - M.F.A.	16,371,186	75,440	16,295,746	-	-	-	16,371,186	-	-	-	75,440	-	-	16,295,746	16,295,746
1.170	Gossip Island Electric Power Supply	63,221	600	62,621	-	-	-	63,221	-	-	-	290	62,931	-	62,931	62,931
1.224	Community Health	845,152	845,152	-	-	-	-	845,152	-	-	-	190,552	-	-	654,600	654,600
1.226	Health Facilities - VIHA	1,847,981	773,693	-	-	-	1,074,288	1,847,981	-	-	-	1,847,981	-	-	-	-
1.227	Saturna Island Medical Clinic	27,134	27,134	-	-	-	-	27,134	-	-	-	1,480	-	-	25,654	25,654
1.228	Galiano Health Service	150,621	150,621	-	-	-	-	150,621	-	-	-	201	-	-	150,420	150,420
1.229	Pender Islands Health Care Centre	289,022	289,022	-	-	-	-	289,022	-	-	-	2,210	-	-	286,812	286,812
1.230	Traffic Safety Commission	80,073	80,073	-	-	-	-	80,073	-	-	-	3,700	-	-	76,373	76,373
1.232	Port Renfrew Street Lighting	9,656	9,656	-	-	-	-	9,656	-	-	-	370	4,050	5,236	-	5,236
1.234	SSI Street Lighting	33,092	33,092	-	-	-	-	33,092	-	-	-	40	-	-	33,052	33,052
1.235	SGI Small Craft Harbour Facilities	494,180	258,575	87,493	-	-	148,112	494,180	-	-	-	7,890	148,150	338,140	-	338,140
1.236	Salt Spring Island Ferrowood Dock	33,622	17,622	16,000	-	-	-	33,622	-	-	-	170	-	-	33,452	33,452
1.238A	Community Transit (SSI)	758,467	709,947	-	-	-	48,520	758,467	-	-	-	219,857	-	-	538,610	538,610
1.238B	Community Transportation (SSI)	184,517	53,549	28,968	-	-	102,000	184,517	-	-	-	430	-	-	184,087	184,087
1.280	Regional Parks	21,924,294	15,734,780	2,464,207	-	280,908	3,444,399	21,924,294	-	79,089	20,000	938,488	648,248	-	20,238,469	20,238,469
1.290	Royal Theatre	580,000	100,000	-	-	105,000	375,000	580,000	-	-	-	-	-	-	580,000	580,000
1.295	McPherson Theatre	785,822	349,589	-	-	90,000	346,233	785,822	-	-	-	35,822	-	-	750,000	750,000
1.297	Arts Grants	3,343,934	3,342,894	-	-	-	1,040	3,343,934	-	15,860	41,589	178,754	-	-	3,107,731	3,107,731
1.299	Salt Spring Island Arts	132,251	132,251	-	-	-	-	132,251	-	-	-	90	-	-	132,161	132,161
1.309	Climate Action and Adaptation	2,326,611	1,473,400	-	-	792,961	60,250	2,326,611	-	-	352,117	657,352	-	-	1,317,142	1,317,142
1.310	Land Banking & Housing	4,555,666	2,175,077	2,376,439	-	-	4,150	4,555,666	-	462,755	-	712,866	2,000	-	3,378,045	3,378,045
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	253,359	253,359	-	-	-	-	253,359	-	-	-	-	-	-	253,359	253,359
1.313	Animal Care Services	1,816,170	1,775,119	-	-	-	41,051	1,816,170	-	-	-	1,281,120	29,480	-	505,570	505,570
1.314	SGI House Numbering	10,498	10,498	-	-	-	-	10,498	-	-	-	145	-	-	10,353	10,353
1.316	SSI Building Numbering	10,633	10,633	-	-	-	-	10,633	-	-	-	20	-	-	10,613	10,613
1.317	JDF Building Numbering	14,451	14,451	-	-	-	-	14,451	-	-	-	50	-	-	14,401	14,401
1.318	Building Inspection	2,287,639	2,224,399	-	-	13,990	49,250	2,287,639	-	33,350	39,165	4,730	1,498,180	-	712,214	712,214
1.319	Soil Deposit Removal	6,434	6,434	-	-	-	-	6,434	-	-	-	94	-	-	6,300	6,300
1.320	Noise Control	45,710	45,225	-	-	-	485	45,710	-	-	-	350	-	-	45,360	45,360
1.322	Nuisances & Unsanitary Premises	59,820	59,820	-	-	-	-	59,820	-	-	-	460	-	-	59,360	59,360
1.323	By-Law Enforcement	615,813	564,398	-	-	-	51,415	615,813	-	577,773	-	38,040	-	-	-	-
1.324	Regional Planning Services	1,720,511	1,718,011	-	-	-	2,500	1,720,511	-	97,700	207,859	66,420	-	-	1,348,532	1,348,532
1.325	Electoral Area Services - Planning	906,373	830,603	-	-	-	75,770	906,373	-	34,520	35,543	2,230	45,000	-	789,080	789,080
1.330	Regional Growth Strategy	347,134	337,134	-	-	-	10,000	347,134	-	-	-	17,380	-	-	329,754	329,754
1.335	Geo-Spatial Referencing System	190,853	124,253	-	-	-	66,600	190,853	-	-	-	8,160	9,010	-	173,683	173,683
1.340	JDF Livestock Injury Compensation	3,164	3,164	-	-	-	-	3,164	-	-	-	-	-	-	3,164	3,164
1.341	SGI Livestock Injury Compensation	3,184	3,184	-	-	-	-	3,184	-	-	-	34	-	-	3,150	3,150
1.342	SSI Livestock Injury Compensation	3,164	3,164	-	-	-	-	3,164	-	-	-	-	-	-	3,164	3,164
1.350	Willis Point Fire Protect & Recreation	193,940	123,425	-	-	6,780	63,735	193,940	-	-	-	42,330	-	-	151,610	151,610
1.352	South Galiano Fire Protection	654,187	369,396	141,027	-	10,600	133,164	654,187	-	-	-	1,120	141,027	-	512,040	512,040
1.353	Otter Point Fire Protection	703,194	518,794	-	-	6,110	178,300	703,194	-	-	-	340	-	-	702,854	702,854
1.354	Malahat Fire Protection	71,442	71,442	-	-	-	-	71,442	-	-	-	-	-	-	71,442	71,442
1.355	Durance Road Fire Protection	3,021	2,721	-	-	-	300	3,021	-	-	-	-	3,021	-	-	-
1.356	Pender Fire Protection	1,610,053	1,289,662	94,931	-	-	225,460	1,610,053	-	-	94,931	12,060	-	-	1,503,062	1,503,062
1.357	East Sooke Fire Protection	598,710	332,428	155,109	-	5,000	106,173	598,710	-	-	-	29,300	72,150	-	497,260	497,260
1.358	Port Renfrew Fire Protection	211,361	181,361	-	-	-	30,000	211,361	-	-	-	1,370	83,996	-	125,995	125,995
1.359	North Galiano Fire Protection	337,429	270,351	56,363	-	5,000	5,715	337,429	-	-	-	1,010	-	24,440	311,979	336,419
1.360	Shirley Fire Protection	208,170	130,740	-	-	10,000	67,430	208,170	-	-	-	210	-	-	207,960	207,960
1.363	Saturna Island Fire	341,782	341,782	-	-	-	-	341,782	-	-	-	13,010	-	-	328,772	328,772
1.369	Electoral Area Fire Services	346,611	337,141	-	-	2,500	6,970	346,611	-	-	-	120	-	-	346,491	346,491
1.370	Juan de Fuca Emergency Program	126,325	113,445	-	-	-	12,880	126,325	-	-	-	240	-	-	126,085	126,085
1.371	SSI Emergency Program	139,125	139,125	-	-	-	-	139,125	-	-	3,507	190	-	-	135,428	135,428
1.372	Electoral Area Emergency Program	724,716	719,716	-	-	-	5,000	724,716	-	530,110	6,135	1,000	-	-	187,471	187,471
1.373	SGI Emergency Program	275,328	264,089	-	-	-	11,239	275,328	-	-	25,000	2,950	-	-	247,378	247,378
1.374	Regional Emergency Program Support	155,244	155,244	-	-	-	-	155,244	-	-	-	7,670	-	-	147,574	147,574
1.375	Hazardous Material Incident Response	398,219	386,079	-	-	-	12,140	398,219	-	-	-	19,320	-	-	378,899	378,899

CAPITAL REGIONAL DISTRICT 2027 FINANCIAL PLAN													Schedule A			
		Expenditures						Revenue								
		Total 2027	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2027	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2027
1.010	Legislative & General Government	39,135,867	37,951,581	304,332	-	519,880	360,074	39,135,867	450,000	23,277,506	180,000	1,555,706	98,870	-	13,573,785	13,573,785
1.10X	Facilities Management	5,133,536	4,508,741	-	-	-	624,795	5,133,536	-	4,903,935	-	43,072	-	-	186,529	186,529
1.101	G.I.S.	696,435	627,055	-	-	19,380	50,000	696,435	-	545,882	-	6,390	-	-	144,163	144,163
1.103	Elections	66,080	590	-	-	-	65,490	66,080	-	-	500	90	-	-	65,490	65,490
1.104	U.B.C.M.	-	14,078	-	-	-	-	-	-	-	-	90	-	-	13,988	13,988
1.109	Electoral Area Admin Exp - JDF	77,081	77,081	-	-	-	-	77,081	-	-	-	250	-	-	76,831	76,831
1.110	Electoral Area Admin Exp - SGI	489,241	488,141	-	-	-	1,100	489,241	-	-	5,136	20,035	-	-	464,070	464,070
1.111	Electoral Area Admin Exp - SSI	1,571,004	1,506,504	-	-	-	64,500	1,571,004	-	729,932	85,000	5,790	-	-	750,282	750,282
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,797	21,797	-	-	-	-	21,797	-	-	-	290	-	-	21,507	21,507
1.116	Grant-in-Aid - Salt Spring Island	53,119	53,119	-	-	-	-	53,119	-	-	-	260	-	-	52,859	52,859
1.117	Grant-in-Aid - Southern Gulf Islands	111,436	111,436	-	-	-	-	111,436	-	-	-	1,257	-	-	110,179	110,179
1.119	Vancouver Island Regional Library	427,243	427,243	-	-	-	-	427,243	-	-	-	660	-	-	426,583	426,583
1.121	Sooke Regional Museum	244,179	244,179	-	-	-	-	244,179	-	-	-	420	-	-	243,759	243,759
1.123	Prov. Court of B.C. (Family Court)	149,360	70,535	-	-	-	149,360	149,360	-	-	-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	75,535	-	-	-	-	5,000	75,535	-	-	12,585	660	-	-	62,290	62,290
1.125	SGI Economic Development Commission	136,153	136,153	-	-	-	-	136,153	-	-	-	1,610	-	-	134,543	134,543
1.126	Victoria Family Court Committee	15,797	15,797	-	-	-	-	15,797	-	-	-	797	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	342,405	342,405	-	-	-	-	342,405	-	-	-	14,634	-	-	327,771	327,771
1.129	Vancouver Island Regional Library - Debt	-	1,100	338,266	-	-	-	339,366	-	-	-	339,366	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	35,731	35,731	-	-	-	-	35,731	-	-	-	100	-	-	35,631	35,631
1.137	Galiano Island Community Use Building	74,189	41,316	30,653	-	-	2,220	74,189	-	-	-	290	-	-	73,899	73,899
1.138	Southern Gulf Islands Regional Library	268,233	268,233	-	-	-	-	268,233	-	-	-	2,807	-	-	265,426	265,426
1.141	Salt Spring Island Public Library	815,523	635,545	9,888	-	-	170,090	815,523	-	-	-	1,130	-	-	814,393	814,393
1.15X	Municipalities' Own Debt - M.F.A.	14,832,370	75,100	14,757,270	-	-	-	14,832,370	-	-	-	75,100	-	-	14,757,270	14,757,270
1.170	Gossip Island Electric Power Supply	63,225	604	62,621	-	-	-	63,225	-	-	-	290	62,935	-	62,935	62,935
1.224	Community Health	596,138	596,138	-	-	-	-	596,138	-	-	-	145,571	-	-	450,567	450,567
1.226	Health Facilities - VIHA	1,884,942	790,342	-	-	-	1,094,600	1,884,942	-	-	-	1,884,942	-	-	-	-
1.227	Saturna Island Medical Clinic	27,739	27,739	-	-	-	-	27,739	-	-	-	1,510	-	-	26,229	26,229
1.228	Galiano Health Service	153,629	153,629	-	-	-	-	153,629	-	-	-	199	-	-	153,430	153,430
1.229	Pender Islands Health Care Centre	299,026	299,026	-	-	-	-	299,026	-	-	-	2,250	-	-	296,776	296,776
1.230	Traffic Safety Commission	81,646	81,646	-	-	-	-	81,646	-	-	-	3,770	-	-	77,876	77,876
1.232	Port Renfrew Street Lighting	9,825	9,825	-	-	-	-	9,825	-	-	-	380	4,130	5,315	-	5,315
1.234	SSI Street Lighting	33,671	33,671	-	-	-	-	33,671	-	-	-	40	-	-	33,631	33,631
1.235	SGI Small Craft Harbour Facilities	503,900	265,109	87,493	-	-	151,298	503,900	-	-	-	8,040	150,960	344,900	344,900	344,900
1.236	Salt Spring Island Fernwood Dock	36,162	18,162	-	-	-	18,000	36,162	-	-	-	170	-	-	35,992	35,992
1.238A	Community Transit (SSI)	773,624	724,164	-	-	-	49,460	773,624	-	-	-	224,241	-	-	549,383	549,383
1.238B	Community Transportation (SSI)	214,272	54,457	57,815	-	-	102,000	214,272	-	-	-	430	-	-	213,842	213,842
1.280	Regional Parks	23,960,381	16,026,661	4,134,207	-	286,526	3,512,987	23,960,381	-	80,671	-	942,101	659,477	-	22,278,132	22,278,132
1.290	Royal Theatre	580,000	100,000	-	-	109,000	371,000	580,000	-	-	-	-	-	-	580,000	580,000
1.295	McPherson Theatre	785,822	349,589	-	-	94,000	342,233	785,822	-	-	-	35,822	-	-	750,000	750,000
1.297	Arts Grants	3,412,964	3,411,903	-	-	-	1,061	3,412,964	-	16,240	42,168	178,754	-	-	3,175,802	3,175,802
1.299	Salt Spring Island Arts	134,882	134,882	-	-	-	-	134,882	-	-	-	90	-	-	134,792	134,792
1.309	Climate Action and Adaptation	1,544,331	1,319,850	-	-	164,023	60,458	1,544,331	-	-	31,037	196,152	-	-	1,317,142	1,317,142
1.310	Land Banking & Housing	4,494,705	2,114,076	2,376,439	-	-	4,190	4,494,705	-	359,628	-	716,354	2,000	-	3,416,723	3,416,723
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	1,857,745	1,815,745	-	-	-	42,000	1,857,745	-	-	-	1,306,740	30,070	-	520,935	520,935
1.314	SGI House Numbering	10,708	10,708	-	-	-	-	10,708	-	-	-	145	-	-	10,563	10,563
1.316	SSI Building Numbering	10,854	10,854	-	-	-	-	10,854	-	-	-	20	-	-	10,834	10,834
1.317	JDF Building Numbering	14,735	14,735	-	-	-	-	14,735	-	-	-	50	-	-	14,685	14,685
1.318	Building Inspection	2,343,536	2,279,516	-	-	14,280	49,740	2,343,536	-	34,020	4,452	4,770	1,528,150	-	772,144	772,144
1.319	Soil Deposit Removal	6,556	6,556	-	-	-	-	6,556	-	-	86	40	-	-	6,430	6,430
1.320	Noise Control	47,303	46,128	-	-	-	1,175	47,303	-	-	-	350	-	-	46,953	46,953
1.322	Nuisances & Unsanitary Premises	60,978	60,978	-	-	-	-	60,978	-	-	-	470	-	-	60,508	60,508
1.323	By-Law Enforcement	628,523	577,897	-	-	-	50,626	628,523	-	589,733	-	38,790	-	-	-	-
1.324	Regional Planning Services	2,293,416	2,290,916	-	-	-	2,500	2,293,416	-	100,040	736,628	67,760	-	-	1,388,988	1,388,988
1.325	Electoral Area Services - Planning	943,522	867,752	-	-	-	75,770	943,522	-	35,211	48,311	2,250	45,000	-	812,750	812,750
1.330	Regional Growth Strategy	354,681	344,681	-	-	-	10,000	354,681	-	-	-	17,710	-	-	336,971	336,971
1.335	Geo-Spatial Referencing System	194,675	126,745	-	-	-	67,930	194,675	-	-	-	8,330	9,190	-	177,155	177,155
1.340	JDF Livestock Injury Compensation	3,168	3,168	-	-	-	-	3,168	-	-	-	-	-	-	3,168	3,168
1.341	SGI Livestock Injury Compensation	3,188	3,188	-	-	-	-	3,188	-	-	-	34	-	-	3,154	3,154
1.342	SSI Livestock Injury Compensation	3,168	3,168	-	-	-	-	3,168	-	-	-	-	-	-	3,168	3,168
1.350	Willis Point Fire Protect & Recreation	197,150	125,959	-	-	6,920	64,271	197,150	-	-	-	42,510	-	-	154,640	154,640
1.352	South Galiano Fire Protection	664,427	376,779	141,027	-	10,810	135,811	664,427	-	-	-	1,120	141,027	-	522,280	663,307
1.353	Otter Point Fire Protection	718,546	529,316	-	-	6,230	183,000	718,546	-	-	-	340	-	-	718,206	718,206
1.354	Malahat Fire Protection	72,872	72,872	-	-	-	-	72,872	-	-	-	-	-	-	72,872	72,872
1.355	Durrance Road Fire Protection	3,024	2,724	-	-	-	300	3,024	-	-	-	-	3,024	-	-	-
1.356	Pender Fire Protection	1,598,303	1,360,405	-	-	-	237,898	1,598,303	-	-	-	12,310	-	-	1,585,993	1,585,993
1.357	East Sooke Fire Protection	610,788	339,315	155,109	-	5,000	111,364	610,788	-	-	-	29,988	73,590	-	507,210	507,210
1.358	Port Renfrew Fire Protection	215,561	185,061	-	-	-	30,500	215,561	-	-	-	1,390	85,668	-	128,503	128,503
1.359	North Galiano Fire Protection	343,591	275,818	56,363	-	5,000	6,410	343,591	-	-	-	1,020	-	24,440	318,131	342,571
1.360	Shirley Fire Protection	212,330	133,365	-	-	10,000	68,965	212,330	-	-	-	210	-	-	212,120	212,120
1.363	Saturna Island Fire	346,954	346,954	-	-	-	-	346,954	-	-	-	13,270	-	-	333,684	333,684
1.369	Electoral Area Fire Services	353,543	344,679	-	-	2,289	6,575	353,543	-	-	-	120	-	-	353,423	353,423
1.370	Juan de Fuca Emergency Program	128,591	115,711	-	-	-	12,880	128,591	-	-	-	240	-	-	128,351	128,351
1.371	SSI Emergency Program	141,654	141,654	-	-	-	-	141,654	-	-	3,327	190	-	-	138,137	138,137
1.372	Electoral Area Emergency Program	741,034	736,034	-	-	-	5,000	741,034	-	540,708	1,535	1,010	-	-	197,781	197,781
1.373	SGI Emergency Program	250,388	243,887	-	-	-	6,501	250,388	-	-	-	3,010	-	-	247,378	247,378
1.374	Regional Emergency Program Support	158,735	158,735	-	-	-	-	158,735	-	-	-	7,810	-	-	150,925	150,925
1.375	Hazardous Material Incident Response	409,948	393,763	-	-	-	16,185	409,948	-	-	-	19,690	-	-	390,258	390,258

