

#### **Capital Regional District**

625 Fisgard St., Victoria, BC V8W 1R7

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

Wednesday, September 11, 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.** 24-830 Minutes of the July 10, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of July 10, 2024 be

adopted as circulated.

Attachments: Minutes - July 10, 2024

#### 4. REPORT OF THE CHAIR

#### 5. PRESENTATIONS/DELEGATIONS

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

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

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

#### 5.1. Presentations

**5.1.1.** <u>24-835</u> Presentation: Gord Horth (General Manager) Capital Region Emergency

Service Telecommunications (CREST); Re: Member Agency Report

<u>Attachments:</u> <u>Presentation: CREST Member Agency Report</u>

#### 5.2. Delegations

**5.2.1.** <u>24-845</u> Delegation - Jim Jordan; Representing First Unitarian Church: Re:

Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service

5.2.2.	<u>24-846</u>	Delegation - Katie Underwood; Resident of Victoria: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service
5.2.3.	<u>24-847</u>	Delegation - Derek F Powell; Representing West Coast Garlic: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service
5.2.4.	<u>24-852</u>	Delegation - Christine Fuller; Representing Fuller Farm Organics: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service
5.2.5.	<u>24-853</u>	Delegation - Véronique Emmett; Representing Frozen Coast Farm: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service

#### 6. CONSENT AGENDA

**6.1.** 24-131 Capital Regional District External Grants Update

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

<u>Attachments:</u> Staff Report: CRD External Grants Update

Appendix A: External Grants Dashboard

Appendix B: Grant Alerts

**6.2.** <u>24-790</u> Community Resiliency Initiative Grant - 2024 FireSmart Community

Funding & Supports

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

Attachments: Staff Report: Comm Resiliency Initiative Grant

Appendix A: Approval Letter

**6.3.** Update to Provincial Local Government Climate Action Program

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

Board:

That the funding associated with the extended BC Local Government Climate Action Program be distributed as follows in years 2025 and 2026: \$75,088 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island

Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

(NWA)

Attachments: Staff Report: Update to Provincial Local Government Climate Action Program

Appendix A: Report to EAC re BC Local Gov't Climate Action Program (2022)

Appendix B: Correspondence from Minister Heyman - March 20, 2024

Appendix C: Local Government Climate Action Program Allocations - July 2024

#### **6.4.** 24-712 Reporting Back on Collaborative Action Regional Boats Workshop

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

1. That staff bring back a report that considers expanding the core area harbours service to a regional service, including costs and resourcing requirements;

2. That the report, What We Heard Summary Report: Regional Workshop:

Collaborative Action to Resolve Boat-Related Issues in the Capital Region, be provided to local governments and First Nations in the capital region for consideration; and 3. That the CRD Board continue to advocate to the provincial and federal governments to take a leadership role in developing a coast-wide solution that will support local governments.

(NWA)

Attachments: Staff Report: Reporting Back on Collaborative Action Regional Boats Workshop

Appendix A: What We Heard Summary Report: Regional Workshop

**6.5.** 24-799 Recent Provincial Housing Initiatives

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

<u>Attachments:</u> Staff Report: Recent Provincial Housing Initiatives

Appendix A: Municipal Housing Targets Table

Appendix B: Estimated 20 Year Housing Need

Appendix C: Transit Oriented Development Table and Map

**6.6.** 24-800 Thuthiqut Hulelum' (Forest Homes) Grant Application Authority

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

Board:

That the Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate and accept the terms to receive funds, execute agreements and do all things necessary to secure grant funding and financing for the project at 280 Georgeson Bay Road on Galiano Island through funding programs as necessary and

as they become available.

(WA)

<u>Attachments:</u> Staff Report: Thuthiqut Hulelum' (Forest Homes) Grant App Auth

**6.7.** 24-742 Motion with Notice: Rental Protection Fund (Director de Vries)

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

Board:

That staff report back to the Hospitals and Housing Committee about options and

opportunities with respect to the province's Rental Protection Fund.

(NWA)

#### **6.8.** 24-758

Development Variance Permit for Parcel A (DD 80053I) of Section 86, Sooke District - 315 Becher Bay Road

#### Recommendation:

The Land Use Committee recommends to the Capital Regional District Board: That Development Variance Permit VA000162 to authorize the construction of a garage and accessory building with a detached accessory suite on Parcel A (DD 80053I) of Section 86, Sooke District, to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040:

- 1. Part 1, Section 4.01 2(c) by increasing the maximum combined total floor area allowance for accessory buildings and structures on a lot with an area of more than 5.000 m2 from 250 m2 to 314 m2;
- 2. Part 1, Section 4.20(f) by increasing the maximum floor area permitted for a detached accessory suite from 90 m2 to 103 m2; and
- 3. Part 1, Section 4.20(g) by increasing the maximum height of an accessory building used for a detached accessory suite from 7 m to the peak of the roof to 8.37 m; be approved and that issuance of the permit be withheld pending approval by the Agricultural Land Commission for a non-adhering residential use in accordance with the Agricultural Land Reserve Use Regulation.

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

#### Attachments:

Staff Report: Development Variance Permit VA000162

Appendix A: Subject Property Map

Appendix B: Site Plan

Appendix C: Building Plans - Garage

Appendix D: Building Plans - Detached Accessory Suite

Appendix E: Requested Accessory Building Total Floor Area Variance

Appendix F: Permit VA000162

**6.9.** 24-759 Non-Adhering Residential Use within the Agricultural Land Reserve

Application for Parcel A (DD 80053I) of Section 86, Sooke District - 315

Becher Bay Road

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

That staff be directed to forward comments from the Juan de Fuca Agricultural Advisory Planning Commission and the Juan de Fuca Land Use Committee to the Agricultural Land Commission for the Land Commission's consideration of the non-adhering residential use application for Parcel A (DD 80053I) of Section 86, Sooke District, in

accordance with Section 34(4) of the Agricultural Land Commission Act.

(NWA)

Attachments: Staff Report: Non-Adhering Residential Use within the ALR App. AG000085

Appendix A: Subject Property Map

Appendix B: Agricultural Land Reserve Map

Appendix C: Zoning Map

Appendix D: Proposed Detached Accessory Suite (Carriage House)

Appendix E: Proposed Accessory Building (Garage)

Appendix F: JdF AAPC Minutes

Appendix G: Site Plan
Appendix H: Proposal

Supplemental LUC Comments: Aug. 20, 2024, Draft Meeting Mins Excerpt

**6.10.** 24-536 Bylaw Notice Enforcement and Adjudication System

<u>Recommendation:</u> The Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. That a Bylaw Notice Enforcement and Adjudication System be endorsed;

2. That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the Local Government Bylaw Notice Enforcement Act, for the Board's approval; and

3. That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the Local Government Bylaw Notice

Enforcement Act, applying the Act to the Capital Regional District.