CAPITAL REGIONAL DISTRICT 2028 FINANCIAL PLAN		Schedule A														
		Expenditures						Revenue								
		Total 2028	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2028	Surplus from Prior Year	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2028
1.010	Legislative & General Government	40,075,777	38,874,894	304,332	-	530,280	366,271	40,075,777	450,000	23,757,324	180,000	1,564,826	100,050	-	14,023,577	14,023,577
1.10X	Facilities Management	5,308,680	4,608,091	-	-	-	700,589	5,308,680	-	5,074,318	-	43,368	-	-	190,994	190,994
1.101	G.I.S.	711,158	641,388	-	-	19,770	50,000	711,158	-	556,800	-	6,510	-	-	147,848	147,848
1.103	Elections	65,580	90	-	-	-	65,490	65,580	-	-	-	90	-	-	65,490	65,490
1.104	U.B.C.M.	14,361	14,361	-	-	-	-	14,361	-	-	-	90	-	-	14,271	14,271
1.109	Electoral Area Admin Exp - JDF	78,610	78,610	-	-	-	-	78,610	-	-	-	250	-	-	78,360	78,360
1.110	Electoral Area Admin Exp - SGI	500,808	499,332	-	-	-	1,476	500,808	-	-	1,834	20,364	-	-	478,610	478,610
1.111	Electoral Area Admin Exp - SSI	1,518,388	1,453,888	-	-	-	64,500	1,518,388	-	746,499	-	5,810	-	-	766,079	766,079
1.112	Regional Grant in Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.114	Grant-in-Aid - Juan de Fuca	21,833	21,833	-	-	-	-	21,833	-	-	-	290	-	-	21,543	21,543
1.116	Grant-in-Aid - Salt Spring Island	53,228	53,228	-	-	-	-	53,228	-	-	-	260	-	-	52,968	52,968
1.117	Grant-in-Aid - Southern Gulf Islands	111,549	111,549	-	-	-	-	111,549	-	-	-	1,257	-	-	110,292	110,292
1.119	Vancouver Island Regional Library	435,758	435,758	-	-	-	-	435,758	-	-	-	670	-	-	435,088	435,088
1.121	Sooke Regional Museum	249,064	249,064	-	-	-	-	249,064	-	-	-	430	-	-	248,634	248,634
1.123	Prov. Court of B.C. (Family Court)	149,360	149,360	-	-	-	149,360	149,360	-	-	-	149,360	-	-	63,542	63,542
1.124	SSI Economic Development Commission	75,947	70,947	-	-	-	5,000	75,947	-	-	11,735	670	-	-	136,637	136,637
1.125	SGI Economic Development Commission	138,277	138,277	-	-	-	-	138,277	-	-	-	1,640	-	-	15,000	15,000
1.126	Victoria Family Court Committee	15,797	15,797	-	-	-	-	15,797	-	-	-	797	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	349,254	349,254	-	-	-	-	349,254	-	-	-	14,634	-	-	334,620	334,620
1.129	Vancouver Island Regional Library - Debt	339,366	1,100	338,266	-	-	-	339,366	-	-	-	339,366	-	-	-	-
1.133	Langford E.A. - Greater Victoria Public Library	36,444	36,444	-	-	-	-	36,444	-	-	-	100	-	-	36,344	36,344
1.137	Galiano Island Community Use Building	75,668	42,175	30,653	-	-	2,840	75,668	-	-	-	290	-	-	75,378	75,378
1.138	Southern Gulf Islands Regional Library	273,607	273,607	-	-	-	-	273,607	-	-	-	2,869	-	-	270,738	270,738
1.141	Salt Spring Island Public Library	831,807	648,374	9,888	-	-	173,545	831,807	-	-	-	1,150	-	-	830,657	830,657
1.15X	Municipalities' Own Debt - M.F.A.	14,538,946	71,820	14,467,126	-	-	-	14,538,946	-	-	-	71,820	-	-	14,467,126	14,467,126
1.170	Gossip Island Electric Power Supply	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.224	Community Health	566,956	566,956	-	-	-	-	566,956	-	-	-	130,590	-	-	436,366	436,366
1.226	Health Facilities - VIHA	1,922,639	807,382	-	-	-	1,115,257	1,922,639	-	-	-	1,922,639	-	-	-	-
1.227	Saturna Island Medical Clinic	28,332	28,332	-	-	-	-	28,332	-	-	-	1,540	-	-	26,792	26,792
1.228	Galiano Health Service	156,698	156,698	-	-	-	-	156,698	-	-	-	200	-	-	156,498	156,498
1.229	Pender Islands Health Care Centre	309,379	309,379	-	-	-	-	309,379	-	-	-	2,300	-	-	307,079	307,079
1.230	Traffic Safety Commission	83,251	83,251	-	-	-	-	83,251	-	-	-	3,840	-	-	79,411	79,411
1.232	Port Renfrew Street Lighting	9,995	9,995	-	-	-	-	9,995	-	-	-	390	4,210	5,395	-	5,395
1.234	SSI Street Lighting	34,249	34,249	-	-	-	-	34,249	-	-	-	40	-	-	34,209	34,209
1.235	SGI Small Craft Harbour Facilities	513,850	271,835	87,493	-	-	154,522	513,850	-	-	-	8,190	153,860	351,800	-	351,800
1.236	Salt Spring Island Fernwood Dock	38,723	18,723	-	-	-	20,000	38,723	-	-	-	170	-	-	38,553	38,553
1.238A	Community Transit (SSI)	789,087	738,662	-	-	-	50,425	789,087	-	-	-	228,712	-	-	560,375	560,375
1.238B	Community Transportation (SSI)	243,204	56,405	84,799	-	-	102,000	243,204	-	-	-	430	-	-	242,774	242,774
1.280	Regional Parks	26,044,108	16,044,697	5,764,207	-	292,257	3,582,947	26,044,108	-	82,284	20,000	945,788	672,666	-	24,323,370	24,323,370
1.290	Royal Theatre	580,000	100,000	-	-	109,000	371,000	580,000	-	-	-	-	-	-	580,000	580,000
1.295	McPherson Theatre	785,822	349,589	-	-	94,000	342,233	785,822	-	-	-	35,822	-	-	750,000	750,000
1.297	Arts Grants	3,483,081	3,481,999	-	-	-	1,082	3,483,081	-	-	16,630	42,178	178,754	-	3,245,519	3,245,519
1.299	Salt Spring Island Arts	137,574	137,574	-	-	-	-	137,574	-	-	-	90	-	-	137,484	137,484
1.309	Climate Action and Adaptation	1,398,064	1,337,394	-	-	-	60,670	1,398,064	-	-	5,048	75,874	-	-	1,317,142	1,317,142
1.310	Land Banking & Housing	4,544,422	2,163,753	2,376,439	-	4,230	4,544,422	4,544,422	-	368,314	-	719,925	2,000	-	3,454,183	3,454,183
1.311	Regional Housing Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.312	Regional Goose Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	1,900,090	1,855,964	-	-	-	44,126	1,900,090	-	-	-	1,332,870	30,660	-	536,560	536,560
1.314	SGI House Numbering	10,918	10,918	-	-	-	-	10,918	-	-	-	145	-	-	10,773	10,773
1.316	SSI Building Numbering	11,064	11,064	-	-	-	-	11,064	-	-	-	20	-	-	11,044	11,044
1.317	JDF Building Numbering	15,039	15,039	-	-	-	-	15,039	-	-	-	50	-	-	14,989	14,989
1.318	Building Inspection	2,408,344	2,333,054	-	-	14,570	60,720	2,408,344	-	34,700	-	4,810	1,558,730	-	810,104	810,104
1.319	Soil Deposit Removal	6,689	6,689	-	-	-	-	6,689	-	-	89	40	-	-	6,560	6,560
1.320	Noise Control	48,946	47,081	-	-	-	1,865	48,946	-	-	-	350	-	-	48,596	48,596
1.322	Nuisances & Unsanitary Premises	62,206	62,206	-	-	-	-	62,206	-	-	-	480	-	-	61,726	61,726
1.323	By-Law Enforcement	641,861	590,698	-	-	-	51,163	641,861	-	602,301	-	39,560	-	-	-	-
1.324	Regional Planning Services	1,703,758	1,701,258	-	-	-	2,500	1,703,758	-	102,440	101,560	69,110	-	-	1,430,648	1,430,648
1.325	Electoral Area Services - Planning	943,545	867,775	-	-	-	75,770	943,545	-	35,910	23,235	2,270	45,000	-	837,130	837,130
1.330	Regional Growth Strategy	362,548	352,548	-	-	-	10,000	362,548	-	-	-	18,040	-	-	344,508	344,508
1.335	Geo-Spatial Referencing System	198,577	129,287	-	-	-	69,290	198,577	-	-	-	8,500	9,370	-	180,707	180,707
1.340	JDF Livestock Injury Compensation	3,171	3,171	-	-	-	-	3,171	-	-	-	-	-	-	3,171	3,171
1.341	SGI Livestock Injury Compensation	3,191	3,191	-	-	-	-	3,191	-	-	-	34	-	-	3,157	3,157
1.342	SSI Livestock Injury Compensation	3,171	3,171	-	-	-	-	3,171	-	-	-	-	-	-	3,171	3,171
1.350	Willis Point Fire Protect & Recreation	200,420	128,545	-	-	7,060	64,815	200,420	-	-	-	42,690	-	-	157,730	157,730
1.352	South Galiano Fire Protection	674,877	384,300	141,027	-	11,030	138,520	674,877	-	-	-	1,120	-	141,027	532,730	673,757
1.353	Other Point Fire Protection	734,095	540,045	-	-	6,350	187,700	734,095	-	-	-	340	-	-	733,755	733,755
1.354	Malahat Fire Protection	74,333	74,333	-	-	-	-	74,333	-	-	-	-	-	-	74,333	74,333
1.355	Durrance Road Fire Protection	3,027	2,727	-	-	-	300	3,027	-	-	-	-	-	3,027	-	-
1.356	Pender Fire Protection	1,632,746	1,389,718	-	-	-	243,028	1,632,746	-	-	-	12,560	-	-	1,620,186	1,620,186
1.357	East Sooke Fire Protection	623,101	346,355	155,109	-	5,000	116,637	623,101	-	-	-	30,691	75,060	-	517,350	517,350
1.358	Port Renfrew Fire Protection	219,834	188,834	-	-	-	31,000	219,834	-	-	-	1,410	87,370	-	131,054	131,054
1.359	North Galiano Fire Protection	349,872	281,399	56,363	-	5,000	7,110	349,872	-	-	-	1,030	-	24,440	324,402	348,842
1.360	Shirley Fire Protection	216,570	136,063	-	-	10,000	70,507	216,570	-	-	-	210	-	-	216,360	216,360
1.363	Saturna Island Fire	347,127	347,127	-	-	-	-	347,127	-	-	-	13,540	-	-	333,587	333,587
1.369	Electoral Area Fire Services	360,613	352,375	-	-	1,918	6,320	360,613	-	-	3,145	120	-	-	360,493	360,493
1.370	Juan de Fuca Emergency Program	130,946	118,066	-	-	-	12,880	130,946	-	-	-	240	-	-	130,706	130,706
1.371	SSI Emergency Program	144,235	144,235	-	-	-	-	144,235	-	-	-	190	-	-	140,900	140,900
1.372	Electoral Area Emergency Program	760,212	753,272	-	-	-	6,940	760,212	-	551,520	-	1,020	-	-	207,672	207,672
1.373	SGI Emergency Program	254,219	248,809	-	-	-	5,410	254,219	-	-	3,771	3,070	-	-	247,378	247,378
1.374	Regional Emergency Program Support	162,409	162,409	-	-	-	-	162,409	-	-	-	7,950	-	-	154,459	154,459
1.375	Hazardous Material Incident Response	422,030	401,634	-	-	-	20,396	422,030	-	-	-	20,070	-	-	401,960	401,960



CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2024	2025	2026	2027	2028	TOTAL
EXPENDITURE						
Buildings	31,879,500	30,892,500	4,086,500	1,237,000	4,749,500	72,845,000
Equipment	35,237,860	10,947,405	11,057,859	4,352,920	3,795,636	65,391,680
Land	11,162,000	6,457,000	5,342,000	5,270,000	5,230,000	33,461,000
Engineered Structures	178,574,267	129,184,926	100,450,875	86,460,400	80,030,500	574,700,968
Vehicles	8,593,000	3,308,750	2,920,000	3,802,000	3,438,000	22,061,750
	265,446,627	180,790,581	123,857,234	101,122,320	97,243,636	768,460,398
SOURCE OF FUNDS						
Capital Funds on Hand	88,502,023	30,409,541	29,952,483	28,368,745	29,961,120	207,193,912
Debenture Debt	84,414,500	110,095,478	66,763,356	51,910,000	41,215,000	354,398,334
ERF	13,262,247	7,313,893	5,698,778	6,479,897	6,243,136	38,997,951
Grants (Federal, Provincial)	22,567,396	10,856,701	5,479,117	4,610,278	9,065,000	52,578,492
Reserve Fund	50,079,461	19,099,968	15,763,500	9,753,400	10,759,380	105,455,709
Other	6,621,000	3,015,000	200,000	-	-	9,836,000
	265,446,627	180,790,581	123,857,234	101,122,320	97,243,636	768,460,398



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	764,500					764,500			764,500				764,500
1.014	CAO / Corporate Services	14,796					14,796			14,796				14,796
1.015	Real Estate	1,500					1,500			1,500				1,500
1.016	Human Resources	6,576					6,576			6,576				6,576
1.017	Finance	506,549		850,000			1,356,549	525,000	-	81,549		750,000		1,356,549
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500				1,500
1.022	Information Technology	5,702,552	170,000	50,000			5,922,552	5,875,952		46,600				5,922,552
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	8,000					8,000			8,000				8,000
1.027	First Nations Relations	1,644					1,644			1,644				1,644
1.105	Facilities Management	10,000	15,000				25,000			25,000				25,000
1.106	Facilities and Risk			1,090,000	25,000		1,115,000	825,000				290,000		1,115,000
1.107	Corporate Satellite Facilities			25,000			25,000					25,000		25,000
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SGL Admin. Expenditures	6,600					6,600			6,600				6,600
1.111	SSI Admin. Expenditures	46,100	-				46,100			46,100				46,100
1.118	Corporate Communications	453,288					453,288			3,288		450,000		453,288
1.123	Family Court Building			1,352,500			1,352,500	47,500				700,000	605,000	1,352,500
1.137	Galiano Island Community Use Building			12,000			12,000						12,000	12,000
1.141	SSI Public Library			90,000			90,000				70,000		20,000	90,000
1.226	Health Facilities - VIHA	440,000		3,155,000			3,595,000	615,000				375,000	2,605,000	3,595,000
1.235	SGL Small Craft Harbour Facilities				482,000		482,000	247,000				20,000	215,000	482,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				70,000		70,000						70,000	70,000
1.238A	Community Transit (SSI)				110,000		110,000	50,000			60,000		-	110,000
1.238B	Community Transportation (SSI)	55,000			420,000		475,000	45,000		-	210,000		220,000	475,000
1.280	Regional Parks	445,200	1,772,000	145,000	6,197,657	5,000,000	13,559,857	843,172	6,300,000	1,516,200	1,954,485	76,000	2,870,000	13,559,857
1.290	Royal Theatre	-		867,000			867,000					350,000	517,000	867,000
1.295	McPherson Theatre	57,000		275,000			332,000						332,000	332,000
1.297	Arts Grants and Development	2,100					2,100			2,100				2,100
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961
1.310	Land Banking and Housing	10,000		9,400,000		700,000	10,110,000		9,400,000	10,000	700,000			10,110,000
1.313	Animal Care Services	40,000	42,000	185,000	65,000		332,000	302,000		30,000				332,000
1.318	Building Inspection	60,500	125,000				185,500			185,500				185,500
1.323	ByLaw Services	2,500	100,000				102,500			102,500				102,500
1.324	Regional Planning Services	44,000					44,000			44,000				44,000
1.325	Community Planning	49,355			325,000		374,355			49,355	325,000			374,355
1.335	Geo-Spatial Referencing	190,000					190,000			190,000				190,000
1.350	Willis Point Fire	155,500		15,000			170,500			11,500	108,000		51,000	170,500
1.352	South Galiano Fire	29,000	420,000				449,000			429,000			20,000	449,000
1.353	Otter Point Fire	15,000	-	40,000			55,000			15,000			40,000	55,000
1.356	Pender Island Fire	60,000	-	18,000			78,000			60,000			18,000	78,000
1.357	East Sooke Fire	51,551	300,000				351,551			324,551			27,000	351,551
1.358	Port Renfrew Fire	51,000		30,000	5,000		86,000			51,000			35,000	86,000
1.359	North Galiano Fire	-					-			-				-
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.371	SSI Emergency Program	20,000					20,000					20,000		20,000
1.372	Emergency Planning Coordination	2,500	-				2,500			2,500				2,500
1.373	SGL Emergency Program	25,000					25,000					25,000		25,000
1.375	Hazardous Material Incident Response	75,000	-				75,000			75,000				75,000
1.377	JDF Search and Rescue	92,000					92,000			92,000				92,000
1.405	JDF EA Community Parks & Recreation		100,000		589,000	50,000	739,000	379,000		100,000	260,000			739,000



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered	Land		Capital	Debt	Equipment	Grants	Other		Capital
					Structures									Funds on Hand
1.40X	SEAPARC	429,000		295,500	1,122,000	-	1,846,500	69,300	-	234,700	778,000		764,500	1,846,500
1.44x	Panorama Recreation	869,072	57,000	3,836,500	4,828,408		9,590,980	390,000	5,201,500	776,072	2,104,408		1,119,000	9,590,980
1.455	SSI Community Parks	15,000	90,000		420,000		525,000	40,000		45,000	440,000		-	525,000
1.458	SSI Community Recreation	40,000			202,500		242,500			5,000	100,000		137,500	242,500
1.459	SSI Park Land & Rec Programs	103,200	30,000	895,000	450,000	15,000	1,493,200		-	51,300	826,900	450,000	165,000	1,493,200
1.465	Saturna Island Community Parks				38,000		38,000	5,000					33,000	38,000
1.475	Mayne Island Community Parks	15,000		53,000	9,000		77,000	20,000			30,000		27,000	77,000
1.485	Pender Island Community Parks	45,000			1,157,752	30,000	1,232,752	33,808			700,000	200,000	298,944	1,232,752
1.495	Galiano Community Parks	2,616			43,922		46,538	25,808		2,616			18,114	46,538
1.521	Environmental Resource Management	603,000		350,000	53,656,000		54,609,000	15,600,000	14,213,000	1,103,000			23,693,000	54,609,000
1.523	Port Renfrew Refuse Disposal				304,500		304,500				292,500		12,000	304,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	105,000				145,000			145,000				145,000
1.577	IW - Environmental Operations	125,000	1,614,000				1,739,000			1,739,000				1,739,000
1.578	Environmental Protection	514,600	220,000				734,600	380,000		354,600				734,600
1.911	911 Call Answer	-					-							-
2.610	Saanich Peninsula Water Supply	850,000			11,013,028		11,863,028		6,000,000	200,000			5,663,028	11,863,028
2.620	Highland Water (SSI)				20,000		20,000	20,000						20,000
2.621	Highland & Fernwood Water (SSI)				1,251,000		1,251,000	155,500	913,000		40,000		142,500	1,251,000
2.622	Cedars of Tuam Water (SSI)				55,000		55,000	5,000			42,000		8,000	55,000
2.624	Beddis Water (SSI)				428,000		428,000		340,000				88,000	428,000
2.626	Fulford Water (SSI)	103,000			302,000		405,000	7,000	220,000		90,000		88,000	405,000
2.628	Cedar Lane Water (SSI)				468,000		468,000		448,000				20,000	468,000
2.630	Magic Lake Estates Water (Pender)	15,000			145,000		160,000	15,000					145,000	160,000
2.640	Lyll Harbour Boot Cove Water (Saturna)	66,000			335,000		401,000	268,000	88,000		30,000		15,000	401,000
2.642	Skana Water (Mayne)	10,000			50,000		60,000	30,000					30,000	60,000
2.650	Port Renfrew Water	20,000			275,000		295,000				275,000		20,000	295,000
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	18,697,750	1,991,000	8,740,000	27,760,000	4,330,000	61,518,750	42,407,750	7,300,000	1,361,000	6,000,000	4,450,000		61,518,750
2.680	JDF Water Distribution	578,750	1,365,000	80,000	20,720,000		22,743,750	16,058,750	4,500,000	1,165,000			1,020,000	22,743,750
2.682	Seagirt Water System				2,250,000		2,250,000	250,000	2,000,000					2,250,000
2.691	Wilderness Mountain Water Service				50,000		50,000				45,000		5,000	50,000
3.701	Millstream Site Remediation					1,037,000	1,037,000	920,000			117,000			1,037,000
3.705	SSI Septage / Composting			30,000	250,000		280,000	20,000	120,000				140,000	280,000
3.718	Saanich Peninsula Wastewater	570,000			2,245,000		2,815,000			905,000			1,910,000	2,815,000
3.798C	Debt - Core Area Wastewater Treatment Program	550,000			32,219,000		32,769,000	375,000	27,271,000	855,000	450,000		3,818,000	32,769,000
3.810	Ganges Sewer Utility (SSI)	575,000	77,000		332,500		984,500				712,625		271,875	984,500
3.820	Maliview Sewer Utility (SSI)				1,050,000		1,050,000		100,000		850,000		100,000	1,050,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			5,600,000		5,660,000	1,400,000			4,200,000		60,000	5,660,000
3.850	Port Renfrew Sewer				215,000		215,000	40,000			175,000			215,000
1.579	Environmental Water Quality	30,000					30,000						30,000	30,000
3.750	L.W.M.P. - Core and West Shore				1,000,000		1,000,000						1,000,000	1,000,000
1.370	JDF Emergency Program	4,100					4,100			4,100				4,100
Total		35,237,860	8,593,000	31,879,500	178,574,267	11,162,000	265,446,627	88,502,023	84,414,500	13,262,247	22,567,396	6,621,000	50,079,461	265,446,627



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	91,500					91,500			91,500				91,500
1.014	CAO / Corporate Services	3,288					3,288			3,288				3,288
1.015	Real Estate	-					-			-				-
1.016	Human Resources	6,765					6,765			6,765				6,765
1.017	Finance	228,994		4,250,000			4,478,994	200,000	3,000,000	28,994			1,250,000	4,478,994
1.018	Health & Capital Planning Strategies	-					-			-				-
1.022	Information Technology	1,876,551	100,000				1,976,551	1,824,551		152,000				1,976,551
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	6,000					6,000			6,000				6,000
1.027	First Nations Relations	-					-			-				-
1.105	Facilities Management	10,000	150,000				160,000			160,000				160,000
1.106	Facilities and Risk			265,000			265,000						265,000	265,000
1.107	Corporate Satellite Facilities						-			-				-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SJI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	4,900	65,000				69,900			69,900				69,900
1.118	Corporate Communications	4,932					4,932			4,932				4,932
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					660,000	370,000	1,030,000
1.235	SJI Small Craft Harbour Facilities				304,000		304,000	179,000					125,000	304,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				130,000		130,000				75,000		55,000	130,000
1.238A	Community Transit (SSI)				60,000		60,000				50,000		10,000	60,000
1.238B	Community Transportation (SSI)				1,327,000		1,327,000		320,000		840,000		167,000	1,327,000
1.280	Regional Parks	68,400	350,000	585,000	10,720,015	5,000,000	16,723,415		13,067,515	418,400	270,000		2,967,500	16,723,415
1.290	Royal Theatre	462,000		2,337,000			2,799,000	112,000			680,000	1,055,000	952,000	2,799,000
1.295	McPherson Theatre	15,000		300,000			315,000						315,000	315,000
1.297	Arts Grants and Development	-					-			-				-
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961
1.310	Land Banking and Housing	5,000		16,100,000			16,105,000		16,100,000	5,000				16,105,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection	4,500					4,500			4,500				4,500
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	4,000					4,000			4,000				4,000
1.325	Community Planning	3,290					3,290			3,290				3,290
1.335	Geo-Spatial Referencing	60,000					60,000			60,000				60,000
1.350	Willis Point Fire	44,750					44,750	12,280		7,500			24,970	44,750
1.352	South Galiano Fire	45,200	85,000				130,200			95,200			35,000	130,200
1.353	Otter Point Fire	15,000		40,000			55,000			15,000			40,000	55,000
1.356	Pender Island Fire	5,000					5,000			5,000				5,000
1.357	East Sooke Fire	19,512					19,512			19,512				19,512
1.358	Port Renfrew Fire	16,000		10,000			26,000			16,000			10,000	26,000
1.359	North Galiano Fire	150,000					150,000			150,000				150,000
1.360	Shirley Fire Department	-					-			-				-
1.371	SSI Emergency Program	-					-			-				-
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SJI Emergency Program	-					-			-				-
1.375	Hazardous Material Incident Response	-					-			-				-
1.377	JDF Search and Rescue	-					-			-				-
1.405	JDF EA Community Parks & Recreation					100,000	100,000				100,000			100,000
1.40X	SEAPARC	417,150		710,500		500,000	1,627,650		700,000	171,650			756,000	1,627,650
1.44x	Panorama Recreation	486,612		400,000	70,000		956,612			411,612			545,000	956,612
1.455	SSI Community Parks	60,000			70,000		130,000			30,000	40,000		60,000	130,000



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	1,500,000	45,000	50,000	1,635,000		1,500,000	30,000	-	-	105,000	1,635,000
1.465	Saturna Island Community Parks				35,225		35,225	727					34,498	35,225
1.475	Mayne Island Community Parks	-		-	25,000		25,000	-			-		25,000	25,000
1.485	Pender Island Community Parks	20,000			1,092,500	-	1,112,500	12,500			625,000	300,000	175,000	1,112,500
1.495	Galiano Community Parks	1,000			11,000		12,000	-		1,000			11,000	12,000
1.521	Environmental Resource Management	355,000		-	14,475,000		14,830,000	225,000	7,650,000	355,000			6,600,000	14,830,000
1.523	Port Renfrew Refuse Disposal				30,000		30,000				-		30,000	30,000
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000				95,000
1.577	IW - Environmental Operations	125,000	683,500				808,500			808,500	-			808,500
1.578	Environmental Protection	145,600	180,000				325,600	-		325,600				325,600
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000				1,000,000
2.610	Saanich Peninsula Water Supply	300,000			4,404,000		4,704,000		3,000,000	200,000			1,504,000	4,704,000
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)				1,981,500		1,981,500	-	1,895,000				86,500	1,981,500
2.622	Cedars of Tuam Water (SSI)				885,000		885,000	-	870,000				15,000	885,000
2.624	Beddis Water (SSI)				1,674,000		1,674,000	-	1,582,000				92,000	1,674,000
2.626	Fulford Water (SSI)	-			1,320,000		1,320,000	-	1,295,000				25,000	1,320,000
2.628	Cedar Lane Water (SSI)				274,000		274,000		274,000				-	274,000
2.630	Magic Lake Estates Water (Pender)	-			22,000		22,000	-					22,000	22,000
2.640	Lyllall Harbour Boot Cove Water (Saturna)	-			580,000		580,000	-	580,000				-	580,000
2.642	Skana Water (Mayne)	115,000			50,000		165,000	-	150,000				15,000	165,000
2.650	Port Renfrew Water	260,000			1,915,000		2,175,000		916,667		1,233,333		25,000	2,175,000
2.665	Sticks Allison Water (Galiano)				-		-						-	-
2.667	Surfside Park Estates (Mayne)	20,000			500,000		520,000		500,000				20,000	520,000
2.670	Regional Water Supply	2,312,500	685,250	3,390,000	32,050,000	807,000	39,244,750	19,359,500	16,700,000	685,250	1,500,000	1,000,000		39,244,750
2.680	JDF Water Distribution	232,500	905,000	40,000	12,520,000		13,697,500	8,172,500	3,700,000	905,000			920,000	13,697,500
2.682	Seagirt Water System	-			-		-	-	-					-
2.691	Wilderness Mountain Water Service				410,000		410,000		200,000		200,000		10,000	410,000
3.701	Millstream Site Remediation						-	-						-
3.705	SSI Septage / Composting			-	2,280,000		2,280,000	-	2,280,000					2,280,000
3.718	Saanich Peninsula Wastewater	1,050,000			2,850,000		3,900,000		3,600,000	200,000			100,000	3,900,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			19,790,000		19,790,000	-	18,090,000	700,000			1,000,000	19,790,000
3.810	Ganges Sewer Utility (SSI)	-	-		6,217,186		6,217,186		2,624,296		3,322,890		270,000	6,217,186
3.820	Maliview Sewer Utility (SSI)				1,675,000		1,675,000		501,000		1,139,000		35,000	1,675,000
3.830	Magic Lake Sewer Utility (Pender)	-			300,000		300,000	100,000	-		200,000		-	300,000
3.850	Port Renfrew Sewer				15,000		15,000	-					15,000	15,000
1.579	Environmental Water Quality	-					-						-	-
3.750	L.W.M.P. - Core and West Shore				9,000,000		9,000,000		9,000,000				-	9,000,000
1.370	JDF Emergency Program	-					-							-
Total		10,947,405	3,308,750	30,892,500	129,184,926	6,457,000	180,790,581	30,409,541	110,095,478	7,313,893	10,856,701	3,015,000	19,099,968	180,790,581



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	55,000					55,000			55,000				55,000
1.014	CAO / Corporate Services	20,133					20,133			20,133				20,133
1.015	Real Estate	1,500					1,500			1,500				1,500
1.016	Human Resources	353,288					353,288			3,288		350,000		353,288
1.017	Finance	58,043					58,043			58,043				58,043
1.018	Health & Capital Planning Strategies	3,000					3,000			3,000				3,000
1.022	Information Technology	1,645,650					1,645,650	1,584,000		61,650				1,645,650
1.024	GM - Planning & Protective Services	2,049					2,049			2,049				2,049
1.025	Corporate Emergency	7,000					7,000			7,000				7,000
1.027	First Nations Relations	3,693					3,693			3,693				3,693
1.105	Facilities Management	10,000	75,000				85,000			85,000				85,000
1.106	Facilities and Risk			140,000			140,000					140,000		140,000
1.107	Corporate Satellite Facilities													
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SGI Admin. Expenditures	2,800					2,800			2,800				2,800
1.111	SSI Admin. Expenditures	15,900					15,900			15,900				15,900
1.118	Corporate Communications	7,464					7,464			7,464				7,464
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				200,000	737,500		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)				60,000		60,000					60,000		60,000
1.238A	Community Transit (SSI)				60,000		60,000				50,000	10,000		60,000
1.238B	Community Transportation (SSI)				848,000		848,000		220,000		460,000	168,000		848,000
1.280	Regional Parks	107,700	325,000		13,420,000	5,000,000	18,852,700		15,000,000	432,700		3,420,000		18,852,700
1.290	Royal Theatre	44,000		93,000			137,000					137,000		137,000
1.295	McPherson Theatre	55,000		238,000			293,000					293,000		293,000
1.297	Arts Grants and Development	3,800					3,800			3,800				3,800
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961
1.310	Land Banking and Housing	10,000					10,000			10,000				10,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection	6,000	60,000				66,000			66,000				66,000
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	8,000					8,000			8,000				8,000
1.325	Community Planning													
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	7,500					7,500			7,500				7,500
1.352	South Galiano Fire	10,800	85,000				95,800			10,800		85,000		95,800
1.353	Otter Point Fire	20,000		40,000			60,000			20,000		40,000		60,000
1.356	Pender Island Fire	60,000	28,000				88,000			88,000				88,000
1.357	East Sooke Fire	51,578					51,578			51,578				51,578
1.358	Port Renfrew Fire	16,000					16,000			16,000				16,000
1.359	North Galiano Fire													
1.360	Shirley Fire Department													
1.371	SSI Emergency Program													
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500
1.373	SGI Emergency Program													
1.375	Hazardous Material Incident Response													
1.377	JDF Search and Rescue													
1.405	JDF EA Community Parks & Recreation													
1.40X	SEAPARC	1,671,500		2,223,000			3,894,500		1,850,000	166,500	1,400,000	478,000		3,894,500
1.44x	Panorama Recreation	383,380	15,000	310,000			708,380			398,380		310,000		708,380



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.455	SSI Community Parks	15,000	-		10,000		25,000	-		15,000	-		10,000	25,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	25,000	-	50,000	115,000		-	40,000	-	-	75,000	115,000
1.465	Saturna Island Community Parks				-		-						-	-
1.475	Mayne Island Community Parks	4,000		-	-		4,000				-		4,000	4,000
1.485	Pender Island Community Parks	-			15,000	-	15,000				-	-	15,000	15,000
1.495	Galiano Community Parks	1,000			3,000		4,000			1,000			3,000	4,000
1.521	Environmental Resource Management	385,000		-	9,600,000		9,985,000	200,000	2,000,000	385,000			7,400,000	9,985,000
1.523	Port Renfrew Refuse Disposal				27,500		27,500				-		27,500	27,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000				95,000
1.577	IW - Environmental Operations	125,000	630,000				755,000			755,000	-			755,000
1.578	Environmental Protection	122,000	50,000				172,000			172,000				172,000
1.911	911 Call Answer	-					-			-				-
2.610	Saanich Peninsula Water Supply	300,000			3,400,000		3,700,000		3,000,000	200,000			500,000	3,700,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				3,750,000		3,750,000		3,750,000		-		-	3,750,000
2.622	Cedars of Tuam Water (SSI)				465,000		465,000		465,000		-		-	465,000
2.624	Beddis Water (SSI)				443,000		443,000		305,000		-		138,000	443,000
2.626	Fulford Water (SSI)	-			1,125,000		1,125,000		1,125,000		-		-	1,125,000
2.628	Cedar Lane Water (SSI)				105,000		105,000		95,000				10,000	105,000
2.630	Magic Lake Estates Water (Pender)	-			145,000		145,000						145,000	145,000
2.640	Lyllall Harbour Boot Cove Water (Saturna)	-			-		-		-		-		-	-
2.642	Skana Water (Mayne)	674,120			-		674,120		127,262		546,858		-	674,120
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)	-			1,500,000		1,500,000		1,500,000				-	1,500,000
2.670	Regional Water Supply	2,425,000	773,000	40,000	47,385,000	292,000	50,915,000	19,742,000	28,400,000	773,000	2,000,000	-		50,915,000
2.680	JDF Water Distribution	175,000	774,000	40,000	9,120,000		10,109,000	8,215,000	1,100,000	774,000			20,000	10,109,000
2.682	Seagirt Water System	-			-		-		-					-
2.691	Wilderness Mountain Water Service				-		-		-					-
3.701	Millstream Site Remediation						-							-
3.705	SSI Septage / Composting			-	132,500		132,500		82,500		40,000		10,000	132,500
3.718	Saanich Peninsula Wastewater	1,270,000			350,000		1,620,000		1,120,000	400,000			100,000	1,620,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			7,475,000		7,475,000		6,075,000	400,000			1,000,000	7,475,000
3.810	Ganges Sewer Utility (SSI)	-	-		474,375		474,375		118,594		355,781		-	474,375
3.820	Malview Sewer Utility (SSI)				285,000		285,000		230,000		45,000		10,000	285,000
3.830	Magic Lake Sewer Utility (Pender)	-			-		-		-		-		-	-
3.850	Port Renfrew Sewer	-			-		-		-		-		-	-
1.579	Environmental Water Quality	-			-		-		-				-	-
3.750	L.W.M.P. - Core and West Shore				-		-		-				-	-
1.370	JDF Emergency Program	-			-		-		-				-	-
Total		11,057,859	2,920,000	4,086,500	100,450,875	5,342,000	123,857,234	29,952,483	66,763,356	5,698,778	5,479,117	200,000	15,763,500	123,857,234

2027 - CAPITAL EXPENDITURE PLAN

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	-					-							-
1.014	CAO / Corporate Services	20,133					20,133			20,133				20,133
1.015	Real Estate	-					-			-				-
1.016	Human Resources	354,932					354,932			4,932		350,000		354,932
1.017	Finance	12,994		-			12,994	-	-	12,994				12,994
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500				1,500
1.022	Information Technology	180,000	-	-			180,000	130,000		50,000				180,000
1.024	GM - Planning & Protective Services	2,318					2,318			2,318				2,318
1.025	Corporate Emergency	-					-			-				-
1.027	First Nations Relations	4,932					4,932			4,932				4,932
1.105	Facilities Management	10,000	75,000				85,000			85,000				85,000
1.106	Facilities and Risk			140,000	-		140,000	-				140,000		140,000
1.107	Corporate Satellite Facilities						-							-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SJI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	10,900	-				10,900			10,900				10,900
1.118	Corporate Communications	3,288					3,288			3,288				3,288
1.123	Family Court Building						-	-						-
1.137	Galiano Island Community Use Building						-							-
1.141	SSI Public Library						-							-
1.226	Health Facilities - VIHA	-					-							-
1.235	SJI Small Craft Harbour Facilities				50,000		50,000					50,000		50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				10,000		10,000					10,000		10,000
1.238A	Community Transit (SSI)				60,000		60,000				50,000	10,000		60,000
1.238B	Community Transportation (SSI)	-			1,100,000		1,100,000		315,000		700,000	85,000		1,100,000
1.280	Regional Parks	62,800	485,000	545,000	14,385,000	5,000,000	20,477,800		15,000,000	547,800			4,930,000	20,477,800
1.290	Royal Theatre	-					-							-
1.295	McPherson Theatre			190,000			190,000					190,000		190,000
1.297	Arts Grants and Development	-					-							-
1.309	Climate Action and Adaptation	164,023					164,023	43,745			120,278			164,023
1.310	Land Banking and Housing	-					-							-
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection	6,000	60,000				66,000			66,000				66,000
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	3,000					3,000			3,000				3,000
1.325	Community Planning	2,700					2,700			2,700				2,700
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	13,500					13,500			13,500				13,500
1.352	South Galiano Fire	9,700					9,700			9,700				9,700
1.353	Otter Point Fire	20,000		40,000			60,000			20,000		40,000		60,000
1.356	Pender Island Fire	98,000		10,000			108,000	5,000		98,000		5,000		108,000
1.357	East Sooke Fire	18,850	582,000				600,850			600,850				600,850
1.358	Port Renfrew Fire	16,000					16,000			16,000				16,000
1.359	North Galiano Fire	-					-							-
1.360	Shirley Fire Department	-					-							-
1.371	SSI Emergency Program	-					-							-
1.372	Emergency Planning Coordination	-	70,000				70,000			70,000				70,000
1.373	SJI Emergency Program	-					-							-
1.375	Hazardous Material Incident Response	-	300,000				300,000			300,000				300,000
1.377	JDF Search and Rescue	-					-							-
1.405	JDF EA Community Parks & Recreation						-							-
1.40X	SEAPARC	139,850		232,000	27,000		398,850			118,850		280,000		398,850
1.44x	Panorama Recreation	304,000			385,000		689,000			304,000		385,000		689,000



2027 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.455	SSI Community Parks	15,000	-		10,000		25,000	-		15,000	-		10,000	25,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000		-	40,000	-	-	50,000	90,000
1.465	Saturna Island Community Parks				-		-						-	-
1.475	Mayne Island Community Parks	-		-	-		-						-	-
1.485	Pender Island Community Parks	-			25,000	-	25,000						25,000	25,000
1.495	Galiano Community Parks	-			5,900		5,900						5,900	5,900
1.521	Environmental Resource Management	385,000		-	1,600,000		1,985,000		350,000	385,000			1,250,000	1,985,000
1.523	Port Renfrew Refuse Disposal				-		-						-	-
1.575	Environmental Administration Services	9,000					9,000			9,000				9,000
1.576	Environmental Engineering Services	40,000	-				40,000			40,000				40,000
1.577	IW - Environmental Operations	125,000	615,000				740,000			740,000				740,000
1.578	Environmental Protection	97,000	-				97,000			97,000				97,000
1.911	911 Call Answer						-							-
2.610	Saanich Peninsula Water Supply	100,000			1,000,000		1,100,000		600,000	200,000			300,000	1,100,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				2,750,000		2,750,000		2,665,000		40,000		45,000	2,750,000
2.622	Cedars of Tuam Water (SSI)				460,000		460,000		435,000		20,000		5,000	460,000
2.624	Beddis Water (SSI)				3,170,000		3,170,000		3,120,000		40,000		10,000	3,170,000
2.626	Fulford Water (SSI)				1,175,000		1,175,000		1,125,000		40,000		10,000	1,175,000
2.628	Cedar Lane Water (SSI)				680,000		680,000		675,000				5,000	680,000
2.630	Magic Lake Estates Water (Pender)				75,000		75,000						75,000	75,000
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	1,612,500	855,000	40,000	39,690,000	220,000	42,417,500	21,212,500	16,750,000	855,000	3,600,000			42,417,500
2.680	JDF Water Distribution	182,500	710,000	40,000	6,775,000		7,707,500	6,977,500		710,000			20,000	7,707,500
2.682	Seagirt Water System				-		-							-
2.691	Wilderness Mountain Water Service				-		-							-
3.701	Millstream Site Remediation						-							-
3.705	SSI Septage / Composting				-		-							-
3.718	Saanich Peninsula Wastewater	250,000			800,000		1,050,000		400,000	200,000			450,000	1,050,000
3.798C	Debt - Core Area Wastewater Treatment Program				12,025,000		12,025,000		10,275,000	750,000			1,000,000	12,025,000
3.810	Ganges Sewer Utility (SSI)				-		-							-
3.820	Maliview Sewer Utility (SSI)				-		-							-
3.830	Magic Lake Sewer Utility (Pender)				-		-							-
3.850	Port Renfrew Sewer				-		-							-
1.579	Environmental Water Quality				-		-							-
3.750	L.W.M.P. - Core and West Shore				-		-							-
1.370	JDF Emergency Program				-		-							-
Total		4,352,920	3,802,000	1,237,000	86,460,400	5,270,000	101,122,320	28,368,745	51,910,000	6,479,897	4,610,278	-	9,753,400	101,122,320



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	-					-							-
1.014	CAO / Corporate Services	14,796					14,796			14,796				14,796
1.015	Real Estate	1,500					1,500			1,500				1,500
1.016	Human Resources	6,576					6,576			6,576			-	6,576
1.017	Finance	38,549		-			38,549	-	-	38,549			-	38,549
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500				1,500
1.022	Information Technology	94,000	-	-			94,000	45,000		49,000				94,000
1.024	GM - Planning & Protective Services	1,644					1,644			1,644				1,644
1.025	Corporate Emergency	5,000					5,000			5,000				5,000
1.027	First Nations Relations	1,644					1,644			1,644				1,644
1.105	Facilities Management	10,000	-				10,000			10,000				10,000
1.106	Facilities and Risk			140,000	-		140,000	-					140,000	140,000
1.107	Corporate Satellite Facilities			-			-						-	-
1.109	JDF Admin. Expenditures	-					-						-	-
1.110	Sgi Admin. Expenditures	5,000					5,000			5,000				5,000
1.111	SSI Admin. Expenditures	6,100	-				6,100			6,100				6,100
1.118	Corporate Communications	3,288					3,288			3,288			-	3,288
1.123	Family Court Building			-			-	-				-	-	-
1.137	Galiano Island Community Use Building			-			-					-	-	-
1.141	SSI Public Library			15,000			15,000						15,000	15,000
1.226	Health Facilities - VIHA	-		-	-		-	-				-	-	-
1.235	Sgi Small Craft Harbour Facilities				50,000		50,000	-				-	50,000	50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				10,000		10,000					-	10,000	10,000
1.238A	Community Transit (SSI)				60,000		60,000					50,000	10,000	60,000
1.238B	Community Transportation (SSI)				1,570,000		1,570,000		410,000		1,015,000		145,000	1,570,000
1.280	Regional Parks	74,400	938,000	750,000	14,185,000	5,000,000	20,947,400	-	15,000,000	787,400	2,000,000	-	3,160,000	20,947,400
1.290	Royal Theatre	16,500					16,500						-	16,500
1.295	McPherson Theatre	16,500					16,500						-	16,500
1.297	Arts Grants and Development													
1.309	Climate Action and Adaptation													
1.310	Land Banking and Housing													
1.313	Animal Care Services	5,000	25,000				30,000							30,000
1.318	Building Inspection													
1.323	ByLaw Services	2,500	25,000				27,500							27,500
1.324	Regional Planning Services	10,000					10,000							10,000
1.325	Community Planning													
1.335	Geo-Spatial Referencing	10,000					10,000							10,000
1.350	Willis Point Fire	11,500					11,500							11,500
1.352	South Galiano Fire	10,000					10,000							10,000
1.353	Otter Point Fire	20,000	800,000				820,000							820,000
1.356	Pender Island Fire			15,000			15,000	120					14,880	15,000
1.357	East Sooke Fire	14,000					14,000							14,000
1.358	Port Renfrew Fire	16,000					16,000							16,000
1.359	North Galiano Fire													
1.360	Shirley Fire Department													
1.371	SSI Emergency Program													
1.372	Emergency Planning Coordination													
1.373	Sgi Emergency Program													
1.375	Hazardous Material Incident Response													
1.377	JDF Search and Rescue													
1.405	JDF EA Community Parks & Recreation													
1.40X	SEAPARC	176,300		189,500			365,800			109,800			256,000	365,800
1.44x	Panorama Recreation	520,239		3,560,000			4,080,239			520,239			3,560,000	4,080,239