(NWA)

<u>Attachments:</u> <u>Staff Report: Bylaw Notice and Adjudication System</u>

Appendix A: Local Gvt Bylaw Dispute Adjudication System Tool Kit

**6.11.** 24-679 Wildfire Resilient Futures Initiative Grant Application

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

<u>Attachments:</u> Staff Report: Wildfire Resilient Futures Initiative Grant Application

**6.12.** <u>24-709</u> Motion with Notice: Accessibility at Island View Beach Regional Park

(Director Windsor)

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

That staff report to the Regional Parks Committee on the development and potential partnerships with the District of Central Saanich and Tsawout First Nation on park accessibility improvements in Island View Beach Regional Park around three major

areas:

Parking facilities;
 Trails and kiosks; and

3. Development of a wheelchair accessible foreshore (beach) access.

(NWA)

<u>Attachments:</u> Letter from District of Central Saanich Council (June 11, 2024)

**6.13.** 24-753 Septage Diversion to the Saanich Peninsula Wastewater Treatment

**Plant** 

**Recommendation:** The Saanich Peninsula Wastewater Commission recommends to the Capital Regional

District Board:

That the Saanich Peninsula Wastewater Commission continues to support the existing

private model for delivery of septage treatment services.

(NWA)

<u>Attachments:</u> <u>Staff Report: Septage Diversion to the Saanich Peninsula WWTP</u>

Appendix A: Staff Report to SPWWC - April 17, 2014

Appendix B: Staff Report to SPWWC - March 16, 2023

#### 7. ADMINISTRATION REPORTS

**7.1.** 24-761 Bylaw No. 4626: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment

No. 3, 2024

Recommendation: 1. That Bylaw No. 4626, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw

No. 3, 2024", be introduced and read a first, second, and third time; and

(WA)

2. That Bylaw No. 4626 be adopted.

(WA, 2/3rds on adoption)

<u>Attachments:</u> Staff Report: Bylaw No. 4626 2024-28 Fin Plan Amend No. 3

Appendix A: Bylaw No. 4626 Fin Plan Amend No. 3

7.2. 24-822 Award of Contract: Construction Services for Hartland Landfill - Cell 5A

Liner

Recommendation: That Contract 30.22.06-04, Construction Services for Hartland Landfill Cell 5A Liner, be

awarded to Hall Constructors in the amount of \$6,435,118.62.

(WA)

Attachments: Staff Report: Award of Contract: Construction Services - Hartland Cell 5A Liner

**7.3.** Short-term Biosolids Management Plan - September Update

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

Attachments: Staff Report: Short-term Biosolids Management Plan - September Update

Appendix A: Organic Matter Recycling Reg- Tech Working Group Report

**7.4.** 24-791 Service Planning 2025

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

Attachments: Staff Report: Service Planning 2025

Appendix A: Corporate Planning Framework

#### 8. REPORTS OF COMMITTEES

#### **Electoral Areas Committee**

**8.1.** <u>24-762</u> Bylaw No. 4590, 4591, 4594 and 4595 - Electoral Area Economic

**Development Services** 

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

hat:

1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time; (NWA)

2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024", be read a first, second, and third time; (NWA)

3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time; (NWA)

4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time; (NWA)

5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of

6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

(NWA)

<u>Attachments:</u> Staff Report: Economic Development Service Changes

Appendix A: Bylaw No. 4590
Appendix B: Bylaw No. 4591
Appendix C: Bylaw No. 4594
Appendix D: Bylaw No. 4595

Appendix E: Bylaw No. 1824 (Redlined)

#### **8.2.** 24-839 Establishment of Electoral Area Services Department

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

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and

2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006),

Schedule A, to incorporate this General Manager position.

(NWA)

Attachments: Staff Report: Establishment of Electoral Areas Department

Appendix A: Electoral Area Services List

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

**8.3.** Capital Regional District's Role in Regional Homelessness and

Alliance to End Homelessness in the Capital Region Funding

Increase Request

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

Board:

1. That the Capital Regional District (CRD) commits to continue funding the Alliance to End Homelessness in the Capital Region through annually negotiated service agreements at their core service level of \$225,000 to the end of 2026; and 2. That the CRD includes a one-time increase of \$100,000 in the CRD's 2025 Financial Plan for CRD staff to undertake regional engagement to determine the CRD's potential role in advancing regional supportive housing and sheltering

objectives. (WP - All)

Attachments: Staff Report: CRD Role in Reg'l Homelessness & AEHCR Funding Request

Appendix A: Motion with Notice from Director Caradonna

Appendix B: AEHCR Funding Request

Appendix C: Service Delivery Background and Highlights

Appendix D: CRD-AEHCR 2024-25 Svc Agreement Deliverables

Appendix E: Reaching Home Program Staff Rpt & Appendices

Appendix F: AEHCR 2023-2024 Funding Increase Staff Report

#### Juan de Fuca Land Use Committee

#### **8.4.** 24-760

Zoning Bylaw Amendment Application for Two Properties Located at 11237 West Coast Road - described as:

- Lot A Section 74 Renfrew District Plan VIP71883 11237 West Coast Road; PID: 024-937-207; and
- That Part of Section 74, Renfrew District Lying to the North of the Northerly Boundary of Plan 109RW; PID: 009-590-412

#### Recommendation:

(At its August 20, 2024 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)

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

1. That the referral of proposed Bylaw No. 4518, "Juan de Fuca Land Use Bylaw,
1992, Amendment Bylaw No. 158, 2022", to the Shirley-Jordan River Advisory
Planning Commission, Pacheedaht First Nation; T'Sou-ke First Nation; CRD
departments, BC Hydro; District of Sooke; the Archaeology Branch and Water
Protection; the Ministry of Land, Water, and Resource Stewardship; the Ministry of
Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved
and comments be received;

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

2. That proposed Bylaw No. 4518, as amended, be introduced and read a first time and read a second time;

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

- 3. That in accordance with the provisions of Section 469 of the Local Government Act, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4518; and
- 4. That prior to adoption of Bylaw No. 4518:
- a. That a commercial access permit be issued by the Ministry of Transportation and Infrastructure; and
- b. That the landowner provide an amenity contribution by registering a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail, and that staff be directed to ensure that all conditions are satisfied towards completion and registration.

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

#### Attachments:

Staff Report: Zoning Amendment Application RZ000280

Appendix A: Subject Property and Zoning Map

Appendix B: Proposed Amendments to the CR-2 Zone

Appendix C: Updated Concept Plan

Appendix D: Supplemental Reports & Supporting Information

Appendix E: Proposed Bylaw No. 4518

Appendix F: Referral Comments

Supplemental: Amended Bylaw No. 4518

#### **Planning and Protective Services Committee**

#### Notice of Meeting and Meeting Agenda

**8.5.** 24-681 Bylaw No. 4602: Foodlands Access Service

Recommendation: [At the July 17, 2024 Planning and Protective Services Committee meeting, the

recommendation was amended to add part 4 below on expediting farming in 2025

and carried.