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.455	SSI Community Parks	15,000	-		10,000		25,000	-		15,000	-	10,000	25,000	
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-	7,500	12,500	
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000		-	40,000	-	50,000	90,000	
1.465	Saturna Island Community Parks				-		-					-	-	
1.475	Mayne Island Community Parks	-		-	-		-				-	-	-	
1.485	Pender Island Community Parks	-			25,000	-	25,000				-	25,000	25,000	
1.495	Galiano Community Parks	-			33,000		33,000					33,000	33,000	
1.521	Environmental Resource Management	385,000		-	1,250,000		1,635,000		-	385,000		1,250,000	1,635,000	
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	65,000				105,000			105,000			105,000	
1.577	IW - Environmental Operations	500,000	340,000				840,000			840,000			840,000	
1.578	Environmental Protection	111,100	-				111,100			111,100			111,100	
1.911	911 Call Answer	-					-						-	
2.610	Saanich Peninsula Water Supply	-			850,000		850,000		300,000	200,000		350,000	850,000	
2.620	Highland Water (SSI)				-		-						-	
2.621	Highland & Fernwood Water (SSI)				2,665,000		2,665,000		2,665,000				2,665,000	
2.622	Cedars of Tuam Water (SSI)				-		-						-	
2.624	Beddis Water (SSI)				2,780,000		2,780,000		2,780,000				2,780,000	
2.626	Fulford Water (SSI)	-			1,125,000		1,125,000		1,125,000				1,125,000	
2.628	Cedar Lane Water (SSI)				645,000		645,000		645,000				645,000	
2.630	Magic Lake Estates Water (Pender)	-			60,000		60,000					60,000	60,000	
2.640	Lyll Harbour Boot Cove Water (Saturna)	-			-		-						-	
2.642	Skana Water (Mayne)	-			-		-						-	
2.650	Port Renfrew Water	-			-		-						-	
2.665	Sticks Allison Water (Galiano)				-		-						-	
2.667	Surfside Park Estates (Mayne)	-			-		-						-	
2.670	Regional Water Supply	1,033,000	495,000	40,000	32,635,000	180,000	34,383,000	22,988,000	4,900,000	495,000	6,000,000	-	34,383,000	
2.680	JDF Water Distribution	133,000	750,000	40,000	6,920,000		7,843,000	6,928,000		750,000		165,000	7,843,000	
2.682	Seagirt Water System	-			-		-						-	
2.691	Wilderness Mountain Water Service				-		-						-	
3.701	Millstream Site Remediation				-		-						-	
3.705	SSI Septage / Composting			-	-		-						-	
3.718	Saanich Peninsula Wastewater	430,000			2,800,000		3,230,000		2,600,000	380,000		250,000	3,230,000	
3.798C	Debt - Core Area Wastewater Treatment Program	-			12,150,000		12,150,000		10,750,000	400,000		1,000,000	12,150,000	
3.810	Ganges Sewer Utility (SSI)	-	-		-		-						-	
3.820	Maliview Sewer Utility (SSI)				-		-						-	
3.830	Magic Lake Sewer Utility (Pender)	-			205,000		205,000		40,000			165,000	205,000	
3.850	Port Renfrew Sewer				-		-						-	
1.579	Environmental Water Quality				-		-						-	
3.750	L.W.M.P. - Core and West Shore				-		-						-	
1.370	JDF Emergency Program	-			-		-						-	
Total		3,795,636	3,438,000	4,749,500	80,030,500	5,230,000	97,243,636	29,961,120	41,215,000	6,243,136	9,065,000	-	10,759,380	97,243,636



Making a difference...together

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JULY 03, 2024

SUBJECT **1516 Camosun Street, 1270 and 1286 Pandora Avenue Housing Agreement 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 three below-market home ownership units at a housing development proposed for 1516 Camosun Street, 1270 and 1286 Pandora Avenue in the City of Victoria.

BACKGROUND

The CRD currently administers the resale control agreements on several 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 and Pandora Holdings Ltd. (the Developer), regarding a proposed housing development that will include three resale price-restricted, below-market housing units as part of the project. The City of Victoria and the Developer have requested the CRD administer resales of the below-market units.

The units are part of a proposed development located at 1516 Camosun Street, 1270 and 1286 Pandora Avenue in the City of Victoria. The terms of the Housing Agreement are appended to the Bylaw (Appendix A) and require all sales of below-market units be restricted to a sale price no higher than 85% of market value, as determined by an appraisal. Initial and subsequent sales will require a qualifying annual income level set in 2023 approximately at \$70,000 to \$99,000, 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. The qualifying annual income levels are based on the recommendation of City of Victoria staff, as they align with the moderate household income targets set out in the City's [Inclusionary Housing and Community Amenity Policy](#).

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 of Victoria 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. 4620, "Resale Control and Housing Agreement Bylaw (1516 Camosun Street, 1270 and 1286 Pandora Avenue), 2024" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4620 be adopted.

Alternative 2

That this report be referred back to staff for further information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Financial Implications

The CRD requires payment of a one-time fee of \$3,500 (plus GST) from 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). Staff review and monitor the administration of previously approved projects based on the amount of staff time and other resources in order to ensure full cost recovery for the provided service. It should be noted that the administration fee will change with market fluctuations, where required.

Social Implications

For moderate-income households who become able to purchase and occupy these units, the economic implications of home ownership will be significant. The measure of resale control allows them to build a modest level of equity while also providing them with security of tenure.

Legal Implications

The properties' rezoning is not yet final. Should the rezoning fail, the 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. 4620, “Resale Control and Housing Agreement Bylaw (1516 Camosun Street, 1270 and 1286 Pandora Avenue), 2024” be introduced and read for a first, second and third time; and
2. That Bylaw No. 4620 be adopted.

Submitted by:	Don Elliott, BA, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Capital Regional District Bylaw No. 4620

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4620

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT
(1516 Camosun Street, 1270 and 1286 Pandora Avenue)

WHEREAS:

- A. The owner of lands legally described as the Westerly ½ of Lot 5, Spring Ridge, Victoria City Plan 182, except the southerly 10 feet thereof as shown on said Plan, PID 009-283-293; the Westerly ½ of Lot 6, Spring Ridge, Victoria City Plan 182, PID 009-283-307; parcel A (DD 3968331) of Lots 5 and 6, Spring Ridge, Victoria City, Plan 182, PID 009-283-196; and Lot 7, Spring Ridge, Victoria City, Plan 182, PID 005-520-291, known as 1516 Camosun Street, 1270 and 1286 Pandora Avenue, wishes to develop such lands in the City of Victoria to provide, among a strata development of market housing, three (3) units of affordable housing;
- B. Under the *Local Government Act*, RSBC 2015, c 1, section 483, the Capital Regional District may enter into an agreement, by bylaw, to ensure the availability of the housing units to certain classes of persons identified in the agreement, the administration and management of the units, rents, leases, and sale prices that may be charged, and the rates at which these may be increased over time as specified in the agreement or as determined by a formula; and under the *Land Title Act*, RSBC 1996, c 250, section 219, it may place a covenant on property to restrict its use and alienation; and
- C. Whereas the Capital Regional District Board wishes to enter into such a housing agreement and covenant to secure the affordable housing;

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

- 1. The Capital Regional District is authorized to enter into the *Local Government Act* section 483 housing agreement and *Land Title Act* section 219 covenant attached to this Bylaw as Appendix 1 (the "Housing Agreement").
- 2. The Chair of the Capital Regional District is authorized to execute the Housing Agreement and the Corporate Officer or designate is authorized to sign and file in the Land Title Office a notice of the Housing Agreement, as required by the *Local Government Act*.
- 3. This Bylaw may be cited for all purposes as "Resale Control and Housing Agreement Bylaw (1516 Camosun Street, 1270 and 1286 Pandora Avenue), 2024".

READ A FIRST TIME THIS	day of	2024
READ A SECOND TIME THIS	day of	2024
READ A THIRD TIME THIS	day of	2024
ADOPTED THIS	day of	2024

CHAIR

CORPORATE OFFICER

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: 105997/PandoraHoldings/Dev_Rezoning/JDM/sl
 (CRD Housing Covenant)

2. Description of Land

PID/Plan Number	Legal Description
009-283-293	THE WESTERLY 1/2 OF LOT 5, SPRING RIDGE VICTORIA CITY PLAN 182 EXCEPT THE SOUTHERLY 10 FEET THEREOF AS SHOWN ON SAID PLAN
009-283-307	THE WESTERLY 1/2 OF LOT 6 SPRING RIDGE VICTORIA CITY PLAN 182
009-283-196	PARCEL A (DD 396833I) OF LOTS 5 AND 6, SPRING RIDGE, VICTORIA CITY, PLAN 182
005-520-291	LOT 7, SPRING RIDGE, VICTORIA CITY, PLAN 182

3. Nature of Interest

Type	Number	Additional Information
COVENANT		Section 219 Covenant Person Entitled to Interest: Transferee Document Reference: Entire Document Except Sections 6.9.1, 6.9.2 and 6.9.3
PRIORITY AGREEMENT		Priority Agreement granting the Section 219 Covenant contained herein priority over Mortgage CB721250 and Assignment of Rents CB721251 Person Entitled to Interest: Transferee Document Reference: Section 6.9.1
PRIORITY AGREEMENT		Priority Agreement granting the Section 219 Covenant contained herein priority over Mortgage CB721252 and Assignment of Rents CB721253 Person Entitled to Interest: Transferee Document Reference: Section 6.9.2
PRIORITY AGREEMENT		Priority Agreement granting the Section 219 Covenant contained herein priority over Mortgage CB721254, and Assignment of Rents CB721255 Person Entitled to Interest: Transferee Document Reference: Section 6.9.3

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

PANDORA HOLDINGS LTD., NO.BC1275461, (AS TO THE SECTION 219 COVENANT)

ROYAL BANK OF CANADA, (AS TO PRIORITY AGREEMENT)

6. Transferee(s)

CAPITAL REGIONAL DISTRICT
625 FISGARD STREET
VICTORIA BC V8W 1R7

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)

YYYY-MM-DD

PANDORA HOLDINGS LTD.
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

YYYY-MM-DD

Transferor / Transferee / Party Signature(s)

ROYAL 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.

Witnessing Officer Signature

Execution Date

YYYY-MM-DD

Transferor / Transferee / Party Signature(s)

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.

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT AND HOUSING AGREEMENT

WHEREAS:

- A. Pandora Holdings Ltd. (Incorporation Number BC1275461) (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 a Forty Six (46) unit, strata development, containing 9 x 1 bedroom, 9 x 1 bedroom + den, 10 x 2 bedroom, 3 x 2 bedroom + den, 10 x Jr. 1 bedroom, 4 x 2 bedroom penthouses, and 1 x Studio units on the Lands (the “**Strata Development**”) and shall designate Two (2) of the Jr. 1 bedroom and one (1) of the studio 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 the Corporation of the City of 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 Rate” means a rate determined from time-to-time by the NPO in its sole discretion with reference to BC Government guidelines, if any;
 - 1.1.3 “Affordable Unit” or “Affordable Units” shall mean the one (1) studio strata lot and the two (2) Jr. 1 bedroom strata lots to be designated by the Developer within the Strata Development as the strata lots to which this Agreement shall apply;
 - 1.1.4 “Agreement” means this Covenant and Housing Agreement, including all recitals and schedules attached hereto;

- 1.1.5 "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;
- 1.1.6 "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;
- 1.1.7 "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 "CRD" has the meaning stated in Recital C;
- 1.1.11 "Developer" has the meaning stated in Recital A;
- 1.1.12 "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;
- 1.1.13 "General Instrument - Part 1" means the General Instrument - Part 1 to which this Terms of Instrument - Part 2 is attached;
- 1.1.14 "Immediate Family" means grandparent, parent, sibling, spouse, common-law partner, son or daughter;
- 1.1.15 "Insured Mortgage" means a mortgage insured pursuant to the *National Housing Act*, R.S.C. 1985, c. N-11;
- 1.1.16 "LTO" means the Land Title Office for the jurisdiction in which an Affordable Unit is located;
- 1.1.17 "Maximum Price " means the sale price for the sale of the Affordable Unit determined in accordance with Schedule "C".
- 1.1.18 "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;
- 1.1.19 "NPO Appraisal" has the meaning stated in Schedule "C";
- 1.1.20 "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";
- 1.1.21 "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;

- 1.1.22 “Owner Appraisal” has the meaning stated in Schedule “C”;
- 1.1.23 “Permitted Encumbrances” means those charges or encumbrances stated in Schedule “A” and any other encumbrances approved as required by the Corporation of 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;
- 1.1.24 “Person” means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity;
- 1.1.25 “Proceeding” has the meaning stated in Section 2.3.1;
- 1.1.26 “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;
- 1.1.27 “Qualified Buyer” means an individual who meets the criteria stated in Schedule “B”;
- 1.1.28 “Statutory Authority” means any federal, provincial or municipal governmental authority which has jurisdiction over any matter referred to in this Agreement;
- 1.1.29 “Term” means the period commencing on the date of registration of this Agreement in the LTO and ending on the later 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

- 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 5. INDEMNITY AND RELEASE

- 5.1 **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.
- 5.2 **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 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.

**SECTION 6.
GENERAL PROVISIONS**

- 6.1 **Discharge of Covenant on Strata Lots not designated as Affordable Units**. The parties agree that this Agreement is intended to only apply to the one (1) studio strata lot and the two (2) Jr. 1 bedroom 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 one (1) studio and the two (2) Jr. 1 bedroom Affordable Units designated by the Developer, and this Agreement will only charge the Affordable Units. The parties will execute all such documents as may be required to complete the foregoing discharges.
- 6.2 **Notices**. Unless otherwise specified, each notice to the Owner must be given in writing and delivered personally or by courier to the Owner at its address shown on title to the Affordable Unit as registered in the LTO from time to time. Unless otherwise specified, each notice to CRD must be given in writing and delivered personally or by courier to CRD, Attention: Manager Real Estate Services, at the address shown on the General Instrument - Part 1 or to such other address or addresses or person or persons as CRD may designate. Notices will be deemed to have been received when delivered.
- 6.3 **Fees**. Each of the Owner and CRD will pay its own legal fees.
- 6.4 **Enuring Effect**. This Agreement will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns as the case may be of the Owner and CRD, provided that the Owner shall not be liable for any breach of the covenant contained in Section 2.1 except as such liability relates to the period of ownership of an Affordable Unit by the Owner.
- 6.5 **Registration**. This Agreement will be registered against title to the Lands initially and then shall be restricted to the titles to the Affordable Units upon filing of a strata plan of the Lands in the LTO subject only to Permitted Encumbrances.
- 6.6 **Discharge**. On expiry of the Term, the Owner may require that CRD execute and deliver to the Owner a release in registrable form of the Covenant and the Option.
- 6.7 **Amendment**. This Agreement may only be amended by written agreement of the parties.
- 6.8 **Counterparts**. This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which, when executed and delivered is an original, but all of which taken together constitute one and the same instrument.
- 6.9 **CONSENT AND PRIORITY AGREEMENTS**
- 6.9.1 ROYAL BANK OF CANADA (the “**Existing Chargeholder**”) is the holder of an inter alia Mortgage and Assignment of Rents which are registered against title to PID: 009-283-293, THE WESTERLY ½ OF LOT 5, SPRING RIDGE VICTORIA CITY PLAN 182 EXCEPT THE SOUTHERLY 10 FEET THEREOF AS SHOWN ON SAID PLAN and PID: 009-283-307, THE WESTERLY 1/2 OF LOT 6 SPRING RIDGE VICTORIA CITY PLAN 182 in the Land Title Office at Victoria, British Columbia, under numbers CB721250 and CB721251,

respectively. In consideration of the sum of One (\$1.00) Dollar, the Existing Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Owner and the CRD, that the within Section 219 Covenant shall be an encumbrance upon the Lands in priority to its Mortgage CB721250 and Assignment of Rents CB721251 in the same manner and to the same effect as if it had been dated and registered prior thereto.

6.9.2 ROYAL BANK OF CANADA (the “**Existing Chargeholder**”) is the holder of a Mortgage and Assignment of Rents which are registered against title to PID: 009-283-196, PARCEL A (DD 396833I) OF LOTS 5 AND 6, SPRING RIDGE, VICTORIA CITY, PLAN 182 in the Land Title Office at Victoria, British Columbia, under numbers CB721252 and CB721253, respectively. In consideration of the sum of One (\$1.00) Dollar, the Existing Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Owner and the CRD, that the within Section 219 Covenant shall be an encumbrance upon the Lands in priority to its Mortgage CB721252 and Assignment of Rents CB721253 in the same manner and to the same effect as if it had been dated and registered prior thereto.

6.9.3 ROYAL BANK OF CANADA (the “**Existing Chargeholder**”) is the holder of a Mortgage and Assignment of Rents which are registered against title to PID: 005-520-291, LOT 7, SPRING RIDGE, VICTORIA CITY, PLAN 182 in the Land Title Office at Victoria, British Columbia, under numbers CB721254 and CB721255, respectively. In consideration of the sum of One (\$1.00) Dollar, the Existing Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Owner and the CRD, that the within Section 219 Covenant shall be an encumbrance upon the Lands in priority to its Mortgage CB721254 and Assignment of Rents CB721255 in the same manner and to the same effect as if it had been dated and registered prior thereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the General Instrument - Part 1, to which these Terms of Instrument are attached and form a part of.

SCHEDULE "A"
PERMITTED ENCUMBRANCES

Legal Notations:

N/A

Charges, Liens and Interests:

Yet to be registered, but prior to this Section 219 Covenant:

1. Section 219 Covenant in favour of the Corporation of the City of Victoria; and
2. Section 219 Covenant in favour of the Corporation of the City of Victoria;

**SCHEDULE “B”
QUALIFIED BUYER CRITERIA**

1. Sale of an Affordable Unit by the Developer:

In the case of the sale of an Affordable Unit by the Developer, a Qualified Buyer means:

- (a) a first time home buyer, being a buyer who has not owned a principal residence for at least 5 years immediately prior to the date of purchase of an Affordable Unit;
- (b) a resident of the Capital Regional District from time to time, for at least one year immediately prior to the date of purchase of an Affordable Unit;
- (c) a person who provides Proof of Income that their annual gross Income is between the range set from time-to-time by the NPO in its sole discretion, based approximately at or below the City of Victoria’s moderate household income range as specified in Schedule A of the City’s Inclusionary Housing and Community Amenity Policy (2023) as amended or replaced from time to time (and set in 2023 at \$70,000 to \$99,000.00), for at least one year immediately prior to the date of purchase of an Affordable 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 annual gross Income is between the range set from time-to-time by the NPO in its sole discretion, based approximately at or below the City of Victoria’s moderate household income range as specified in Schedule A of the City’s Inclusionary Housing and Community Amenity Policy (2023) as amended or replaced from time to time (and set in 2023 at \$70,000 to \$99,000) 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 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.

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 in Item 2 of the General Instrument – Part 1 (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 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 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. "Person" means any individual, society, corporation, partnership, trustee, administrator, legal representative, Statutory Authority or other legal entity.
 - x. "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.
 - y. "Property" means the Affordable Unit and all Personal Property within the Affordable Unit.
 - z. "Qualified Buyer" means an individual who meets the criteria stated in Schedule "B" of the Housing Agreement registered against title to the Land.
 - aa. "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*.
 - bb. "Transfer" means an instrument in a statutorily prescribed form by which the Owner transfers title to the Affordable Unit to CRD.
 - cc. "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:

None

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 Offer 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

END OF DOCUMENT



Making a difference...together

REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, JUNE 19, 2024

SUBJECT **Regional Transportation Governance – Workshop Outcomes and Next Steps**

ISSUE SUMMARY

To provide an update on the Transportation Workshop with local government, electoral areas and First Nations and receive direction to continue advancing the regional transportation governance initiative by drafting a transportation service establishment bylaw.

BACKGROUND

Transportation is a priority for residents and the Capital Regional District (CRD) Board. The region has three transportation goals: reduce carbon pollution, support higher rates of walking, cycling and transit use, and address congestion. A 2023-2026 CRD Board strategic priority is to present options for transportation governance change so residents can access convenient, green and affordable multi-modal transportation systems to enhance livability. This priority shifts focus from goal setting to implementation through a new CRD transportation service.

The purpose of the transportation governance initiative is to create more tools to advance regional connectivity and integrated mobility. CRD's existing transportation functions are focused on a coordinating and monitoring role, limited to planning, data collection and analysis, and policy support, collaboratively working with local governments, the Province and partner agencies to advance actions in the 2014 Regional Transportation Plan (RTP). The immediate goal is to establish a regional transportation service. This new transportation service would consolidate existing CRD transportation functions, with additional scope to develop new programs in approved service categories that the CRD can deliver without requiring legislative change.

This new service would grant the CRD expanded authority to provide offerings to drive transformative changes in transportation behaviour and advance the development of a robust Regional Multi-modal Network (RMN). Unlocking new functions through establishing a regional transportation service will lead to better and more reliable services, unified advocacy and messaging, enhanced regional consistency, better integration between land use and transportation and efficient service delivery through economies of scale and removal of repetition.

While a longer-term goal is to further integrate the transportation functions best delivered at a regional scale through a new regional entity, both the immediate service establishment and long-term entity phases require ongoing cooperation between the CRD, local governments and other partner agencies, such as BC Transit and the Ministry of Transportation and Infrastructure (MoTI).

In the summer and fall of 2023, the CRD engaged with member local governments, electoral areas and partner agencies to solicit feedback on regional transportation categories and governance. The feedback provided the CRD with a baseline understanding of the aspects of transportation governance that local governments are interested in exploring further.

On December 13, 2023, the CRD Board directed staff to initiate concept development and analysis work on an inclusive list of potential transportation service categories. The Board also directed staff to plan for engagement activities and schedule a workshop for Q2 2024.

Staff from each of the local governments, electoral areas, BC Transit, MoTI, BC Ferries and Victoria Airport Authority have been engaged in ongoing discussions related to this work through the Transportation Working Group and/or one-on-one meetings.

Regional Workshop – Establishing a Transportation Service

Input from mayors, councillors, electoral area directors, First Nations, and senior local government staff was sought at a transportation workshop hosted by CRD on May 24, supported by senior staff from BC Transit, MoTI and Island Health. Workshop participants gained clarity and discussed the benefits and concerns of potential new functions related to establishing a regional transportation service. Through roundtable discussions, input was provided on eight potential service categories:

- ❖ Active Transportation and Road Safety
- ❖ New Mobility
- ❖ Behaviour Change
- ❖ Transit and Mobility Hubs
- ❖ Multi-modal Network and Connectivity
- ❖ Data Management and Traffic Analysis
- ❖ Grants and Funding
- ❖ Transportation Plans

Appendix A - Summary of Categories provides more detail on each service category.

Feedback received at the workshop indicated that participants generally supported the eight categories. Taking a broad approach to drafting a transportation service establishment bylaw would allow for all eight categories to be implemented over time. It was recognized that there were significant dependencies between each category. As such, all eight play a vital role in meeting the region's integrated transportation aspirations.

Appendix B - What We Heard Report provides a summary of the workshop. Six common themes were identified throughout the breakout discussions of the eight transportation categories. The six themes that encapsulate the most significant and recurring points include:

- 1) The notion of CRD establishing a service for all eight categories is generally supported.
- 2) The CRD's governance model must demonstrate how jurisdictions will benefit.
- 3) The financials need to bring value to both larger and smaller municipalities.
- 4) A regional service should complement and support, not impede local progress.
- 5) The region needs a unified voice where the CRD could act as the coordinating advocate.
- 6) A regional service requires a phased approach to address current and future challenges.

These findings were used to inform the recommendations in this staff report, particularly the general support for the CRD to establish a regional transportation service, with no significant reservations raised through the workshop on any of the eight potential categories.

Transportation Governance Study

Concurrent with the engagement efforts related to establishing a transportation service, the CRD has engaged KPMG to undertake a study of regional transportation governance and operating model options. This report will be more technical in nature and provide potential frameworks for the CRD to consider moving forward with its short- and long-term transportation goals. This forthcoming report will also provide financial information related to service establishment specific to the guiding direction recommended by the CRD Board. KPMG will continue this work throughout the summer before bringing their findings back in the fall.

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board: That staff draft a broad transportation service establishment bylaw that allows for the implementation of all eight service categories, bringing it back for readings by Q4 2024.

Alternative 2

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

A CRD Board priority for 2023–2026 is to present options for changes in transportation governance, including the Electoral Areas. Initiative 4a-1 in the CRD Corporate Plan is to develop governance options, including consideration of a new transportation authority. Confirmation of categories and direction to proceed with drafting a service establishment bylaw within the CRD's current legislative ability is the immediate next step to advance this initiative.

Alignment with Existing Plans & Strategies

CRD plans and strategies will inform concept development and analysis. Relevant plans are the Regional Growth Strategy (RGS), the RTP, the Regional Parks and Trails Strategic Plan, the Regional Trails Management Plan, the Climate Action Strategy, and the Intergovernmental Relations Policy. The service establishment bylaw will align with the overall visions, objectives, and actions of CRD's existing plans. The bylaw will enable efforts to be actively directed towards new regional transportation functions, which in some cases could not have been actions or programs done under existing authorities.

Environmental and Climate Action

The CRD Board has declared a climate emergency. In 2022, on-road transportation accounted for 42% of all carbon pollution in the region. New travel behaviours are one solution to get more people taking transit, walking and cycling. In turn, this will reduce carbon pollution. CRD staff would have more behaviour change tools to advance this solution with an expanded regional role.

Equity, Diversity & Inclusion

The needs of equity-seeking groups will be considered through concept development and analysis work for specific programs.

Financial Implications

The 2024 provisional budget includes a one-time budget adjustment of \$422,000 to complete concept development, host a workshop and undertake a bylaw approval process. Costs to implement governance change will be identified through concept analysis. Decisions about incremental funding would be made through the annual service and financial planning processes. A preliminary Initial Business Case (IBC) has been drafted for 2025 to support service implementation, with the caveat that these funds will only be operationalized if a regional transportation service is established.

The forthcoming regional transportation governance and operating model options study will provide financial information related to service establishment specific to the guiding direction recommended by the CRD Board. KPMG will continue this work throughout the summer before bringing their findings back in the fall, informing the recommended bylaw requisition limits.

Intergovernmental Implications

By bringing together both political and staff leadership, engagement supported discussion, hearing benefits and concerns from each other, and provided an opportunity for input from all 13 local governments, participating electoral areas and First Nations. The workshop offered additional input that will help inform a decision on what is included or not in the scope of the bylaw.

Engagement will continue at the staff level as the scope of the new transportation service is refined and integrated into a service establishment bylaw. MoTI, BC Transit and Island Health will continue to be engaged as subject matter experts and partners as CRD staff refine the service scope and draft the service establishment bylaw.

First Nations Relations Implications

Staff will continue to inform and engage with First Nations through government-to-government meetings and will be considering additional outreach later this year.

Regional Growth Strategy Implications

The RGS (and the RTP) are the key expressions of the region's long-term vision. The current process is focused on confirming the scope of a new transportation service. Discussion of a new vision and updating long-term goals are best addressed in future updates to the RGS and RTP.

Service Delivery Implications

The project timeline assumes that the implementation of a new regional transportation service will begin in the second half of 2025. To meet this timeline, the concept development of new or expanded functions and analysis of service categories must conclude by Q2 2024.

Regional Trails will continue to operate its current mandate under CRD Regional Parks until a transportation service is established and a transition process has been finalized. This approach includes all capital projects such as CRD Regional Trail Widening and Lighting. Updates to the CRD Regional Trail Management Plan will occur after a decision is made about service consolidation.

CRD's Legislative Services, Legal, Finance and Regional Parks divisions are supporting this initiative.

Legal Implications

A regional district may operate any service it deems desirable, provided that it receives participating area approval upon establishing the service through a bylaw. A recommendation regarding the elector approval process will be presented to the Committee in September as part of a report on a service establishment bylaw.

CONCLUSION

Transportation is a priority for residents and the CRD Board. The purpose of the transportation governance initiative is to create more tools to advance regional connectivity and mobility by establishing a new regional transportation service. Providing direction for staff to draft the service establishment bylaw enabling the implementation of the eight service categories (to be phased in over multiple years) is the next step to advance this initiative. Pending Board approval, staff anticipate bringing a draft bylaw to the CRD Board by Q4 2024.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:
That staff draft a broad transportation service establishment bylaw that allows for the implementation of all eight service categories, bringing it back for readings by Q4 2024.

Submitted by:	John Hicks, MCIP, RPP, Senior Transportation Planner, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Summary of Categories

Appendix B: What We Heard Report



1. Active Transportation & Road Safety

CRD communities have one of Canada's highest active transportation mode shares. A new regional service would support local government efforts in pursuing their active transportation goals. A key focus will be continual improvement of the regional trail system and coordination of how local routes connect and intersect. Adopting Vision Zero with a Safe Systems approach would ensure consistency in shared safety goals.

Existing Functions

- ✓ Operate and manage 95km of regional trail network
- ✓ Implement the Regional Parks and Trails Strategic Plan, the Regional Trails Management Plan and the Regional Transportation Plan
- ✓ Education campaigns through Traffic Safety Commission
- ✓ Trail widening, lighting, and trestles project

Examples of Potential New Functions

- Adopt consistent trail design standards at inter-jurisdictional crossings
- Develop a formal process for updating trail agreements with landowners
- Support municipal AT initiatives
- Adopt Vision Zero with a Safe Systems approach
- Harmonize safety language in bylaws across municipalities

Out of Scope Functions (Long Term)

- Implement a region wide Vision Zero program



2. New Mobility

A regional service is needed to keep up with the emerging and rapidly changing ways people get around. Road users expect consistent rules and enforcement, regardless of whose roads, trails or bike lanes they are on. The service aims to integrate new mobility regulations into local transportation infrastructure and decision-making to best serve residents and businesses.

Existing Functions

- ✓ Traffic Safety Commission review of policies and safety studies
- ✓ CRD Board advocacy

Examples of Potential New Functions

- Deliver a model bylaw and a consistent shared set of new mobility policies and standards
- Region-wide licensing and expanded partnerships (Ride Sharing, Car Sharing, Bike Sharing)
- Micro e-mobility model bylaw

Out of Scope Functions (Long Term)

- No tangible examples at this time



3. Behaviour Change

A regional service is needed to help change behaviours that lead to peak hour congestion and the use of carbon-intensive transportation modes. Education, promotion and encouragement are all proven interventions that make the most of limited road capacity to move people and goods. A regional service would demonstrate policy leadership, provide consistent messaging and offer efficient program delivery.

Existing Functions

- ✓ Ready Step Roll initiative (sustainable school commute planning)
- ✓ Sustainable Commute Planning Pilot
- ✓ Safety research, education and encouragement to support the delivery of initiatives

Examples of Potential New Functions

- Transportation Demand Management (TDM), education, promotion & outreach
- Deliver CRD-led programs through Ready Step Roll and Sustainable Commute Planning to maximize impact
- Regional e-bike incentives and programs
- Advocate for Transit TDM programs and incentives
- Deliver supportive regional development management policies

Out of Scope Functions (Long Term)

- Implement recommendations from feasibility studies on user pay strategies
- Provide resources to help employers shift employee use of sustainable commute modes
- Provide incentives for businesses to shift fleet vehicles to electric



4. Transit & Mobility Hubs

A significant change in direction is required to close the gap between the 2022 transit mode share (6.2%) and the 2038 target (15%). A regional service related to transit and mobility hubs is needed to create an integrated decision-making framework that advances transit priority corridors on the regional multi-modal network and provides the groundwork for higher-order transit.

Existing Functions

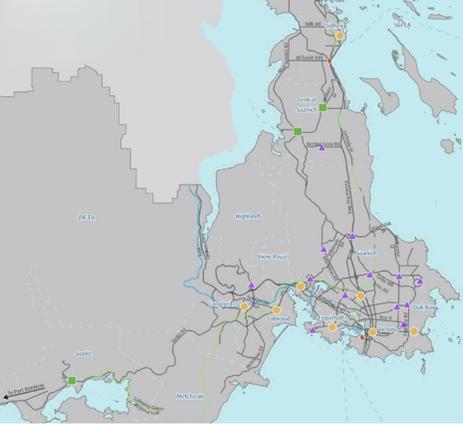
- ✓ Advocacy, transit policy and planning coordination
- ✓ Work with BC Transit and MoTI through the Transportation Working Group and technical committees
- ✓ Staff membership in project specific planning

Examples of Potential New Functions

- Conduct a gap analysis to identify and advocate for the level of service required to align with the Provincial definition of frequent transit (Bill 44)
- Establish a reserve fund to set aside annual investments for future higher-order transit (bus rapid transit, light rail transit)
- Standardized referral process to consider improving transit for new infrastructure projects and/or major network changes
- Partner in implementing mobility hubs

Out of Scope Functions (Long Term)

- Long- and short-term decision-making for transit
 - Approve service standards and performance guidelines
 - Service level changes
 - Raise and allocate funds
 - Establish priorities
 - Implementation and oversee higher-order transit for the region



5. Multi-modal Network & Connectivity

A regional service is needed to integrate the full build-out of the Regional Multi-modal Network (RMN). A decision-making framework is needed to align local government goals, policies, and investment priorities related to transportation corridors on the network with regional growth needs, looking 20 to 30 years into the future.

Existing Functions

- ✓ Identifying the regional multi-modal network and the high-level goals and objectives (e.g., through the Regional Growth Strategy and Regional Transportation Plan)
- ✓ Align key policy with transportation and corridor-focused land-use planning

Examples of Potential New Functions

- Progress connectivity on the active transportation network
- Track and annually report progress on housing integration and density increases along corridors and nodes
- Develop criteria to prioritize project delivery related to the RMN
- Model bylaw approach with consistent language in street and traffic bylaws
- Deliver a shared equity framework for transportation priorities

Out of Scope Functions (Long Term)

- Require municipal adherence to unified design standards



6. Data Management & Traffic Analysis

A regional service is needed to increase the CRD's capacity to monitor, analyze, and report the cumulative regional impacts of vehicle, transit and active transportation use. The CRD could expand existing functions, add continuous data collection and increase detailed analysis. Evidence-based planning can support case-making for higher-order transit. Regional delivery of data programs is more efficient and cost-effective.

Existing Functions

- ✓ Origin Destination Household Travel Survey
- ✓ Bike, vehicle and pedestrian manual and automatic counts
- ✓ Joint procurement of bike and pedestrian counters for municipal use
- ✓ Municipal data support
- ✓ Population projections and estimates

Examples of Potential New Functions

- Expanded data collection, monitoring, and analysis program for all modes
- Region wide real-time volume counts and travel times
- Analyze and integrate data with regional partners
- Establish an open data portal for regional transportation so that partners and the public can easily access the information we collect and steward

Out of Scope Functions (Long Term)

- Establish a regional traffic management centre



7. Grants & Funding

A regional service is needed to apply for and distribute grants to prioritize Regional Multi-modal Network (RMN) projects and to create the ability for the CRD to receive and distribute transportation funds. It could help increase transportation funding for the region. This would not preclude municipalities from pursuing grants to fund local infrastructure. To approach the Province to ask for funding, we need to speak with one united regional voice.

Existing Functions

- ✓ Provide support for municipal active transportation grants
- ✓ Apply for grants to improve regional trail network
- ✓ Share and track grants received by municipal partners
- ✓ Joint procurement for individual projects
- ✓ Advocate for securing new funding sources

Examples of Potential New Functions

- Hold and distribute funds to support the implementation of regional priority projects
- Establish an approved list of regional multi-modal priorities along with the criteria needed to determine them
- Joint procurement program on behalf of multiple municipalities
- Regional intergovernmental relations approach to advocacy with provincial and federal partners for funding

Out of Scope Functions (Long Term)

- Establish a granting authority that allocates funds for regional priorities
- Establish new stable funding streams to support priority RMN projects



8. Transportation Plans

A regional transportation service is needed to bolster the integrated multi-modal transportation planning framework and take direct action to work toward regional transportation goals. In the coming years, alignment between regional transportation plans, local OCPs, and the Regional Growth Strategy will be essential to help guide development in areas well served by various transportation modes.

Existing Functions

- ✓ Develop, implement, and monitor the Regional Transportation Plan
- ✓ Planning advice and expertise to regional, sub-regional, and local planning
- ✓ Research and analysis and advice on how to achieve multi-modal targets

Examples of Potential New Functions

- Request that OCPs and municipal transportation plans address regional transportation impacts and priorities
- Develop Key Performance Indicators (KPIs) for the RMN with the TWG
- Establish a process to oversee internal and external transportation projects and coordinate with major utility projects
- Establish a Goods Movement Strategy
- Climate Change Risk Assessment

Out of Scope Functions (Long Term)

- Require municipalities to provide consideration of regional transportation impacts of local decision-making in OCP and transportation plans
- Support Business Improvement Areas with goods movement/delivery
- Undertake a truck pricing program feasibility study

Capital Regional District Transportation Governance Workshop

What We Heard Report



Territorial Acknowledgement

We acknowledge that the Capital Regional District (CRD) conducts its business within the traditional territories of many First Nations. We recognize the First Nations governments across this region - Łək' wəŋən peoples - Songhees and xwsepsəm (Esquimalt) Nations in the core area, the WŚÁNEĆ Nations WWJŌŁŁP (Tsartlip), BOKÉĆEN (Pauquachin), SŖÁUTW Țsawout), WWŚIKEM (Tseycum), and MÁLEXEŁ (Malahat), as well as Sc'ianew (Beecher Bay), T'Sou-ke, P'a:chi:da?ah̄t, and Spune'luxutth (Penelakut) Nations, 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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Appendices

Appendix A – Transportation Governance Information Booklet

Thank you

The Capital Regional District (CRD) would like to thank all elected officials, senior staff, First Nations and partner agencies for their participation in the regional transportation governance workshop on May 24. Your input into the scope of a potential regional transportation service within the CRD has provided valuable insight and will inform the staff report recommendations going to the CRD Transportation Committee meeting on June 19, 2024.

Executive Summary

The Capital Regional District (CRD) is prioritizing transportation to address three core challenges: mode shift, greenhouse gas emissions, and congestion. The CRD Board's 2023-2026 strategic priority is to present options for transportation governance change in the region. This priority shifts the focus from goal setting to implementation with the aim to establish a new CRD transportation service. This service will enhance regional connectivity and integrated mobility without requiring legislative change initially while aiming for more comprehensive integration in the long term.

Workshop and Engagement Summary

In the summer and fall of 2023, the CRD engaged with local governments and electoral areas to gauge consensus on transportation governance changes. On December 13, 2023, the CRD Board directed staff to further develop potential transportation service categories and engage again with stakeholders. This direction led to the CRD Transportation Governance Workshop on May 24, 2024, where 64 participants, including mayors and council members, local government staff, First Nations and partner agency representatives, were able to gain clarity, discuss benefits and concerns, and provide input on eight service categories being considered for potential inclusion in the service establishment bylaw. Participants were generally supportive of all eight categories.

- Active Transportation and Road Safety
- New Mobility
- Behaviour Change
- Transit and Mobility Hubs
- Multimodal Network and Connectivity
- Data Management and Traffic Analysis
- Grants and Funding
- Transportation Plans

Common Themes

Six common themes were identified throughout discussions of the eight transportation categories.

1. The notion of CRD establishing a service for all categories is generally supported.
2. The CRD's governance model must demonstrate how jurisdictions will benefit.
3. The financials need to bring value to both larger and smaller municipalities.
4. A regional service should complement and support, not impede current local progress.
5. The region needs a unified voice where the CRD could act as the coordinating advocate.
6. A regional service requires a phased approach to address current and future challenges.

1.0 Introduction and Overview

1.1 Project Purpose

Transportation is a priority for residents and the CRD Board. There are three core challenges affecting transportation in our region: mode-shift, greenhouse gas emissions and congestion. A 2023-2026 CRD Board strategic priority is to present options for transportation governance change in the region so residents can access convenient, green and affordable multi-modal transportation systems to enhance livability. This priority to review governance options shifts focus from goal setting to implementation through establishing a new CRD transportation service.

The goal is to create more tools to advance regional connectivity and integrated mobility. The short-term goal is to explore new functions as part of establishing a new regional transportation service requiring no legislative changes. A longer-term goal is to further integrate the transportation functions best delivered at a regional scale through a new regional entity.

As part of establishing a new transportation service, the CRD needs to consolidate the existing CRD regional transportation planning function with the active transportation function of regional trails (currently within Regional Parks). This consolidation into a new transportation service would enable streamlined service-level changes and enhance coordination and transportation decision-making processes. By centralizing responsibilities within the CRD, we can lay the early foundation for a more integrated and efficient transportation system within the capital region.

Building upon consolidation, the CRD could expand its responsibilities with the authority to offer a new service with new or expanded transportation programs, policies and projects that meet the region's needs. This expansion would allow the CRD's new service offerings to drive transformative changes in transportation behaviour and advance the development of a robust Regional Multi-modal Network (RMN). Establishing a service also opens the door for access to funding to provide a greater range of tools to support and complement local government-led initiatives across the region.

This incremental approach of consolidation and establishing a new transportation service is designed to signal to the Province of British Columbia that a future regional entity could take on the additional responsibilities necessary to achieve the long-term regional vision for transportation.

1.2 Background and Previous Engagement

Transportation Governance in the Capital Region

Transportation governance and supporting structures set out how decisions are made, who is involved, who pays and who is accountable for implementation. The region's current transportation governance is set out in legislation across multiple public agency mandates, some of which are mode specific. This current governance structure results in multiple decision-makers, limiting integrated multi-modal decision-making and leading to competition for limited funds.

Local governments, the CRD, BC Transit and the Province each have different responsibilities for planning, developing, operating and maintaining roads and pedestrian and cycling infrastructure. Working collaboratively, we can co-create a long-term cohesive approach to transportation governance in our region and achieve our shared regional mobility objectives.

Previous Engagement

In the summer and fall of 2023, the CRD engaged with all 13 local governments and three electoral areas and received initial input on the level of consensus for advancing potential transportation governance change. The feedback provided the CRD with a baseline understanding of the aspects of regional transportation that local governments are interested in exploring further.