Additional materials include a revised Appendix A: Bylaw No. 4602 and a Supplemental table showing participant apportionment for the service.] The Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4602, "Foodlands Access Service Establishing Bylaw No. 1, 2024", be introduced and read a first, second and third time;

(NWA)

2. That participating area approval be obtained by regional alternative approval

process; and (NWA with 2/3 vote)

3. That Bylaw No. 4602, be forwarded to the Inspector of Municipalities for

approval.

4. Subject to consideration of approval by the municipal inspector, the timing of the AAP, and staff reporting at the September board meeting on the feasibility that the

CRD expedite farming in 2025 through this service.

(NWA)

<u>Attachments:</u> Staff Report: Bylaw No. 4602 Foodlands Access Service

Appendix A: Revised Draft Bylaw No. 4602

Appendix A: Draft Bylaw No. 4602

Appendix B: Proposed Program Budget

Appendix C: Bear Hill Farm Site Map

Supplemental: Participant Apportionment

#### **Regional Parks Committee**

**8.6.** 24-508 Royal Oak Golf Course Lands - Interim Management Guidelines

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

That the Royal Oak Golf Course Lands Interim Management Guidelines be

adopted. (WP - All)

<u>Attachments:</u> Staff Report: Royal Oak Golf Course Lands – IMGs

Appendix A: Royal Oak Golf Course Lands - IMGs (July 2024)

Sooke and Electoral Area Parks and Recreation Commission

8.7. 24-828 Capital Project Funding - SEAPARC

Recommendation: The Sooke & Electoral Area Parks and Recreation Commission recommends to the

Capital Regional District Board:

That staff be directed to prepare a new loan authorization bylaw to fund the Sooke Skate Park replacement and phase one of the heat recovery project for SEAPARC Recreation Centre, with electoral approval obtained through the alternative approval

process. (NWA)

<u>Attachments:</u> Staff Report: Capital Project Funding - SEAPARC

#### **Transportation Committee**

**8.8.** <u>24-786</u> Bylaw No. 4630: Regional Transportation Service

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

1. That Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No.

1, 2024", be introduced and read a first, second and third time;

(NWA)

2. That participating area approval be obtained by regional alternative approval

process;

(NWA with 2/3 vote)

3. That Bylaw No. 4630, be forwarded to the Inspector of Municipalities for

approval; and

4. That staff be directed to continue to consider governance options and report

back in Q1, 2025.

(NWA)

<u>Attachments:</u> Staff Report: Bylaw No. 4630 Regional Transportation Service

Appendix A: Draft Bylaw No. 4630

Appendix B: Participant Cost Apportionment Simulation

Appendix C: KPMG Base Governance & Operating Model RTS

#### 9. BYLAWS

9.1. 24-751 Adoption of Bylaw No. 4560 - "Royal Theatre Local Service Area

Establishment Bylaw No. 1,1998, Amendment Bylaw No. 1, 2023"

Recommendation: That Bylaw No. 4560 - "Royal Theatre Local Service Area Establishment Bylaw No. 1,

1998, Amendment Bylaw No. 1, 2023" be adopted.

(NWA)

Attachments: Bylaw No. 4560

9.2. 24-755 Adoption of Bylaw No. 4588 - "Regional Parks Loan Authorization Bylaw

No. 1, 2024"

Recommendation: That Bylaw No. 4588 - "Regional Parks Loan Authorization Bylaw No. 1, 2024" be

adopted.

(WA)

Attachments: Bylaw No. 4588

**9.3.** Adoption of Bylaw No. 4601 - "Salt Spring Island Ganges Sewerage"

Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14.

2024"

Recommendation: That Bylaw No. 4601 - "Salt Spring Island Ganges Sewerage Local Service

Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024" be adopted.

(NWA)

Attachments: Bylaw No. 4601

#### 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.** 24-831 Motion to Close the Meeting

#### \_\_\_\_

Recommendation:

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

- 2. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [5 items]
- 3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [5 Items]
- 4. That the meeting be closed for the Legal Update 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. [2 Items]

#### 13. RISE AND REPORT

#### 14. ADJOURNMENT

Votinq Key:

NWA - Non-weighted vote of all Directors

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

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)



#### **Capital Regional District**

625 Fisgard St., Victoria, BC V8W 1R7

#### **Meeting Minutes**

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

Wednesday, July 10, 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, C. Harder (for L. Szpak),
- G. Holman, P. Jones, D. Kobayashi, C. McNeil-Smith, K. Murdoch, D. Murdock, M. Tait, 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; S. Carey, Senior Manager, Legal & Risk Management; D. Elliott, Senior Manager, Regional Housing; M. MacIntyre, Senior Manager, Regional Parks; C. Neilson, Senior Manager, Human Resources; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Guest: D. Bracewell, Contractor Senior Project Director

Regrets: Director L. Szpak,

The meeting was called to order at 1:08 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. APPROVAL OF THE AGENDA

MOVED by Director Little, SECONDED by Director Tobias, That the agenda for the July 10, 2024 session of the Capital Regional District Board be approved with the following amendments:

- Item 6.12. be moved to be considered as agenda item 8.7.
- Item 6.15. be moved to be considered as agenda item 8.8.

#### 3. ADOPTION OF MINUTES

**3.1.** 24-696 Minutes of the June 12, 2024 Capital Regional District Board Meeting

MOVED by Director de Vries, SECONDED by Director Coleman, That the minutes of the Capital Regional District Board meeting of June 12, 2024 be adopted as circulated CARRIED

#### 4. REPORT OF THE CHAIR

Nice to see you all today. There is a lot on our agenda today and a great deal of it is on our consent agenda. This does not mean these matters are unimportant but that our committees have been unanimous (or nearly) when passing forward their recommendations to the Board. It is my opinion we continue to be a highly functioning, respectful and collegial board and are in alignment as an organization far more often than we disagree. Today we have an opportunity to advance the process of creating a transportation service by directing staff to create a bylaw to establish a new Transportation Service. This is something the CRD has discussed for a long time and today we can move the needle forward on this issue to help address emissions, gridlock, and planning. I think we should be proud of our collective work to date, but also realize we have more to do when the draft bylaw returns this fall. We also have the opportunity to support 3 of our Westshore municipalities by directing staff to create a bylaw to support the creation of a new RCMP building through a sub-regional service. I think it it's important to recall our goal as a regional district and specifically our motto is to make a difference together. Finally I want to thank the Directors for their initiative in bringing forward motions to support public safety in our local waters and on our regional trials. I believe it is important the CRD is seen as responsive to issues in our community and these two items demonstrate that commitment. To conclude, I wish to remind everyone that there will be no August Board meeting. And on behalf of Vice Chair Little and myself we hope you all have a great rest of your summer.

#### 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

R. Lewis-Manning and C. Willow presented the Member Agency Report and provided a PowerPoint presentation.

Discussion ensued regarding:

- electrification of vessels
- itinerary planning to encourage economic benefit
- sustainability planning

#### 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

M. McLean spoke to Item 6.12.

MOVED by Director Windsor, SECONDED by Director Little, That the delegation time be extended by 3 minutes. CARRIED

#### 6. CONSENT AGENDA

Item 6.10. was removed from the consent agenda and moved to be considered under Reports of Committees as item 8.4.b.