On December 13, 2023, the CRD Board directed staff to initiate concept development and analysis work on an inclusive list of potential transportation service categories, develop an engagement plan and schedule a workshop by Q2 2024 with local governments, electoral areas, partner agencies and interested First Nations. The outcomes of this workshop are the focus of this summary document.

1.3 Workshop Details

The goal of the Regional Transportation Governance Workshop was to present options for the potential scope of a transportation service and to better understand the levels of support for areas of focus for a regional transportation service. The workshop was designed to provide a safe and collaborative space where participants could gain a better understanding of the eight transportation service categories being considered for inclusion in a draft service establishment bylaw, provide feedback on these categories, and discuss with their counterparts from across the region to hear perspectives from outside their municipality.

The workshop specifically focused on eight distinct transportation categories of transportation functions being considered for potential inclusion in the transportation service establishment bylaw to understand

the benefits, concerns, and other considerations of each, including functions and programs. Participants had the opportunity to gain clarity, discuss benefits and concerns, and provide input.

Two weeks in advance of the session, an Information Booklet (**Appendix A**) was distributed to allow time for all potential participants to familiarize themselves with the process and the identified transportation categories.

Where and When: The CRD Transportation Governance Workshop was hosted at the Sngequ House (Snéqə ʔéʔlən) on the University of Victoria campus on Friday, May 24, 2024.

Who: Elected officials, First Nations, and senior staff from across the region were invited to attend. Of the 159 that were invited, 64 participants took part in the workshop. In total, 29 council members, eight mayors, two electoral area directors, 18 local government staff, and seven partner agency representatives from the Ministry of Transportation and Infrastructure (MoTI), BC Transit, and Island Health took part.

Area	Participants
West Shore	<p>Colwood: Mayor, one councillor, one staff</p> <p>Highlands: Mayor, one councillor, one staff</p> <p>Langford: Mayor, five councillors, two staff</p> <p>Metchosin: Mayor, two councillors</p> <p>Sooke: Mayor, three councillors, one staff</p> <p>View Royal: One councillor, two staff</p>
Core	<p>Esquimalt: Two councillors, one staff</p> <p>Oak Bay: Mayor, one councillor</p> <p>Saanich: Mayor, four councillors, two staff</p> <p>Victoria: Six councillors, one staff</p>
Saanich Peninsula	<p>Central Saanich: One councillor, two staff</p> <p>North Saanich: One staff</p> <p>Sidney: Mayor, two councillors, two staff</p>
Electoral Areas	<p>Juan de Fuca: Electoral Area Director, one staff</p> <p>Southern Gulf Islands: Electoral Area Director</p>
First Nations	<p>MÁLEXEŁ (Malahat): One staff</p>
Agencies	<p>MoTI: Three staff</p> <p>BC Transit: Two staff</p> <p>Island Health: Two staff</p>

How: The workshop began with territorial acknowledgements and opening remarks presented by Colin Plant, CRD Board Chair, and Dean Murdock, CRD Transportation Committee Chair. Kevin Lorette, General Manager, Planning and Protective Services, then provided participants with a project overview and essential context, highlighting the core challenges affecting transportation in the region and the current transportation governance structure and responsibilities, including the CRD's current transportation role and collaboration across the region.

Dale Bracewell, Senior Project Director of Transportation Governance and Principal of Mobility Foresight, presented anticipated project timelines, key terms, transportation service category changes based on input received from previous engagements, and an overview of the eight transportation service categories being considered for potential inclusion in the service establishment bylaw.

Project consultants from KPMG presented an overview of the ongoing Governance and Operating Model Options Study. This overview included current regional transportation challenges, the current state of transportation activities, phases, focus levels of each category, and potential expansion of the breadth and depth of CRD's transportation activities.

Discussion Opportunities

There was a brief Q&A period following the overview presentation. The remainder of the day was focused on three breakout discussion sessions in which each of the eight potential service areas were discussed. Breakout sessions were immediately followed by 'report back' periods to allow all participants to hear about the highlights of the feedback from participants at the other tables.

Participants were assigned different tables for each breakout session to ensure that a varied cross-section of perspectives could be heard and shared for each category.

The breakout discussions covered the following categories:

Breakout Discussion #1	Breakout Discussion #2	Breakout Discussion #3
<ul style="list-style-type: none"> Active Transportation and Road Safety New Mobility Behaviour Change 	<ul style="list-style-type: none"> Transit and Mobility Hubs Multi-modal Network and Connectivity 	<ul style="list-style-type: none"> Data Management and Traffic Analysis Grants and Funding Transportation Plans

Three core questions guided each breakout session:

1. What are the benefits of including this category within a regional transportation service?
2. What concerns do you have about including this category within a regional transportation service?
3. Is there anything missing in the discussion that you feel is important to raise in consideration of the scope of the CRD regional transportation service?

The breakout discussions were facilitated by CRD staff from various departments, including Regional and Strategic Planning, Climate Action, Regional Parks, and Regional Housing. Facilitators helped ensure the discussion stayed on topic and on schedule and that all participants had an opportunity to speak. While the facilitators were not subject matter experts on all topics, both CRD staff and representatives from BC Transit, MoTI and Island Health were available in the room to respond to specific questions as required.

For the 'report back', facilitators from select tables identified highlights of the conversation and confirmed with group members and then presented to the wider audience. Facilitators were supported by notetakers who captured detailed notes of the conversations at each table. Key discussion points were summarized by notetakers and facilitators following each breakout.

Feedback was collected throughout the day through notetaking at each breakout discussion table, digital comments received through an available online comments form, and feedback forms were provided on each table. All inputs have been considered and are summarized within this What We Heard report.

2.0 What We Heard

This summary of feedback from workshop participants has been developed based on the themes and insights drawn from the notes and feedback forms taken during and following the Transportation Workshop. As such, it represents a subjective evaluation of the input received. While every effort has been made to accurately capture and reflect the contributions from all participants, the summary may not encompass all individual viewpoints and specific comments.

2.1 Common Themes

Six overarching themes have been identified that encapsulate the most significant and recurring points of discussion across all eight potential categories. It is important to acknowledge that while these themes provide a comprehensive overview, they are derived from a subjective evaluation of the input received.

1. The notion of the CRD establishing a service for all eight categories is generally supported.

Workshop participants were by-and-large supportive of the CRD's vision to create a regional transportation service. Partners and jurisdictions expressed a willingness to collaborate with the CRD on all eight categories as presented. With transportation itself being a noted challenge throughout the region, participants said it was logical that some key services should be delivered regionally. Participants noted that many of the categories are strongly interrelated and supportive of each others' objectives, so it would make sense for a new CRD transportation service to include all categories to allow for a wide breadth of functions.

2. The CRD's governance model must demonstrate how jurisdictions will benefit.

Crucial to a successful transition in governance is the CRD's ability to meet the needs of vastly different communities. Participants stressed that a regional transportation service, through its expanded scope, must present a value proposition that can boldly address the needs of jurisdictions large and small, urban and rural. Solutions to helping people move around our region are not "one size fits all" and the service should be directed to make sure that smaller communities are not left behind in regional priority setting and decision-making.

3. The financials need to bring value to both larger and smaller municipalities.

While there is interest in establishing a new CRD transportation service, the financial implications for member jurisdictions and residents need to be fully understood. Questions emerged during each category discussion about the potential costs and resource allocations among jurisdictions.

Financial concerns that were mentioned included the impact of the service on taxes, questions about long-term resourcing of potential programs, competition for senior government funding, and whether investment into a regional service would yield service improvements.

Positive financial benefits mentioned during the discussions included: more access to senior government funding through a regional body; using joint procurement to purchase things like signage, road paint, and even construction materials; establishing regional funds to be set aside for future high-order transit (bus rapid transit, light rail transit); and local government savings that could result from shifting responsibility for certain programs to a regional service.

4. A regional service should complement and support, not impede current local progress.

Participants emphasized the need for a regional transportation service that complements and integrates with existing local plans and policies rather than overriding them. Concerns were expressed about potential coordination challenges and the necessity of maintaining effective communication between regional and local authorities. Participants stated that the goal should be to foster a collaborative approach where the CRD acts as a partner to support local priorities, respecting local decisions while supporting projects of regional significance or that align with regional goals.

5. The region needs a unified voice where the CRD could act as the coordinating advocate.

Participants shared a strong desire to have a regional service that can champion their collective transportation needs and priorities, effectively lobbying for funding, policy support, and infrastructure investments to higher levels of government. As the region continues to grow and develop, the CRD can act as a unified voice and advocate for improved transportation services.

6. A regional service requires a phased approach to address current and future challenges.

The regional transportation service should ensure that projects are completed efficiently and resources are allocated where they are most needed, ultimately supporting the region's long-term transportation goals. Participants stressed that a phased approach to implementing transportation initiatives is crucial for ensuring their success and sustainability. For example, participants highlighted the need to prioritize projects that address current challenges such as traffic congestion and road safety concerns, which may deliver immediate benefits to the region. It was also noted that a successful CRD transportation service could be a step toward a longer-term goal of establishing a transportation entity in the region that could eventually take on additional responsibilities for transportation planning and implementation.

2.2 Summarized Feedback by Category

Eight transportation categories being considered for potential inclusion in the service establishment bylaw were discussed during the breakout sessions. These categories were Active Transportation and Road Safety, New Mobility, Behaviour Change, Transit and Mobility Hubs, Multi-modal Network and Connectivity, Data Management and Traffic Analysis, Grants and Funding, and Transportation Plans. The following section provides a high-level summary of the key points and highlights raised by participants in the various breakout discussions on each category.

The Information Booklet that provided the background and basis of discussion can be found in **Appendix A**. In the following pages of this What We Heard report, you will find a definition of each category as well as a summary of the benefits and concerns that were identified for each of these categories. New program ideas suggested by participants can be found in Section 2.3, Participant Ideas for Potential Programs. Section 2.4, Additional Considerations, summarizes points raised by participants that speak to issues that a new transportation service should consider that may not fit into the eight categories of potential functions and programs.



1. Active Transportation and Road Safety

CRD communities have one of Canada's highest active transportation mode shares. A new regional service would support local government efforts in pursuing their active transportation goals. A key focus will be the continual improvement of the regional trail system and coordination of how local routes connect and intersect. Adopting Vision Zero with a Safe Systems approach would ensure consistency in shared safety goals.

Benefits:

- **Consistency and Connectivity:** There was strong consensus that consistent design standards across the region would greatly benefit all road users, creating a sense of comfort and reliability when using active transportation across the CRD.
- **User Safety:** Participants discussed road safety and the need for more safety-related improvements in planning, policy, and infrastructure. Participants supported the adoption of Vision Zero with a Safe Systems approach at the regional level.
- **More Transportation Options:** Increasing active transportation initiatives would provide additional mobility options for residents and could support a shift toward more sustainable modes of travel.
- **Support for Smaller Jurisdictions:** A regional scale could help smaller communities access resources to implement road safety and active transportation initiatives.
- **Public Health:** More active transportation initiatives help increase physical activity and improve regional health outcomes.
- **Quality of Life:** Active transportation initiatives would improve the quality of life for residents by expanding active transportation networks and supporting further adoption of active modes.
- **GHG Reductions:** Easing traffic congestion and reducing regional greenhouse gas emissions.
- **Improved Advocacy:** CRD could advocate for regional interests to senior government. This advocacy could include issues related to funding for active transportation and road safety for the region.

Concerns:

- **Distribution of Public Benefit:** Some communities shared concerns about being underrepresented in regional planning and funding decisions. Concerns were raised about ensuring equitable distribution of resources and benefits across all CRD communities.

- **Funding and Resources:** Concerns about the adequacy of funding and resources to support programs under this service were discussed. Ensuring sustained financial support, while supporting current local initiatives for all communities was described as crucial.
- **Speed of Implementation:** The potential for increased administration was a voiced concern as it was believed it could slow down the implementation of essential projects and add layers of complexity, making it harder for municipalities to achieve their goals and meet identified targets.



2. New Mobility

A regional service is needed to keep up with the emerging and rapidly changing ways people get around. Road users expect consistent rules and enforcement, regardless of whose roads, trails or bike lanes they are on. The service aims to integrate new mobility regulations into local transportation infrastructure and decision-making to best serve residents and businesses.

Benefits:

- **Better and More Reliable Services:** It was noted that region-wide licensing and consistent policies across the CRD would make it easier for new mobility users to navigate the region using these emerging transportation options. It could also allow for existing services to be expanded so that more communities can access additional mobility options.
- **Representation and Advocacy:** There is a strong consensus on the importance of regional advocacy. Smaller municipalities identified potential benefits from being part of a larger body that can represent their interests on this topic and better ensure they keep up with emerging technologies.
- **Integration with Other Transportation Modes:** Introducing more last-mile options for travelling would improve mobility for residents and would integrate well with other transportation services (transit, trails, active transportation) which would enhance accessibility and convenience.
- **Equity:** The inclusion of services like carshare, rideshare, and shared e-scooters present more opportunities for people to travel without owning a car which may help reduce barriers related to achieving transportation equity.

Concerns:

- **Varying Interests and Needs:** Different municipalities have unique needs and levels of interest in new mobility. There is concern that a regional approach might not meet the needs of all communities. These concerns were mostly noted for smaller communities who expressed concern around regional equity and varying needs relative to the region's larger core communities.
- **Regulation and Enforcement:** Concerns were raised about the regulation of new mobility devices, such as e-scooters and e-bikes, particularly regarding safety standards and insurability. The need for consistent and enforceable regulations was emphasized.



3. Behaviour Change

A regional service is needed to help change the behaviours that lead to peak hour congestion and the use of carbon-intensive transportation modes. Education, promotion and encouragement are all proven interventions that make the most of limited road capacity to move people and goods. A regional service would demonstrate policy leadership, provide consistent messaging and offer efficient program delivery.

Benefits:

- **Consistent Regional Voice:** A key benefit is the establishment of consistent communication across the region, ensuring that all municipalities share the same message regarding transportation behaviour change, which can help in reinforcing the desired outcomes. This also helps municipalities to direct residents to a centralized place for programs and incentives.
- **Enhanced Safety:** The entire region benefits from increased advocacy and education. Current CRD-led campaigns like "Let's Get Visible" have helped to promote safe behaviours that enhance safety for road users. The opportunity for more programs in the region can further help communities improve safety and overall behavior change.
- **Regional Incentives:** Participants shared that regional incentive programs (e.g., e-bike incentives) are appealing to local governments who don't have the capacity to run their own.

Concerns:

- **Financial Implications:** There are concerns about the cost implications of implementing some incentives and the equitable distribution of costs and benefits.
- **Level of Detail in Programming:** Different municipalities have varying capacities and needs, which may make a universal approach challenging. As an example, rural areas may feel that their specific circumstances are not adequately addressed, such as where there might not be sufficient infrastructure to safely encourage or support behaviour change. It is important that a regional service for Transportation Demand Management (TDM) and Behaviour Change also considers unique needs at the local level.



4. Transit and Mobility Hubs

A significant change in direction is required to close the gap between the 2022 transit mode share (6.2%) and the 2050 target (15%). A regional service related to transit and mobility hubs is needed to create an integrated decision-making framework that advances transit priority corridors on the regional multi-modal network and provides the groundwork for higher-order transit.

Benefits:

- **Improved Connectivity:** The inclusion of transit and mobility hubs within a regional transportation service can significantly enhance connectivity over the long term, allowing smoother transitions between different modes of transport (e.g., bus, bike, car share) and improving regional access.
- **Support for Land Use and Transit-Oriented Development:** Mobility hubs can help ensure transportation infrastructure aligns with housing and land use needs and can further support transit-oriented development (TOD).
- **Coordination and Guidance:** Under a regional transportation service, the CRD can more effectively plan for transit service improvements. This planning helps create capacity for more consistent decision-making and policies to integrate future mobility hubs.
- **Mode Shift:** Establishing well-placed mobility hubs can encourage more people to shift from private vehicles to public transport by making the trip better connected and more enjoyable, leading to reduced traffic congestion and lower emissions.
- **Vibrancy:** Participants discussed how mobility hubs can be integrated within a neighbourhood centre, which can have shops, amenities, washrooms, Wi-Fi and other services alongside transportation access and therefore make integrated trips more enjoyable for users.

Concerns:

- **Funding:** There were concerns about the funding models for mobility hubs and the need for consistent financial support from higher levels of government.
- **Supporting Infrastructure:** Programs that would be part of this service will likely require supporting infrastructure (bus shelters, road allocation, underground utilities and services).
- **Adding Another Layer:** There was concern expressed that this could add another layer between local governments and BC Transit and would not increase resources or service levels.



5. Multi-Modal Network and Connectivity

A regional service is needed to integrate the full build-out of the Regional Multi-modal Network (RMN). A decision-making framework is needed to align local government goals, policies, and investment priorities related to transportation corridors on the network with regional growth needs, looking 20 to 30 years into the future.

Benefits:

- **A Shared Vision for the Region:** Integrated planning and improvements to the RMN would establish shared priorities and provide better services across the region.
- **Better User Experience:** Focusing on the end user's experience was highlighted as a primary benefit. Ensuring seamless connections between different modes of transportation (e.g., walking, cycling, public transit) and across different jurisdictional boundaries can improve trips throughout the region and increase usage.
- **Clarity for Staff and Decision-makers:** By following a regional framework for connectivity and multi-modal options, local governments may be able to progress priorities more confidently.

Concerns:

- **Implementation and Timing:** Participants discussed the practical challenges of implementing a consistent regional approach. Specifics about implementation were key considerations for many participants. Actions by the transportation service should align with local planning and project timing to support rather than impede local efforts.
- **Integrating Local Plans:** Regional plans must take local planning into account. Different municipalities have varying standards and priorities, which can lead to conflicts and delays. Integrating new regional policy direction into local plans is a longer term process given planning and implementation cycles.



6. Data Management and Traffic Analysis

A regional service is needed to increase the CRD's capacity to monitor, analyze, and report the cumulative regional impacts of vehicle, transit and active transportation use. The CRD could expand existing functions, add continuous data collection and increase detailed analysis. Evidence-based planning can support case-making for higher-order transit. Regional delivery of data programs is more efficient and cost-effective.

Benefits:

- **Centralized Data Collection:** Participants generally agreed that a centralized approach to data collection would avoid redundancy and increase efficiency. Participants discussed the challenges that small municipalities face in collecting data and felt it would be beneficial to have a single entity responsible for data aggregation.
- **Effective Use of Resources:** Optimizing existing resources and avoiding a duplication of efforts was identified as a benefit. Implementing shared services and pooling resources among municipalities were suggested as ways to manage costs effectively.
- **Inter-municipal Collaboration:** It was recognized that effective data management requires strong collaboration between municipalities. Participants stressed the need for agreements and partnerships to facilitate data sharing and collective decision-making.

Concerns:

- **Data Privacy:** Ensuring the privacy and security of collected data was a key concern. Participants discussed the importance of having robust data governance frameworks to protect sensitive information and prevent unauthorized access.
- **Transparent Data Use:** The ethical implications of data use were discussed, with a call for transparency in how data is collected, stored, and utilized. Ensuring that data is used responsibly and for its intended purposes was deemed critical.
- **Cost of Centralizing Data:** Participants discussed how moving data to a central platform may involve significant cost and time allocation for staff.



7. Grants and Funding

A regional service is needed to apply for and distribute grants to prioritize Regional Multi-modal Network (RMN) projects and to create the ability for the CRD to receive and distribute transportation funds. It could help increase transportation funding for the region. This approach would not preclude municipalities from pursuing grants to fund local infrastructure. To approach the Province to ask for funding, we need to speak with one united regional voice.

Benefits:

- **Enhanced Funding Opportunities:** It was identified that regional collaboration can increase access to larger and more diverse funding sources from provincial and federal levels of government, which are often unavailable to individual municipalities.
- **Economies of Scale:** Joint procurement under a regional transportation service could lead to cost savings and more efficient use of funds. This approach includes collective purchasing of materials and services, which can reduce costs and improve the quality of infrastructure projects.
- **Improved Resource Allocation:** By managing grants and funding at a regional level, there is potential for a more equitable distribution of resources, ensuring that smaller municipalities are not left out and that projects are prioritized based on regional needs rather than localized decisions.
- **Unified Advocacy:** A regional approach strengthens advocacy efforts, making it easier to secure funding for large-scale projects that benefit multiple municipalities or have regional impact, thereby presenting a stronger, cohesive voice to senior levels of government.
- **Long-Term Sustainability:** Developing long-term, sustainable funding models that go beyond one-time or limited grants and ensure continuous support for regional transportation projects was identified as a potential benefit.

Concerns:

- **Competition for Funds:** The potential for competition between municipalities for limited funding can create tensions and reduce the overall effectiveness of the funding process. This commentary includes concerns about certain areas being prioritized over others based on influence rather than need.

- **Transparency and Accountability:** Ensuring transparency in the allocation of funds and accountability in how they are used is crucial. There are worries about whether funding decisions will be made in the best interest of the entire region.
- **Administrative Challenges:** Managing a regional funding system requires robust administrative structures and processes. Concerns include the capacity of the CRD to handle these responsibilities effectively and the potential for inefficiencies.



8. Transportation Plans

A regional transportation service is needed to bolster the integrated multi-modal transportation planning framework and take direct action to work toward regional transportation goals. In the coming years, alignment between regional transportation plans, local Official Community Plans (OCPs), and the Regional Growth Strategy will be essential to help guide development in areas well served by various transportation modes.