MOVED by Director McNeil-Smith, SECONDED by Director Kobayashi, That consent agenda items 6.1. through 6.9., 6.11., 6.13., 6.14., and 6.16. through 6.20. be approved.

CARRIED

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

This report was received for information.

This report was received for information.

**6.3.** <u>24-678</u> Appointment of Officers

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers.

**CARRIED** 

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

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.

CARRIED

**6.5.** 24-620 Millstream Meadows Remediation Project

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.

CARRIED

- **6.6.** 24-604 Biosolids Literature and Legal Review June Update
  - 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.

    CARRIED

6.7.	<u>24-610</u>	Biosolids Beneficial Use Options - Request for Expressions of Interest
		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. CARRIED
6.8.	<u>24-611</u>	Biosolids Advanced Thermal Demonstration Plant - Project Update
		This report was received for information.
6.9.	<u>24-488</u>	Capital Regional District External Grants Update
		This report was received for information.
6.11.	<u>24-718</u>	Advocacy to Support Local Government Act Legislative Reform Initiative
		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. CARRIED
6.13.	<u>24-717</u>	Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment
		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.  CARRIED
6.14.	<u>24-716</u>	Electronic Meetings and Participation by Members
		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.  CARRIED
6.16.	<u>24-558</u>	Regional Trestles Renewal, Trails Widening and Lighting Project Update
		This report was received for information.
6.17.	<u>24-660</u>	Water Safety in CRD Regional Parks
		<ol> <li>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.</li> <li>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.</li> <li>CARRIED</li> </ol>

- **6.18.** 24-623 Motion with Notice: Safety on Multi-Use Trails (Director Tobias)
  - 1. That this item be referred to staff to bring back an approach report to the Regional Parks Committee.
  - 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).

**CARRIED** 

6.19. 24-609 Regional Water Supply Service 2024 Capital Plan Amendment

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.

CARRIED

**6.20.** 24-672 2024 Committee and External Membership Appointments - Update #4

This report was received for information.

#### 7. ADMINISTRATION REPORTS

7.1. 24-693 CAO Quarterly Progress Report No. 2, 2024

T. Robbins spoke to Item 7.1.

The Chair thanked CAO Robbins and staff for their work towards improving the culture at the CRD.

**7.2.** 24-692 Short-term Biosolids Management Plan - July Update

L. Jones presented Item 7.2. for information.

#### 8. REPORTS OF COMMITTEES

**Electoral Areas Committee** 

**8.1.** Request for Inclusion of Property in the Ganges Sewer Service Area - 101 Bittancourt Road (Sea Breeze Inn)

MOVED by Director Holman, SECONDED by Director Brent,

- 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.

**CARRIED** 

MOVED by Director Holman, SECONDED by Director Brent, 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. CARRIED

#### **Finance Committee**

**8.2.** Bylaw No. 4617: Capital Regional District Recreation Services and Facilities Fees and Charges 2024-2025

MOVED by Director Brice, SECONDED by Director Jones,

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.

CARRIED

MOVED by Director Brice, SECONDED by Director Jones, 2. That Bylaw No. 4617 be adopted. CARRIED

**8.3.** Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623

MOVED by Director Brice, SECONDED by Director Jones,

1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, SECONDED by Director Jones, 2. That Bylaw No. 4621 be adopted.

CARRIED

MOVED by Director Brice, SECONDED by Director Jones,

3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, SECONDED by Director Jones,

4. That Bylaw No. 4622 be adopted.

**CARRIED** 

MOVED by Director Brice, SECONDED by Director Jones,

5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second and third time.

**CARRIED** 

MOVED by Director Brice, SECONDED by Director Jones,

6. That Bylaw No. 4623 be adopted.

**CARRIED** 

**CARRIED** 

**8.4.** Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024

MOVED by Director Brice, SECONDED by Director Jones,

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. CARRIED

MOVED by Director Brice, SECONDED by Director Jones, 2. That Bylaw No. 4619 be adopted.

#### **8.4.b.** 24-285 Guiding Principle for Distribution of Non-Application Based Grants

MOVED by Director Brice, SECONDED by Director Jones,

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.

Discussion ensued regarding the allocation requirements of the community works funds in the new agreement.

MOVED by Director Brent, SECONDED by Director Holman,

That the main motion be amended by adding the words "taking into account regional equity considerations where possible" after the word "approved".

Discussion ensued regarding:

- whether the amendment adds equity to the program
- differences in programs and allocations related to jurisdiction

#### Alternate Director Harder left the meeting at 2:16 pm

The question was called on the amendment:

That the main motion be amended by adding the words "taking into account regional equity considerations where possible" after the word "approved". DEFEATED

Opposed: Alto, Brice, Brownoff, Coleman, de Vries, Desjardins, Jones, Little, McNeil-Smith, Murdoch, Murdock, Plant, Tait, Thompson

#### Alternate Director Harder returned to the meeting at 2:18 pm

The guestion was called on the main motion:

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

**CARRIED** 

Opposed: Brent, Holman, Wickheim

#### Motion Arising:

MOVED by Director Holman, SECONDED by Director Brent,

That the CRD Board take into account this guiding principle on the distribution of non-application-based grants as well as regional equity considerations where possible and as appropriate.

**DEFEATED** 

Opposed: Alto, Brice, Brownoff, de Vries, Desjardins, Jones, McNeil-Smith, Murdoch, Murdock, Plant, Tait, Thompson, Tobias, Williams

#### **Hospitals & Housing Committee**

**8.5.** 24-658 1516 Camosun Street, 1270 and 1286 Pandora Avenue Housing Agreement Bylaw

MOVED by Director Murdoch, SECONDED by Director McNeil-Smith,
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.
CARRIED

MOVED by Director Murdoch, SECONDED by Director McNeil-Smith, 2. That Bylaw No. 4620 be adopted. CARRIED

#### **Transportation Committee**

**8.6.** Regional Transportation Governance - Workshop Outcomes and Next Steps

K. Lorette spoke to Item 8.6.

MOVED by Director Murdock, SECONDED by Director Brent, 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.

**CARRIED** 

**8.7.** 24-719 Advocacy to Sustain Funding for At-Risk Youth Counselling

MOVED by Director Little, SECONDED by Director Murdoch, 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 to encourage renewed and additional support for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families within the CRD.

**CARRIED** 

**8.8.** <u>24-510</u> Motion with Notice: Regional Diversity on CRD Committees and Commissions (Alternate Director Riddell)

MOVED by Director Little, SECONDED by Director Murdoch, That staff explore options to support that CRD Commissions and non-Board 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.

**CARRIED** 

9. BYLAWS

There were no bylaws for consideration.

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

#### **10.1.** 24-622 Motion with Notice: Big City Mayor's Caucus, Federation of Canadian

Municipalities (Chair Plant)

MOVED by Director Alto, SECONDED by Director Murdock,

That this item be referred to the September 11, 2024 meeting of the Capital

Regional District Board.