Benefits:

- **Integrated Land Use and Transportation Planning:** Participants discussed the benefit of synchronizing land use and transportation planning to create cohesive, sustainable growth strategies. This approach could also allow better dialogue and collaboration between local governments and BC Transit.
- **Long-Term and Data-driven Planning:** Discussion about the opportunity to develop long-term transportation plans (25-50 years) informed by region-wide data, future growth projections, and climate change risk assessments.
- **Equity and Accessibility:** A wider opportunity to apply an equity lens to future plans and prioritize quality of life for all residents of the region was identified.

Concerns:

- **Coordination and Authority Challenges:** Issues related to the coordination between different municipalities and MoTI, especially regarding the implementation of regional plans. This could be further complicated by staff turnover and transitions in local and provincial government, highlighting a need for consistent and effective communication and partnerships between local jurisdictions and levels of government.

2.3 Participant Ideas for Potential Programs

In the three breakout group sessions, participants shared ideas for potential new programs that could operate under a new transportation service in addition to those presented as examples of potential functions.

Active Transportation & Road Safety

- Road allocation guidelines
- Bike valet standards
- Regional road safety plan

New Mobility

- Advocacy for regional interests in establishing new mobility services
- Training and education on how to use services safely

Behaviour Change

- E-cargo bike share
- Subsidized bus passes for seniors and youth
- Training courses for various mobility options or topics
- Transportation Demand Management (TDM) guidelines for development proposals (e.g., bike parking space)
- Regional Vehicle Kilometres Travelled (VKT) monitoring

Transit and Mobility Hubs

- Standards for transit-related infrastructure
- Transit hub planning

Multi-Modal Network and Connectivity

- Improved connectivity to regionally significant areas (e.g., YYJ Airport)
- Shared equity framework for transportation planning
- Traffic light synchronization along major corridors

Data Management and Traffic Analysis

- Advanced Traffic Analysis
- Real-Time Data Availability
- Open Data Portal for partners
- Using current data to create future projections

Grants and Funding

- Grant application and writing assistance
- Digital dashboard of regional applications
- Development corporation to assist with purchasing
- CRD guidance on how to secure local grants

Transportation Plans

- Regional alignment with provincial legislation (e.g., OCPs, Housing, TOD, etc.)
- Industrial Lands strategy

2.4 Additional Considerations

Participants noted the following additional considerations that a new transportation service should seek to address through policies, procedures, and programs.

- **Supporting Infrastructure:** Participants emphasized the importance of infrastructure like bike parking, wayfinding, and secure bike storage to support active transportation.
- **Education and Training Programs:** The importance of education and training programs to ensure the safe use of new mobility options was highlighted. This activity included public awareness campaigns and specific training for new users.
- **Equity and Inclusion:** Ensuring behaviour change programs are equitable, inclusive and provide access and support to all demographic groups, including those in underserved areas, is essential.
- **Collaboration with Stakeholders:** There is a need for greater collaboration with various stakeholders, including schools, employers, and health organizations, to promote and support behaviour change/TDM initiatives.
- **Land Acquisition and Usage:** Addressing land acquisition challenges and leveraging land for transportation infrastructure will be critical for the successful implementation of mobility hubs.
- **End-of-trip Facilities:** Incorporating modern amenities like charging stations, secure bike storage, and other facilities can enhance the user experience and promote the use of transit.
- **Specifics on Implementation:** Discussion about the practical challenges of implementing a consistent regional approach. Different municipalities have varying standards and priorities, which can lead to conflicts and delays.
- **Gaps in Data Collection:** Gaps in available data were identified and increased advocacy for data from other sources was mentioned (e.g., VKT data).
- **Specific Criteria for Fund Allocation:** Clear criteria and guidelines for how funds will be allocated and prioritized across different projects and municipalities are necessary to ensure fairness and transparency.
- **Support for Smaller Municipalities:** Mechanisms to support smaller municipalities in applying for and managing grants or other funding to ensure they are not disadvantaged within a regional funding system.

3.0 Next Steps

The feedback in this report will inform recommendations for the CRD Transportation Committee meeting in June 2024. CRD staff will seek CRD Board approval to determine the scope of drafting a transportation service establishment bylaw, with a draft bylaw ready for Board consideration by September 2024. This timeline reflects the CRD Board's directive to establish the new service by 2025.

3.1 How will this input be used?

The collective input summarized above will inform the recommendation(s) going to the CRD Transportation Committee meeting on June 19, 2024.

CRD staff will be seeking CRD Board approval on the scope of a new transportation service establishment bylaw and direction to draft the bylaw. Pending the timing of this direction, CRD staff anticipate bringing a draft bylaw forward this fall.

3.2 Timeline

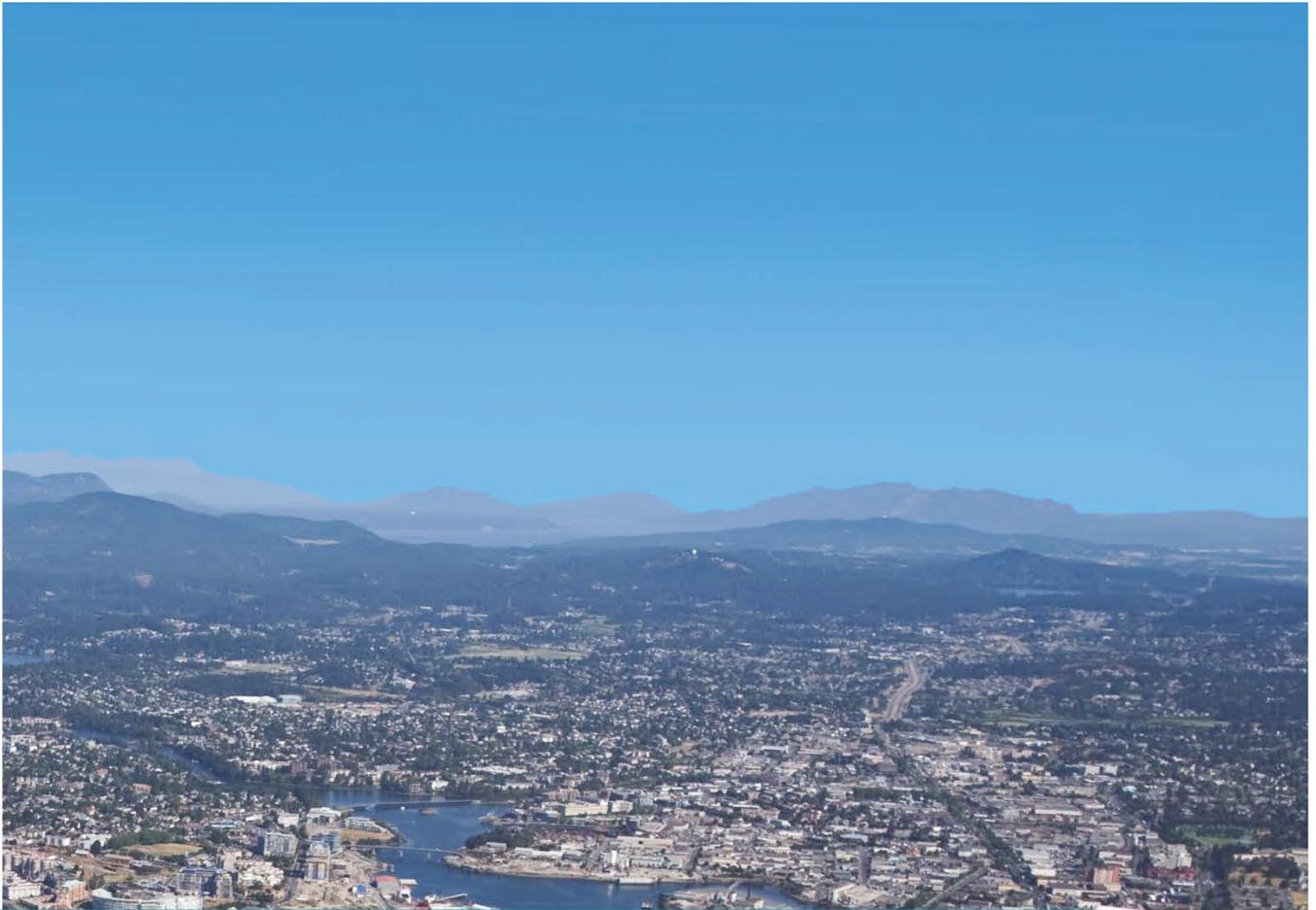
The draft bylaw will be developed from June to August 2024 and is anticipated to be received by the CRD Board in Q4 2024.

The Governance and Operating Model Options Study being developed by KPMG is expected to be completed in August 2024 and will provide additional information, including financials, needed to develop the draft bylaw.

Timeline – Establishing a Regional Transportation Service



APPENDIX A



Capital Regional District

Transportation Governance
Establishing a Transportation Service



May 2024

Territorial Acknowledgement

We acknowledge that the Capital Regional District (CRD) conducts its business within the traditional territories of many First Nations.

We recognize the First Nations governments across this region - **Ləkʷəŋən** peoples - **Songhees** and **xʷsepsəm** (Esquimalt) Nations in the core area, the **WSÁNEĆ** Nations **WJOŁŁP** (Tsartlip), **BOKÉĆEN** (Pauquachin), **STÁUTW** (Tsawout), **WSIKEM** (Tseycum), and **MÁLEXEŁ** (Malahat), as well as **Sc'ianew** (Beecher Bay), **T'Sou-ke**, **P'a:chi:da?aht**, and **Spune'luxutth** (Penelakut) Nations, 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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Introduction

Transportation is a priority for residents and the CRD Board. There are three core challenges affecting transportation in our region: mode-shift, greenhouse gas emissions and congestion. A 2023-2026 CRD Board strategic priority is to present options for transportation governance change in the region so residents can access convenient, green and affordable multi-modal transportation systems to enhance livability. This priority to review governance options shifts focus from goal setting to implementation through establishing a new CRD transportation service. The immediate goal is to explore new functions as part of a new regional transportation service requiring no legislative changes. A longer-term goal is to further integrate the transportation functions best delivered at a regional scale through a new regional entity. This longer-term multi-modal vision would require legislative change and significant resourcing.

CRD's existing transportation functions are focused on a coordination and monitoring role, limited to planning and policy support, collaboratively working with local governments, the Province and partner agencies to advance actions in the 2014 Regional Transportation Plan (RTP), and operating regional trails.

As part of establishing a new transportation service, the CRD needs to consolidate the existing CRD regional transportation planning function with the active transportation function of regional trails (currently within Regional Parks). This consolidation into a new transportation service would enable streamlined service-level changes and enhance coordination and transportation decision-making processes. By centralizing responsibilities within the CRD, we can lay the early foundation for a more integrated and efficient transportation system within the capital region.

Building upon consolidation, the CRD could expand its responsibilities with the authority to offer a new service with new or expanded transportation programs, policies and projects that meet the region's needs. This expansion would grant the CRD new service offerings to drive transformative changes in transportation behaviour and advance the development of a robust Regional Multi-modal Network (RMN). Establishing a service also allows for funding to provide a greater range of tools to support and complement local government-led initiatives across the region.

This incremental approach of consolidation and establishing a new transportation service is designed to signal to the Province of British Columbia that a future long term regional entity could take on the additional responsibilities necessary to achieve the long-term regional vision for transportation.

On December 13, 2023, the CRD Board directed staff to initiate concept development and analysis work on an inclusive list of potential transportation service categories, develop an engagement plan and schedule a workshop by Q2 2024 with local governments, electoral areas, partner agencies and interested First Nations. Based on feedback from the 2023 engagement and subsequent CRD Board direction, CRD staff have evolved the service categories and prepared additional information for local government, electoral area, First Nation and agency consideration.

Regional Transportation Workshop

The commitment to councils through 2023 was to provide another engagement opportunity in 2024 on the potential service categories. This regional workshop is that opportunity for elected officials, First Nations and senior staff to gain clarity, discuss benefits and concerns, and provide input on all eight categories of functions being considered for potential inclusion in the service establishment bylaw. Our primary focus is to hear from you, support peer-to-peer discussions and gather feedback. Your collective input will be reflected in a What We Heard summary report and will inform the recommendation going to the CRD Transportation Committee meeting on June 19, 2024.

The purpose of this booklet is to provide information on the additional work completed since last summer. It contains detailed information on the potential service categories and functions and is intended to help prepare you for fruitful discussions with your regional peers at the workshop.

In the following sections, you will find:

- Definitions of the eight service categories
- CRD's existing transportation functions
- Potential new expanded transportation functions that a transportation service could deliver under existing legislation
- Long-term out of scope functions will not be explored in this phase as they require legislative change and/or significant resources

The potential programs and functions in this document are currently at a concept level and still require detailed program design and CRD Board approval through the standard processes. Supporting the inclusion of a service category does not mean approval of a particular program, function or budget at this time. However, for staff to bring forward specific programs and functions for CRD Board consideration, a service must exist that has the authority to operate these programs. To accelerate the achievement of our regional transportation goals, a broad service establishment bylaw inclusive of all service categories is desired so that we, as a region, can establish programs and functions in the future.

Explanation of Key Terms

In this document and throughout the workshop engagement, you will find four key terms that are important to define in the context of CRD governance structures. *Figure 1* depicts how these terms fit together.

Service At the CRD, a “service” is a defined mandate and budgetary body that has specific authorities and responsibilities to deliver services to the community. Each service has a defined set of participants, a defined purpose and boundary, method of cost recovery and sometimes a maximum amount to be requisitioned. CRD divisions may oversee multiple services.

- Category:** A category is a grouping of functions. Grouping functions into categories helps simplify discussions and make clear the scope of functions that a service may operate.
- Function:** Functions are a group of programs within the authority of a service. Every CRD service is established through bylaw which defines a specific list of functions that it has the authority to operate. Multiple programs, policies, and plans may exist to accomplish the goals.
- Program:** Programs are specific initiatives that implement the goals of the service as expressed through bylaw defined functions. Programs may include actions, policies, and plans.

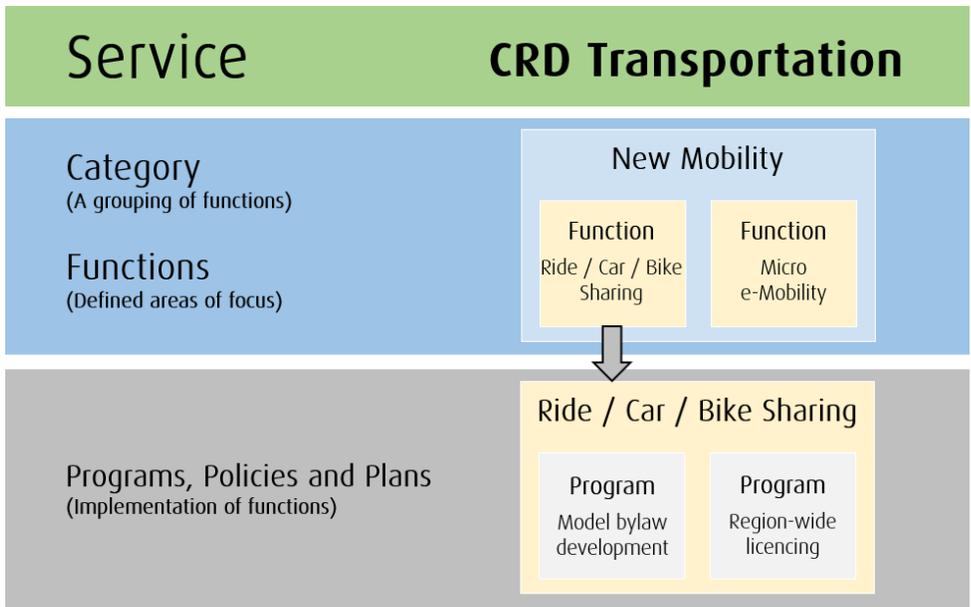


Figure 1: Key terms and their relationship to each other

Updated Category Names

Based on input from local government and collective level of agreement, we have updated the category names to be more descriptive and clearer about the scope of functions that could be included (Figure 2). The categories will be discussed in this order at the workshop.

Previous Category Name	Updated Service Category Name
Active Transportation	Active Transportation and Road Safety
New Mobility Services	New Mobility
Behaviour Change	Behaviour Change
Transit	Transit and Mobility Hubs
Connectivity	Multi-modal Network and Connectivity
Traffic Flow and Congestion	Data Management and Traffic Analysis
Grants	Grants and Funding
Funding	Grants and Funding
Transportation Planning	Transportation Plans

Figure 2: Updated Service Category Names

Transportation Governance Background

Transportation Governance in the Capital Region

Transportation governance considers three main dimensions: level of multi-modal integration, decision-making authority, and funding. A governance structure sets out how decisions are made, who is involved, who pays and who is accountable for implementation.

The region's current transportation governance is set out in legislation across multiple public agency mandates, some of which are mode-specific. This current governance structure results in multiple decision-makers, limiting integrated multi-modal decision-making and leading to competition for limited funds. Local governments, the CRD, BC Transit and the Province each have different responsibilities for planning, developing, operating and maintaining roads and pedestrian and cycling infrastructure. Working collaboratively, we can co-create a long-term cohesive approach to transportation governance in our region and achieve our shared regional mobility objectives.

Previous Engagement

In the summer and fall of 2023, the CRD engaged with all 13 local governments and three electoral areas and received initial input on the level of consensus for advancing potential transportation governance change. The feedback provided the CRD with a baseline understanding of the aspects of regional transportation that local governments are interested in exploring further. Based on what we heard, the overarching motivations for moving toward regional transportation governance are:



Figure 3: Motivations for moving toward regional transportation governance

1.0 Active Transportation and Road Safety



If you get to your destination using your own power, that's active transportation. It includes walking, cycling, the use of a wheelchair, scootering, skateboarding, and rollerblading. Active transportation also includes using devices that give you a boost, like mobility aids, electric bikes and electric kick scooters.

Road Safety refers to the methods and measures used to prevent road users, particularly vulnerable road users, from being killed or seriously injured and to ensure safe, healthy and equitable mobility for all.

Vision Zero is an internationally-recognized traffic safety approach to eliminating serious injuries and deaths on the road. To make meaningful change, Vision Zero must be aligned with the Safe Systems approach, which is a strategy that prioritizes evidence-based solutions to encourage safe drivers, safe speeds, safe roads, and safe vehicles.

CRD communities have one of Canada's highest active transportation mode shares. A new regional transportation service would support local government efforts in pursuing their active transportation goals. A key focus will be on the continual improvement of the regional trail system and coordination of how local walking and cycling routes connect and intersect. Adopting a Vision Zero with a Safe Systems approach to road safety across the region would ensure consistency in the shared desire to eliminate all fatalities and serious injuries.

CRD's existing transportation functions:

- Operation and management of 95 km of our regional trail network
- Implementation of the Regional Parks and Trails Strategic Plan, Regional Trails Management Plan, RTP, Salt Spring Island Active Transportation Plan and Southern Gulf Islands Main Island Demonstration project
- Participation in the Ministry of Transportation and Infrastructure (MoTI), BC Transit and municipal working and technical groups
- Road safety research, education and engagement for all modes through the Traffic Safety Commission (e.g., motorcycle awareness, impaired driving, distracted driving, intersection awareness, shoulder check, Let's Get Visible campaign)
- Work towards bylaw consistency for crossings
- Trail widening, lighting and trestles project

Potential new service functions could include:

1.1. Active Transportation Infrastructure and Policy

Central to this work is adopting consistent trail design standards, including inter-jurisdictional meeting points and crossings. Additionally, we must identify the level of service required for our regional trails to function as active transportation corridors. The CRD could develop a formal process outlining timelines, triggers, roles and responsibilities around updating and amending regional trail agreements with landowners, including a clear pathway for new infrastructure. The CRD could also consider using shared resources to support local active transportation initiatives (i.e., through regulatory bylaw consistency or funding mechanisms).

1.2. Vision Zero with a Safe Systems Approach

A new CRD transportation service could focus on championing road safety, delivering regional safety policies, and providing an integrated strategy to achieving Vision Zero with a Safe Systems approach. The CRD could regionally adopt a Vision Zero and Safe Systems approach in collaboration with municipalities. The service could also give regional leadership in collaborating with the Insurance Corporation of British Columbia (ICBC) on their existing road safety funding support, including exploring potential regional criteria. This work could also harmonize safety language in bylaws across municipalities. Collective advocacy with all municipalities would help prioritize requests with the weight of the entire capital region in mind.

Potential functions that are out of scope in this phase:

- Implement a region-wide Vision Zero program

Implementing road safety infrastructure and design improvements is primarily the responsibility of local governments and the Province. In the longer term, establishing a regional transportation entity could take on increased responsibility for setting standards, including coordinating and implementing Vision Zero strategies and projects. This work would require legislative change to allow for the establishment of a regional entity with these authorities.

2.0 New Mobility



New mobility is non-traditional transportation services, means of transport and technological innovations in how we get around, share, and use transportation infrastructure. Examples of new mobility include large-scale ride-sharing companies, car sharing, bike sharing and micro-mobility (e.g., electric kick scooters). In other words, new mobility is the policy and regulation for anything that is not a traditional means of transportation (e.g., bike, bus, personal vehicle).

New and emerging mobility choices are becoming available to the public, and technology is outpacing our regulatory framework's ability to keep up. The Province is responsible for approving and regulating new mobility, first establishing the legal and regulatory framework in the *Motor Vehicle Act*. Communities may already have bylaws or choose to develop new ones that set additional criteria for using new mobility.

A regional service for new mobility is needed to help local municipalities keep up with the emerging and rapidly changing ways people get around and how to work collaboratively with shared mobility companies. An integrated regional approach will allow consistent model bylaws, licencing, enforcement, and education around new mobility across jurisdictions. Road users expect consistent rules and enforcement, regardless of whose roads, trails or bike lanes they are on. Creating patchwork rules that regulate new mobility is not efficient, economical or sensible.