**CARRIED** 

#### **10.2. 24-741** Notice of Motion: Rental Protection Fund (Director de Vries)

Director de Vries provided the following Notice of Motion for consideration at the next meeting of the Hospitals and Housing Committee:

"That staff report back to the Hospitals and Housing Committee about options and opportunities with respect to the province's Rental Protection Fund."

#### 11. NEW BUSINESS

There was no new business.

#### 12. MOTION TO CLOSE THE MEETING

#### **12.1.** 24-699 Motion to Close the Meeting

MOVED by Director de Vries, SECONDED by Director Murdoch, 1.That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. CARRIED

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

MOVED by Director de Vries, SECONDED by Director Murdoch, 3.That such disclosures could reasonably be expected to harm the interests of the Regional District. CARRIED

MOVED by Director de Vries, SECONDED by Director Murdoch, 4.That the meeting be closed for the Legal Advice in accordance with Section 90(1)(i) of the Community Charter. CARRIED

MOVED by Director de Vries, SECONDED by Director Murdoch, 5.That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. CARRIED

The Capital Regional District Board moved to the closed session at 2:47 pm.

#### 13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:37 pm without report.

#### 14. ADJOURNMENT

MOVED by Director Alto, SECONDED by Director Thompson,
That the July 10, 2024 Capital Regional District Board meeting be adjourned at
4:38 pm.
CARRIED

CHAIR	
CERTIFIED CORRECT:	
CORPORATE OFFICER	



# WHY CREST?

- A wide range of entities use the CREST system because they need to interoperate together.
- Having a single entity dedicated to providing secure reliable public safety grade communications is cost effective & the safest option.
- 8 highly trained electrical engineers and communication technicians, available 24/7, manage the 3,000 radios on the system and the 7 dispatch centers equipment.

# PERFORMANCE BY THE NUMBERS (Canada Day 2024)

**Total Transmissions 33,271** 

System Availability 100%

# of "busies" on Canada Day - ZERO

# FINANCIAL STABILITY/ FISCALLY RESPONSIBLE

Annual levy increases to user agencies on the CREST system

Average Annual Increase

**CREST Levy** 

CPI

2016-2023

2.90%

2.86%









## REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

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

#### **ISSUE SUMMARY**

To provide the Capital Regional District (CRD) Board a bimonthly update on external grants activity for the period between June 18, 2024 and August 19, 2024.

#### **BACKGROUND**

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in July 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. \$700,000 through the Union of BC Municipalities' Community Resiliency Investment Program to fund the CRD's 2024-2025 FireSmart Community Funding and Supports project, supporting a wide range of eligible FireSmart related activities such as education, emergency planning, education and training.
- 2. \$207,500 through BC Hydro's Corporate Energy Manager program to support a corporate energy manager within the CRD for two years. Funding will be utilized to document, track and report on relevant metrics to improve long term sustainability.
- 3. \$10,000 through the Salt Spring Island Foundation's Community Grants Fund to support the Portlock Park Well Revitalization Project. This project will install a new deep well pump to irrigate the playing field which will improve field conditions and minimize closures.
- 4. \$4,000 through the Salt Spring Island Foundation's Community Grants Fund to install new bleachers at Portlock Park. Existing bleachers are at end of life and need to be replaced. This project has a total estimated cost of \$9,000.

There is one grant under news embargo.

#### **Applications Submitted**

Three CRD applications were submitted:

 \$369,500 through Natural Resources Canada's Build and Mobilize Foundational Wildland Fire Knowledge Program for the CRD's Wildfire Table and Braided Knowledge Mobilization Initiative to co-develop a framework for regional capacity building, resource sharing and risk mitigation strategies between governments and agencies, improving wildfire resiliency. The estimated total project cost \$394,000.

- 2. \$236,151 through the Green Municipal Fund's Local Leadership for Climate Adaptation program to enhance the capacity of local governments and First Nations in the CRD, responding to current and projected climate risks. Funding will be used for training and education activities. The estimated total project cost \$262,390.
- 3. \$12,195 through Employment and Social Development Canada's Enabling Accessibility Fund to install hearing loops in the reception and program areas in the SEAPARC recreation facility, improving accessibility. The estimated total project cost \$16,195.

Service Delivery Implications

#### **New Grant Opportunities**

Six 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 August 19, 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
New Horizons for Seniors Program – Employment and Social Development Canada	12-Sep-24	Supports projects that improve the health and well-being of seniors in their communities
Disaster Resilience and Innovation Funding Program – Province of BC	15-Sep-24	Funding for resilience preparation such as data collection and planning, as well as risk reducing capital projects
Zero Emission Vehicle Infrastructure Program for Owners – Natural Resources Canada	19-Sep-24	Provides funding for projects focusing on public electric vehicle charger deployment, at workplaces and for vehicle fleets
Commercial Vehicle Pilots Program – CleanBC	30-Sep-24	Financial incentives to encourage and accelerate the adoption of commercial zero-emission vehicles.
Rural Economic Diversification and Infrastructure Program – Province of BC	31-Oct-24	Support for rural economic development projects via two relevant streams:  1. Economic Capacity: Aims to build economic capacity through projects such as Community Assessments, Engagement, Professional development programs, staffing.  2. Economic Diversity: Funds for development and planning projects and funds for implement projects resulting in new programs or assets.

#### **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, GM Finance & IT
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer

#### **ATTACHMENTS**

Appendix A: 2024 External Grants Dashboard

Appendix B: 2024 Grant Alerts



#### **APPENDIX A**

#### **2024 EXTERNAL GRANTS DASHBOARD**

(updated 19-Aug-24)

Approved	Pending	Declined	
23	14	13	
\$15,371,316	\$7,876,028	\$64,257,022	



### 2024 Approved Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Schooner Way-School Trail - Pender Island	500,000	2023
Corporate Services	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	Dinner Bay Seniors Fitness Circuit - Mayne Island	25,000	2024
	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Merchant Mews Pathway Project – Salt Spring Island	112,000	2023
	Community Grants Fund – Salt Spring Island Foundation *New	Portlock Park Bleachers	4,000	2023
Executive Services	Bloom Fund – Salt Spring Island Foundation	Mount Maxwell Community Park Preservation and Improvement	100,000	2023
	Community Grants Fund – Salt Spring Island Foundation	Dance Studio Mirrors and Barres	5,000	2024
	Community Grants Fund – Salt Spring Island Foundation *New	Portlock Park Well Revitalization Project	10,000	2024



Department	Grant Program	Project	Amount (\$)	Year Submitted
	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
Parks & Environmental Services	Sustainable Communities Program – BC Hydro	Capital Region Covered Buildings List	16,000	N/A
	CleanBC Communities Fund – Climate Change Mitigation – Green Infrastructure Stream – Investing in Canada Infrastructure Program	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	2024-26 Local Government Climate Action program	369,429	N/A
	Corporate Energy Manager – BC Hydro *New	CRD Corporate Energy Manager	207,500	N/A



Department	Grant Program	Grant Program Project Amount (\$)		Year Submitted
	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
Planning & Protective Services	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
riaming directore services	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
	Community Resiliency Investment Program – UBCM *New	2024-25 FireSmart Community Funding and Supports	700,000	2024
		Total	15,371,316	



## 2024 Pending Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
	Capital and Innovation Program – Island Coastal Economic Trust	Schooner Way-School Trail - Pender Island	100,000	2024
Corporate Services	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	Henderson Park Information Kiosk	3,942	2024
Parks & Environmental Services	Local Leadership for Climate Adaptation – Green Municipal Fund *New	Capital Region Climate Adaptation Capacity Building Initiative	236,151	2024
Integrated Water Services	Integrated Water Services Heritage Legacy Fund – HeritageBC		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



Department	Grant Program	Project	Amount (\$)	Year Submitted
	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
Planning & Protective Services (Con't)	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023
(con t)	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	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	Enabling Accessibility Fund – Employment and Social Development Canada *New	Hearing Loop Installation - SEAPARC	12,195	2024
	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada *New	Wildfire Table and Braided Knowledge Mobilization Initiative	369,500	2024
		Total	7,876,028	



## 2024 Declined Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Ganges Harbourwalk Revitalization Project - Detailed Designs	100,000	2023
Executive Services	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
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
	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
Parks & Environmental Services	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



	Seed Funding – CMHC	1800 McKenzie Phase 1	149,995	2024
Planning & Protective Services	Seed Funding – CMHC	Cloverhurst-Amberlea	149,995	2024
riallilling a Flotective Services	Seed Funding – CMHC	Grey Oak Square	149,995	2024
	Seed Funding – CMHC	Swanlea	149,995	2024
	Seed Funding – CMHC	Verdier	149,995	2024
Total				



## **2024 GRANT ALERTS**

## Open Grants as of 19-Aug-24 (Including CRD Applications Approved, Pending and Declined)

	Approved 🗸		Pending •••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
06-Sep-24 06-Dec-24	Community to Community Progra of BC Municipalities (UBCM) [LINI	am (C2C) – Union <u>K]</u>		nding to include First Nation-local government uilding through agreements, joint plans and/or and/or policies
12-Sep-24	New Horizons for Seniors Programment Canada	m – Employment [ <u>LINK]</u>	Supports projects that improve th communities.	ne health and well-being of seniors in their
15-Sep-24	Disaster Resilience and Innovation Program – Province of BC [LINK]	on Funding	Funding for resilience preparation risk reducing capital projects.	n such as data collection and planning, as well as
19-Sep-24	Zero Emission Vehicle Infrastructi Owners – Natural Resources Cana	ure Program for ada [ <u>LINK]</u>	Provides funding for projects focu workplaces and for vehicle fleets	using on public EV charger deployment, at
27-Sep-24	Asset Management Planning – Ul	BCM [LINK]	To support planning grants, traini management resources	ing subsidies, and the development of asset
30-Sep-24	Commercial Vehicle Pilots Progra [LINK]	m – CleanBC	To support planning grants, trainimanagement resources	ing subsidies, and the development of asset



	Approved 🗸	Approved 🗸		Declined X
DEADLINE	PROGRAM			DESCRIPTION
30-Sep-24 31-Dec-24	LIDCW [LINIX]		planning and activities that reduce	resiliency by undertaking community-based ce the community's risk from wildfire  Services 2024 FireSmart Community Funding and
04-0ct-24 28-Mar-25	Disaster Risk Reduction-Climate (2024/25) – UBCM [LINK]	Adaption	related risks through three strear  1. Foundational activities includ	ing risk mapping, risk assessments and planning. ling land use planning and education and nent
15-0ct-24	Canada Arts Presentation Fund –Canadian Heritage [LINK]		Funds for organizations that offer	r support to arts presenters
15-0ct-24	Community Salmon Program – Proundation [LINK]	acific Salmon	To provide resources to enable the Canada's Salmon Enhancement P	ne public to participate in Fisheries and Oceans Program
18-0ct-24	Volunteer and Composite Fire De Equipment and Training (2024) -		Funding to fire departments for p	preparation and response to emergencies
18-0ct-24	Capital and Innovation Program Economic Trust [LINK]	– Island Coastal	Funding to support regional and tourism infrastructure and destinate	community-based infrastructure including strategic ation trails



	Approved 🗸		Pending •••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
31-0ct-24	Rural Economic Diversification and Infrastructure Program – Province of BC [LINK]		Economic Capacity: Aims to b     Community Assessments, Eng     staffing.	opment projects via two relevant streams: build economic capacity through projects such as gagement, Professional development programs, development and planning projects and funds for in new programs or assets.
01-Nov-24	Indigenous Cultural Safety and Cultural Humility Training (2024) – UBCM [LINK]		To enhance cultural safety and hi management programs and serv	umility in the delivery of local emergency ices
02-Dec-24	Plastics Action Fund – Alacrity Canada [LINK]		To support new projects and proj Category in communities with a	ect financing in the Regional Plastics Innovation population of less than 25,000
31-Jan-25	Emergency Support Services Equ Training – UBCM [LINK]	ipment and	Funding to support eligible applic support services through volunte	cants to build local capacity to provide emergency er recruitment, retention and training
28-Feb-25	Emergency Operations Centres E Training (2025) – UBCM [LINK]	quipment and	Funding to support the purchase improve Emergency Operations C training and exercises	of equipment and supplies required to maintain or Centres (EOC) and to enhance EOC capacity through



	Approved 🗸		Pending •••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
31-Mar-27	Codes Acceleration Fund – Natural Resources Canada [LINK]		<ul> <li>To accelerate the adoption of the highest feasible energy performance such as net zero emissions codes, promote compliance and build capacity in two streams:</li> <li>1. Regional and municipal governments that have the authority to adopt energy by-laws and codes</li> <li>2. Regional and municipal governments that do not have authority to adopt building energy by-laws and codes</li> </ul>	
Continuous (limited funds)	Communities Canada [LINK]		For small-scale green infrastructu	ıre projects
Continuous (limited funds)	Go Electric – CleanBC [LINK]		Funding to support fleet transitio	n to electric vehicles
Continuous (limited fund)	Rural Transit Solutions Fund Planning and Design Stream – Infrastructure Canada [LINK]		Planning and design project fund locally driven transit solutions	ling to support the development and expansion of
Continuous through 2025	Next Generation 911 – UBCM [ <u>LII</u>	<u>NK]</u>	Funding to eligible recipients to sexisting 911 services to NG911	support the transition and operational readiness of
Continuous	Local Community Accessibility Gr Social Planning and Research Co (SPARC BC) [LINK]	ant Program – uncil of BC	Funding to identify and remove b	parriers to improve accessibility and inclusion