The service aims to integrate new mobility regulations into local transportation infrastructure and decision-making to best serve residents and businesses. The service can be structured so local governments can test new mobility ideas while ensuring a consistent baseline so that no one is left behind and we achieve our collective road safety goals.

CRD's existing transportation functions:

- Traffic Safety Commission – review of policies and safety studies
- CRD Board Advocacy

Potential new service functions could include:

2.1. Ride Sharing (Uber, Carpooling, etc.), Car Sharing (EVO, Modo, etc.), Bike Sharing

A new CRD transportation service could deliver a model bylaw and a consistent shared set of new mobility policies and standards for the region, including region-wide licencing and expanded partnerships.

2.2. Micro e-Mobility

A new CRD transportation service, assuming provincial regulation is in place, could deliver a model bylaw and a shared set of micromobility policies and standards for the region that are enforced consistently across municipal boundaries.

Potential functions that are out of scope in this phase:

- No tangible examples at this time.

3.0 Behaviour Change



New actions, attitudes and habits are needed to maximize our limited road capacity and move people and goods. Behaviour change refers to initiatives and campaigns that reduce the barriers holding people back from using active and sustainable transportation. Transportation Demand Management (TDM) and targeted education and outreach can be key drivers to encourage people to shift away from greenhouse gas-intensive transportation modes.

A regional service is needed to help change behaviours that lead to peak hour congestion and the use of carbon-intensive modes. Education, promotion, and encouragement are all proven interventions that make the most of limited road capacity to move people and goods. A regional service would demonstrate policy leadership, provide consistent messaging and offer efficient program delivery. Local governments benefit by not having to duplicate efforts to provide these services.

TDM is a strategy aimed at reducing congestion by providing people with choices in how, when and whether they travel. It encourages active transportation and transit and reduces personal vehicle trips. Finding new regional pathways for delivering TDM in combination with promotional tools can also advance equity and accessibility outcomes and build a greater sustainable transportation culture in the region. A TDM strategy includes non-infrastructure approaches to increasing the use of sustainable transportation to reduce greenhouse gas emissions and congestion while also improving safety and public health.

CRD's existing transportation functions:

- Support and enable school communities to use active and sustainable transportation more often by reducing barriers in accessibility, safety, convenience and comfort with up to five schools per year through our Ready Step Roll sustainable school commute planning initiative
- Support and enable organizations to use active and sustainable transportation more often by piloting a Sustainable Commute Planning initiative with two major employers
- Safety research, education and engagement to support the delivery of initiatives

Potential new service functions could include:

3.1. Transportation Demand Management, Education and Engagement/Outreach

A new CRD transportation service could deliver a region-wide TDM program. Possible service functions of the TDM program could include:

- Upgrading Ready Step Roll (Sustainable School Commute Planning) and Sustainable Commute Planning (Workplace) initiatives by delivering CRD-led programs to maximize their impact (e.g., not simply working with more schools/organizations per year, but also delivering education and encouragement programming/activities/events and offering an alumni program to ensure longevity and maximize long-term impact)
- Creating regional e-bike incentives and programs (e.g., explore offering e-bike libraries and shared e-cargo bikes at major housing complexes)
- Establishing a Traffic Safety Village as a regional resource and offering pedestrian/cycling skills courses. A Traffic Safety Village is a closed course model town with streets and signage that mirrors real-world road conditions and is used to teach children about road safety
- Advocating for transit TDM programs and incentives (e.g., EcoPASS for New Developments, ProPASS)
- Coordinating TDM for large-scale regional events

3.2. Supportive Development Management Policies

A new CRD transportation service could deliver regional development management policies, including carpooling and parking incentive programs (e.g., dedicated parking spots).

Potential functions that are out of scope in this phase:

- Implement recommendations from region-specific feasibility studies on user pay strategies and residential street parking user-fee programs
- Provide resources to help employers shift and sustain employee use of active transportation and transit
- Provide incentives for businesses to shift their fleet vehicles to electric

4.0 Transit and Mobility Hubs



Transit encompasses the planning, operation, and maintenance of the public transportation system. As the region grows, transit will become an increasingly important mode of transportation for residents and visitors. Integrated land use and transportation decisions maximize the value of public transit infrastructure investments and enable residents and visitors to access their daily needs more easily.

Mobility hubs are places of connectivity where people can access public transit, shared mobility, and active transportation options in a central location that concentrates on employment, housing, shopping and/or recreation.

Transit mode shift is essential to unlocking housing objectives for the region and addressing the three core regional transportation issues: congestion, mode share, and climate change. A significant change in direction is required to close the gap from the 2022 transit mode share of 6.2% to the region's 2038 target mode share of 15%. A regional transportation service related to transit and mobility hubs is needed to create an integrated decision-making framework that advances transit priority corridors on the RMN and provides the groundwork for higher-order transit.

Effective transit requires robust short-term operations planning and long-term strategic and capital planning that aligns with land use and demographic projections. The Victoria Regional Transit Commission (VRTC) is responsible for approving transit funding and the level of service and planning. Local governments and the CRD each play a minor role but have limited decision-making authority. An integrated framework would enable partnership agreements and open the door to creatively pooling and allocating funding.

Establishing a regional transportation service with a defined role in accelerating transit would put the region on track to enable improved transit frequency and reliability, encourage mode shift and build transit-oriented development in alignment with regional aspirations. BC Transit, municipalities and provincial ministries successfully working together with the CRD would signal to the Province that the capital region is taking active steps toward the long-term goal of higher-order transit and is ready for additional responsibility and funding in the future.

CRD's existing transportation functions:

- Advocacy, transit policy and planning coordination (e.g., the Transit Future Plan is incorporated within the RTP)

- Work with BC Transit and MoTI through the Transportation Working Group and technical committees
- Staff membership in project specific planning

Potential new service functions could include:

4.1. Long-Range, Regional Transit Planning

A new CRD transportation service could:

- Conduct a gap analysis to identify and advocate for the level of service required to align BC Transit's definition of frequent transit with the Province's definition as prescribed by Bill 44
- Lay the groundwork for Higher-Order Transit (Bus Rapid Transit or Light Rail Transit) by updating the cost-benefit analysis and overall economic benefits case, determining right-of-way needs, and working with municipalities to update transportation plans and Official Community Plans (OCPs)
- Maximize the potential of the Transportation Working Group to advance with greater consistency and a faster rate of implementation transit priority measures for all priority transit corridors currently being advanced as discrete projects by MoTI and BC Transit
- Establish a reserve fund to set aside annual investments for future higher-order transit. This fund would represent the CRD's contribution to a major infrastructure investment by the Province and show real commitment to higher-order transit
- Undertake strategic planning, including the integration of municipal and regional land use plans, for transit priority corridor projects as part of the RMN
- Advance transit mode shift through investments in regional transit pass programs (e.g., ProPASS, EcoPASS, UPASS and other models such as free transit or those enabled by UMO transit payment app)

4.2. Transit Service Policy

Transit policy creates the mechanism to prioritize service level changes. To meet local governments priorities and needs, a new CRD transportation service could be designed to deliver:

- A standardized referral process to consider improving transit for new infrastructure projects and/or major changes to the transportation network
- Unified advocacy by the CRD Board to VRTC for service level changes
- Formalized consultation and engagement processes with the region embedded in the VRTC and Transportation Working Group model
- Joint reporting with BC Transit on data and opportunities for mode shift improvements
- A more formal regional process for co-developing and confirming transit-led policy documents, such as the Transit Future Plan

4.3. Mobility Hubs at Major Transit Exchanges

A new CRD transportation service could:

- Plan, design, and create funding partnerships with municipalities, BC Transit, new mobility providers and private partners, including consideration of incorporating CRD housing in urban areas
- Partner with others in implementing various types of mobility hubs, such as future-proofing park-n-rides at entry points into the network for communities on the edge and improving the connectivity of regional trails into the mobility hubs

Potential functions that are out of scope in this phase:

- Long and short-term decision-making for transit (e.g., approve Service Standards and Performance Guidelines that complement priorities outlined in the Transit Future Plan, approve specific service level changes, raise and allocate funding, establish priorities, and implement and oversee higher order transit for the region).

5.0 Multi-modal Network and Connectivity



Multi-modal network and connectivity are the degree to which destinations are connected with consistent and direct links for people's preferred mobility choices. For example, a well-connected and consistent multi-modal transportation network enables more direct travel between destinations for all modes of transportation.

A regional service is needed to integrate the full build-out of the RMN. A decision-making framework is needed to align local government goals, policies and investment priorities related to transportation corridors on the network with regional growth needs, looking 20 to 30 years into the future. In addition, transportation corridors on the RMN require the same treatments to achieve design consistency and desired safety outcomes. Without altering service delivery responsibility, a regional service could provide consistent direction to put all partners on track to plan and secure right-of-ways for the designated RMN corridors, allowing for allocating road space for all modes.

There are gaps in the RMN, meaning some corridors are not consistently connected. Filling in the gaps in the network through a regional phased approach may provide the most significant opportunity to complete the network efficiently and effectively while improving the safety and accessibility of our walking, cycling, and transit network.

CRD's existing transportation functions:

- Identifying the regional network and the high-level goals and objectives (e.g., through the development, implementation and monitoring of the Regional Growth Strategy and RTP)
- Align key policy documents with transportation and corridor-focused land use planning

Potential new service functions could include:

5.1. Regional Multi-modal Network

A new CRD transportation service could support municipalities in the following ways:

- Progressing connectivity on the active transportation network
- Tracking and annually reporting progress on housing integration and the density increases along corridors and nodes
- Developing criteria/data-based regional transportation priorities

- Expanding the regional role in engagement around transportation projects affecting the RMN through the Regional Transportation Working Group
- Developing criteria to prioritize project delivery related to the RMN

5.2. Built Environment Network Consistency

Expediting work to improve regional consistency would enhance connectivity and accessibility across all modes in the RMN, including roads, trails, transit, cycling and walking paths to support the most efficient movement of people and goods. Regional consistency promotes sustainability by planning for transit and active transportation, reducing the public's reliance on single-occupancy vehicles.

A new CRD transportation service could deliver:

- A model bylaw approach with consistent language across municipalities related to topics such as streets and traffic bylaws (including road classifications)
- A wayfinding consistency policy
- Voluntary municipal commitment to implementing a unified set of RMN and Complete Street design standards according to an agreed-upon implementation schedule

5.3. Equity and Accessibility

A new CRD transportation service could deliver a shared equity framework for transportation priorities and work with the municipalities to implement them. Equity and accessibility are key considerations in all potential functions. The CRD will closely follow provincial policy and regulations as they relate to changes in the future and will work with local governments on how best to implement them within the region.

5.4. Regional Collaboration and Relationships

With a new CRD transportation service, it will be essential to establish a reporting relationship between the Transportation Committee, Transportation Working Group and Traffic Safety Commission, update their respective Terms of Reference and clarify or expand their decision-making roles. Similar relationship agreements could be reached with VRTC, BC Transit and MoTI.

Potential functions that are out of scope in this phase:

- Require municipal adherence to unified design standards.

6.0 Data Management and Traffic Analysis



Data is fundamental to transportation planning, monitoring and evaluation. Data management is the practice of collecting, organizing, protecting and storing data as a valuable resource so it can be analyzed for decision-making purposes. Through analysis, we examine and combine data to create a deeper understanding so we can track how we are doing and plan for the future. Multi-modal traffic analysis can assess and evaluate the performance of road, transit, bicycle and pedestrian facilities.

A regional transportation service is needed to increase the CRD's capacity to monitor, analyze, and report the cumulative regional impacts of vehicle, transit, and active transportation use. CRD data management and traffic analysis focus on the Origin Destination Household Travel Survey and bike/pedestrian counters. The CRD also supports local government transportation departments by providing short-term traffic count data on the RMN.

The CRD could expand these existing functions, add continuous data collection, and increase detailed analysis. Collecting and reporting on data informs policy and transportation plan development and monitors effectiveness. Evidence-based planning can support case-making for higher-order transit. Regional delivery of data programs is more efficient and cost-effective than local governments doing the same work for their municipality and potentially duplicating efforts and budgets across the region.

CRD's existing transportation functions:

- Origin Destination Household Travel Survey report, every five years
- Bike, vehicle and pedestrian manual and automatic counts
- Joint procurement of bike and pedestrian counters for municipal use
- Municipal data support
- Population projections and estimates

Potential new service functions could include:

6.1. Multi-modal Data Collection and Analysis

A new CRD service could deliver an expanded traffic data monitoring program, including implementing a system of sensors to provide real-time continuous vehicle volume counts and travel time for buses, vehicles, and trucks on key corridors in the RMN. These sensors would provide more robust data to put the short-duration counts in context and more accurately monitor changes in travel time in the region. These real-time solutions could be fed to third parties to improve residents' drivetime predictions. Working closely with BC Transit, a new CRD transportation service could also integrate the data they capture into a unified system with all other modes.

6.2. Establish an Open Data Portal

A new transportation service could also deliver an Open-Data portal for regional transportation. Our partners and the public want access to the information we collect and steward. An open data portal provides the following three significant advantages:

1. It allows our users to easily browse what data is available (often users are not aware of the information that can be provided)
2. It provides a more predictable workload rather than responding to emergent requests and results in better data hygiene
3. It removes the need for custom data-sharing agreements, reducing the delay in delivering data to users

Potential functions that are out of scope in this phase:

- Establish a regional traffic management centre with synchronized region-wide traffic signals, real-time dynamic information and enhanced travel time prediction based on real-time data

7.0 Grants and Funding



A grant is a financial award given by a government, organization, or person for a particular purpose, such as a beneficial program, service or activity and is typically time-limited. Grant funding for transportation projects is available through several sources, including the federal and provincial governments and various organizations.

Funding refers to the funding pool available for transportation projects and infrastructure improvements. A new transportation service will need a funding strategy.

Currently, most grants are applied for separately by each municipality. A regional service is needed to apply for and distribute grants to prioritize projects on the RMN. A transportation service could help increase transportation funding for the region, increasing the money available to advance regional priorities. This approach would not preclude municipalities from pursuing grants to fund local infrastructure.

Currently, there is no regional funding source. There are different ways to pursue secure funding: through tax requisition, securing funding for necessary infrastructure from the provincial and/or federal government, or pooling funding regionally.

Despite governance structure and statutory responsibility, funding is critical in how decisions are made and who makes them. There is often a gap between aspirations and the political reality of implementing measures. For example, the cost of operating public transit is significant and building out the network takes time.

Service establishment is required to create the ability for the CRD to receive and distribute transportation funds. Dedicated, stable funding sources are needed to make capital and program investments to increase service levels and operate and maintain existing service levels. To approach the Province to ask for funding, we need to speak with one united regional voice.

CRD's existing transportation functions:

- Provide support (data and letters) for municipal active transportation grants
- Apply for grants to improve the regional trail network
- Share and track grants received by municipal partners
- Joint procurement for individual projects
- Advocate for securing new funding sources

Potential new service functions could include:

7.1. Regional Granting Body

A new CRD transportation service could:

- Hold and distribute funds to support the implementation of projects of regional significance on the RMN
- Establish criteria for providing grants to local projects that are of regional significance
- Develop and implement a tracking system to report on grants received by municipal partners

7.2. Funding

A new CRD transportation service could:

- Establish an approved list of regional multi-modal transportation priorities along with the criteria needed to determine them
- Deliver a financial model to distribute funding for the delivery of prioritized regional projects to achieve broad regional goals based on a list of prioritized projects
- Establish a reserve fund to set aside annual investments for future higher-order transit
- Advocate for annual provincial/federal funding for regional transportation priorities
- Advocate for alternative secure regional transportation funding

7.3. Joint Procurement

Joint procurement is when two government bodies work together to purchase goods and services to achieve cost savings through economies of scale and reduced redundant procurement procedures. Currently, local governments and electoral areas in the CRD procure transportation-related goods and services individually, with some cases of joint procurement done on a per project basis.

A new CRD transportation service could deliver joint procurement to bring more local governments into the process. The top procurements made by multiple municipalities can be identified, purchasing criteria can be agreed upon, and then a single procurement can be made by the CRD on behalf of the group. Service delivery would still be the responsibility of each local government. Still, each would save in cost and time over needing to undertake the process individually. Examples of potential joint procurement could include road paint and signs to paving services, traffic and pedestrian counting systems, and consultant contracts for transportation plan development.

7.4. Regional Advocacy Approach

With a new transportation service, the CRD could take a regional intergovernmental relations approach to advocacy with provincial and federal partners for funding. Appointing a voice for advocacy, such as the Board Chair or Transportation Committee Chair, could help solidify the business case for creating an entirely new regional transportation entity or other legislative change that supports increased decision-making abilities.

Potential functions that are out of scope in this phase:

- Establish a regional granting entity that allocates funds (based on a set of criteria) to municipalities to implement regional priorities and support priority RMN projects
Note: This depends on securing new stable funding streams and growing the pie.
- Establish new stable funding streams to support priority RMN projects

8.0 Transportation Plans



Transportation plans identify how people and goods can move safely and reliably from one place to another. Plans typically set a vision, identify a connected network of nodes, corridors, roads and trails, and guide infrastructure and supportive policies and programs needed to bring this vision to life.

The current role of the CRD in transportation is to work towards alignment of local and regional plans to strengthen the RMN and support a variety of travel options for residents. The CRD Board sets expectations for regional transportation improvements by approving regional transportation priorities. Under the current structure of transportation governance, the CRD is limited to planning and policy support, working with partners to advance actions in the 2014 RTP.

In recent years, the region's municipalities have completed various transportation (and active transportation) plans and studies within their boundaries. There is also the Transit Future Plan (BC Transit, 2011), RTP (CRD, 2014), and South Island Transportation Strategy (MoTI, 2020). Some aspects of these plans align, and some aspects are out of sync.

A regional service is needed to bolster the integrated multi-modal transportation planning framework and take direct action to work towards regional transportation goals. While many of the functions within this service category can be accomplished under existing authorities, developing and implementing transportation plans is strongly linked with other potential service categories. Alignment of new programs and plans is essential. Including current transportation planning functions in the new service establishment bylaw would ensure a continuation of existing responsibilities.

In the coming years, alignment between regional transportation plans, local OCPs, and the Regional Growth Strategy will be essential to help guide development to areas well served by various transportation modes. Investment in transportation options should be aligned with local government growth planning. Planning for future growth will require a careful balance of flexibility with prioritizing a shared regional vision and plan for implementation.

CRD's existing transportation functions:

- Develop, implement and monitor the RTP
- Analysis of the actual and projected changes to the transportation system

- Planning advice and expertise for regional, sub-regional and local planning
- Research, analysis and advice on how to achieve multi-modal targets

Potential new service functions could include:

8.1. Regional Transportation Planning

A new CRD transportation service could:

- Request that OCPs and municipal transportation plans contain a section addressing regional transportation impacts and priorities
- Develop Key Performance Indicators for the RMN
- Establish a process to oversee internal and external transportation infrastructure projects to ensure coordination with major utility projects (construction, water, sewer, etc.)
- Reach an agreement and formalize a prioritization or hierarchy of strategies and plans (e.g., local transportation plans follow RTP follow RGS)
- Support the implementation of provincial housing statutes (Transit Oriented Development Areas and Small-scale Multi-unit Housing)

8.2. Goods Movement Strategy

With a new transportation service, CRD could work with MoTI to establish a goods movement strategy consistent with Sits and examine freight movement throughout the region.

8.3. Climate Change Risk Assessment

With a new CRD transportation service, staff could support other departments in undertaking risk assessments of critical transportation services and infrastructure on the RMN related to the potential impacts of a changing climate.

Potential functions that are out of scope in this phase:

- Require municipalities to provide consideration of regional transportation impacts of local decision-making in OCPs and transportation plans
- Support Business Improvement Areas with goods movement/delivery coordination
- Undertake a truck pricing program feasibility study for urban freight and last-mile delivery, including zero-emission freight and/or low emission zones

Next Steps

Once input from the workshop is gathered and summarized in a What We Heard Report, CRD staff will seek CRD Board approval for the scope of a new transportation service establishment bylaw and direction to draft the bylaw. Pending the timing of this direction and the approach the CRD Board recommends for its approval process, CRD staff anticipate bringing a draft bylaw to the CRD Board in Q4 2024.

Appendix A: Additional Background

	 CRD	 Municipalities	 BC Transit	 BRITISH COLUMBIA MoTI
Governance features	<ul style="list-style-type: none"> CRD Transportation Committee / Board – same decision-makers as municipalities and VRTC Advisory: Working Group and Traffic Safety Commission Focus on data and planning alignment 	<ul style="list-style-type: none"> 13 local government councils Representation at CRD and VRTC Compete for limited funding Focus on policy and service delivery 	<ul style="list-style-type: none"> VRTC – same decision-makers as municipalities and regional Board Compete for limited funding Impacted by others' decisions 	<ul style="list-style-type: none"> Controls funding and legislation Shifting priorities to climate action and complete communities Responds to focused advocacy
 Regional and Multi-Use Trails	Primary	Direct service delivery impact	Consulted agency	Leases right-of-way
 Regional and Local Roads	Planning / policy impact	Primary	Direct service delivery impact	Legislation / funding
 Land Use – Corridors & Nodes	Planning / policy impact	Primary	Direct service delivery impact	Legislation
 Regional Transit Network	Planning / policy impact	Direct service delivery impact	Primary	Legislation / funding
 Provincial Highways	Planning / policy impact	Direct service delivery impact	Direct service delivery impact	Primary

Figure 4: Transportation governance in the capital region

(Source: Transportation Governance Engagement Workbook Presentations to Councils, 2023)