	Approved 🗸	Pending •••	Declined X
DEADLINE	PROGRAM		DESCRIPTION
Continuous	CleanBC Custom Program – BC Hydro [LINK]	measures	incentives for fuel switching and electrification  Services, Panorama Recreation Arena on
Continuous	Integrated Energy Audit – BC Hydro [LINK]	3 31	prove efficiency and managing energy costs <i>Services,</i> Saanich Peninsula Wastewater y Study
Continuous	Legacy Fund – Building Communities through Arts and Heritage – Canadian Heritage [LINK]	heritage performers or specialist	ncrease opportunities for local artists, artisans, s and First Nations, Inuit and Metis cultural carriers ty with citizen involvement and local partners
Continuous (limited funds)	Community Buildings Retrofit Initiative – Green Municipal Fund [LINK]	Retrofit existing community build and extend their life cycle	dings to lower green house gas (GHG) emissions
Continuous	Clean Energy for Rural and Remote Communities Program – Natural Resources Canada [LINK]	remote communities. Accepting	iting, combined heat and power systems
Continuous	Multiculturalism and Anti-Racism Program – Events Component – Canadian Heritage [LINK]	Funding for community-based evunderstanding or celebrate a cor	vents that promote intercultural or interfaith mmunity's history and culture



	Approved 🗸	Pending •••	Declined X
DEADLINE	PROGRAM		DESCRIPTION
Continuous	Connecting British Columbia Program – Phase Two: Connectivity Infrastructure Strategy [LINK]	To support the development of rensure that infrastructure strateg	egional connectivity infrastructure strategies that gies achieve objectives for the region
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada [LINK]	Employers are compensated for from work to serve on military o	operational losses when reservists take time away operations
Continuous	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada [LINK]	Funds to respond to economic de and challenging economic circun	evelopment opportunities or adjust to changing nstances
Continuous	Rental Protection Fund – Ministry of Housing [LINK]	Provides funding for affordable h	nousing projects
	National Institute of Disability Management and	Provides BC workplaces with two	o levels of opportunity:
Continuous	Research (NIDMAR) Disability Management Program Assessment – NIDMAR – BC Workforce Development Agreement [LINK]	workplace structures	Disability Management and Return to Work 7,500 to address issues identified in the assessment
Continuous	Supporting Rural Destinations – Discover West Tourism [ <u>LINK</u> ]	Funding for tourism events in ru	ral communities
Continuous	Capital project: Retrofit of existing municipal buildings – Federation of Canadian Municipalities [LINK]	Retrofit a municipal building or performance and significant GHG	portfolio of municipal buildings for higher energy 5 emissions reduction
Continuous	Homelessness Community Action Grants Program – SPARC [LINK]	One-time funding for local plann needs of those who are homeles	ing and collaborative initiatives to respond to the ss or at risk of becoming homeless



	Approved 🗸		Pending ••••	Declined X
DEADLINE	PROGRAM		DESCRIPTION	
Continuous	Canada Cultural Spaces Fund – Ca [LINK]	nnadian Heritage	Funding for improvement of phy innovation including renovation a	sical conditions for heritage, culture and creative 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	
Continuous	GHG Impact Retrofit – Federation of Canadian Municipalities [ <u>LINK</u> ]		Funding to retrofit a local recreat	tional or cultural facility to reduce GHG emissions
Continuous	Commemorate Canada – Canadian Heritage [LINK]		Funding for initiatives that commevents and accomplishments of i	nemorate and celebrate historical figures, places, national significance
Continuous	GHG Reduction Pathway Feasibility – Green Municipal Fund – Federation of Canadian Municipalities [LINK]		Funding to assess feasibility for precreational and cultural facilities	orojects that reduce energy and GHGs for s
Continuous	McConnell Foundation Fund [LINK]		Funding to support projects through three streams:  1. Climate 2. Reconciliation 3. Communities	
Continuous	Medium and Heavy Duty Zero En Program – Transport Canada [LIN		Funding to encourage adoption o	of medium and heavy-duty zero emissions vehicles



Approved 🗸		Pending •••	Declined X	
DEADLINE	PROGRAM		DESCRIPTION	
Continuous	Planning Stream: Early Support Grant for Sustainable Affordable Housing Projects- Green Municipal Fund – Federation of Canadian Municipalities [LINK]		<ul> <li>efficient affordable housing</li> <li>Planning and Protective S</li> </ul>	Services, Village on the Green Affordable Housing
Continuous	Capital project: Municipal Fleet Electrification – Green Municipal Fund – Federation of Canadian Municipalities [LINK]		Funding for feasibility studies for vehicle that delivers municipal se	projects that reduce or avoid fossil fuel use in any ervices
Continuous	Regional Innovation Ecosystems in BC– Pacific Economic Development Canada [LINK]		Funding to create, grow and nurt needs	ture inclusive ecosystems that support business
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada [LINK]		Four funding streams:  1. Established Renewables 2. Emerging Technologies 3. Grid Modernization (the only Operators) 4. Strategic Dialogue Linked Pro	eligible Applicants are Utilities and System jects
Continuous	Zero Emission Transit Fund – Infra Canada [LINK]	astructure	Funding through two component operators to electrify their fleets:  1. Planning projects 2. Capital projects	s to support public transit and school bus



Approved 🗸		Pending	Declined X	
DEADLINE	PROGRAM		DESCRIPTION	
Continuous	ECO Employment Programs – Environr Careers Organization of Canada [LINK]	nental Funding for advance the	training and employment to support job seekers looking to enter or eir careers in the clean economy.	



## **Closed Grants**

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



	Approved 🗸	Pending •••	Declined X
DEADLINE	PROGRAM		DESCRIPTION
15-Jan-24	TD Friends of the Environment Foundation Grant TD Bank		initiatives including green space programs such y gardens and park programming
15-Feb-24	Community Salmon Program – Pacific Salmon Foundation	To provide resources to enable t Canada's Salmon Enhancement	he public to participate in Fisheries and Oceans Program
24-Jan-24	Search and Rescue (SAR) New Initiatives Fund – Public Safety Canada		improve search and rescue in Canada, enhance ring and prevention best practices
26-Jan-24	Community Emergency Preparedness Fund – UBCM	<ul> <li>Planning and Protective and Training</li> </ul>	icants to build local capacity to provide emergency eer recruitment, retention, and training  Services, Emergency Support Services Equipment ate Risk Assessment and Water Conservation
26-Jan-24	Energy Innovation Program – National Energy Systems Modelling Call – Public Health Agency of Canada	Projects that quantitatively mod the energy sector and its role in	el innovative emissions reduction technologies for achieving a net-zero emissions economy
31-Jan-24	Community ReGreening Program – BC Hydro	ecological networks and ensure	planting projects and vegetation that enhance the right trees are planted around power lines  I Services, Dinner Bay Park Fitness Circuit



	Approved 🗸	Pending •••	Declined X
DEADLINE	PROGRAM		DESCRIPTION
31-Jan-24	WildFire Community Preparedness Day Award – FireSmart Canada	Funding to support community e increase community resilience	events that raise awareness of wildfire risk and
01-Feb-24	Fighting and Managing Wildfires in a Changing Climate Program: Training Fund – Natural Resources Canada	Funds to support wildfire training build community capacity to res	g projects that increase firefighting capacity and pond to wildfires
01-Feb-24	2024 Family Day Event Grant – BC Recreation and Parks Association	Funds to support community recreational and cultural activities that will be free of charge over the Family Day weekend  • Parkes and Environmental Services, Family Day Event at SEAPARK Recreation	
		Create or expand accessible physiand transportation barriers	sical activity opportunities by reducing financial
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living	<ul> <li>Parks and Environmenta Peninsula Schools – Panc</li> </ul>	<i>l Services,</i> Serve's Up! Tennis for Saanich orama Programming
		<ul> <li>Parks and Environmenta injury) and Beyond Brea</li> </ul>	<i>l Services,</i> Moving on With Your Life (after brain st Cancer – SEAPARC Recreation
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living	Funding for community level chaplanning, infrastructure and part	anges to increase and support physical activity icipation
07-Feb-24	Our Priorities Fund – Real Estate Foundation of BC	Funds to support law and policy environments, food sovereignty,	reform around land use, fresh water, built and the real estate profession



	Approved 🗸		Pending •••	Declined	X
DEADLINE	PROGRAM		DESCRIPTION		
07-Feb-24	Real Estate Foundation BC (REFBC) General Grants – REFBC		Prioritized funding projects that a racialized and other communities use decision-making	ndvance justice, equity, diversity, s historically and systemically exc	and inclusion for cluded from land
08-Feb-24	Low Carbon Economy Challenge – Environment and Climate Change Canada		Funds to reduce Canada's GHG en the Challenge Fund which suppo technologies	missions and build resilient commets the deployment of proven, low	nunities through w-carbon
09-Feb-24	Research and Knowledge Initiative – Infrastructure Canada		Funds projects focused on key Go related to housing, infrastructure		nd data priorities
09-Feb-24	Active Transportation Planning Program – UBCM		Funding to support active transpo documents including research, co	ortation components of formal plansultation, and policy developm	anning ent
13-Feb-24	ParticipACTION Community Challenge – ParticipACTION Canada		To help promote and deliver spo denied populations	rt and physical activity opportuni	ties to equity-
15-Feb-24	Community Salmon Program – Pacifi Foundation	c Salmon	To provide resources to enable the public to participate in Fisheries and Ocean Canada's Salmon Enhancement Program		es and Oceans



	Approved 🗸		Pending •••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
16-Feb-24	Green Jobs Initiative – Canadian Parks and Recreation Association –		Provide learning experiences for youth to become successful in the workplace ar potentially pursue careers in the green jobs sector	
16-Feb-24	Capital and Innovation Program – Island Coastal Economic Trust		Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails  • Corporate Services, Schooner Way – School Trail, Pender Island	
20-Feb-24	Canadian Tourism and Growth Program – Pacific Economic Development Canada		Funding for local communities to experiences	grow and develop tourism products and
22-Feb-24	Multiculturalism and Anti-Racism Program – Organizational Capacity Building Component – Canadian Heritage		Provide funding to build an organ of the Multiculturalism and Anti-	nization's internal capacity to meet the objectives Racism Program
22-Feb-24	Canada's Charged for Change Pro	ogram – Aviva	Funding for electric vehicle change public places, workplaces and me communities of less than 100,00	ging stations and electric vehicle infrastructure in ulti-unit residential buildings in underserved 0



	Approved 🗸		Pending •••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
23-Feb-24	Energy Innovation Program – Utilization Focus Area – Natural Resources Canada		Supports research, development costs, energy and permanent car	and CO <sup>2</sup> utilization technologies that reduce bon sequestration
23-Feb 24	Emergency Operations Centres Equipment and Training (2024) – UBCM		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		Funds to help community event of sponsorship, and severe weather	organizers recover from cost increases, reduced r events
28-Feb-24	Rural Transit Solutions Fund: Capital Projects Stream — Infrastructure Canada		Funding for rural and remote con traditional and non-traditional tra	nmunity capital projects to support both ansport modes and transportation systems
01-Mar-24	Canada Post Community Founda Canada Post	ion Grants –	Funding for projects that create of equipment or launching new pro	or expand services such as purchasing new ograms



	Approved 🗸		Pending ••••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
08-Mar-24	Local Government Development Program – UBCM	Approvals	To improve development approv planning and policy objectives	val processes while meeting local government
14-Mar-24	Connecting Communities – Government of BC		Funds for Broadband Infrastructure for underserved households in areas that lack internet service	
31-Mar-24	Community Grants Fund – Salt Spring Island Foundation		• Executive Services, Dance	e of community projects on Salt Spring Island e Studio Mirrors and Barres ock Park Well Revitalization Project *New
31-Mar-24	Community Safety Support Fund – Fierte Canada Pride (FCP)		Provides funding to both FCP me Events between June 1, 2023 an	embers and non-members for Pride Festivals and d March 31, 2024
31-Mar-24	Jobs and Growth Fund In British Columbia – Pacific Economic Development Canada		medium-sized enterprises th	sive recovery da's competitiveness and grow small and



	Approved 🗸	Pending •••	Declined X
DEADLINE	PROGRAM		DESCRIPTION
31-Mar-24	B.C. Employer Training Grant – WorkBC	To support skills training for new better jobs for employees	hires to increase job security or a move into
31-Mar-24	Rapid Housing Initiative – Canada Mortgage and Housing Corporation (CMHC)	Funds for 4,500 new units of permanent affordable housing for vulnerable and targeted populations with 25% towards women-focused projects  • Planning and Protective Services, 1502 Admirals Road Housing Project	
02-Арг-24	Arts Impact Grant – British Columbia Arts Council	Funding for arts and cultural organd cultural impact	anization's foundational, community, or artistic
12-Apr-24	Community Wellness Grant Program – Island Health	For community led wellness pro	jects that reduce barriers and increase supports
12-Арг-24	Natural Climate Solutions Grant – Paul G. Allen Foundation	Funding to support rigorous, place-based and inclusive natural of G. Allen  • Parks and Environment Services, Building Climate Resilie Community Connections through tree planting in the Cal	
17-Арг-24	Energy Innovation Program – Natural Resources Canada	Funding for methane measurem mitigation	ent, reporting, verification, and emissions



	Approved 🗸		Pending •••	Declined X
DEADLINE	PROGRAM			DESCRIPTION
22-Apr-24	Foam Recycling Coalition Grant P Foodservice Packaging Institute	rogram –	Improve the collection and recyc	ling of polystyrene foam
26-Apr-24	Heritage Legacy Fund – HeritageBC		heritage resources	hat conserve and increase appreciation of es, Graffiti Removal - Goldstream Powerhouse
26-Apr-24	Public Notification and Evacuation Route Planning – UBCM		Funding programs to enhance the and communities in responding t	e resiliency of local governments, First Nations, to emergencies
30-Apr-24	Biodiversity Conservation Grant – Fraser Basin Council		Opportunities for conservation to	ools and incentives on private lands
30-Apr-24	Community Anniversaries- Building Communities through Arts and Heritage –Canadian Heritage		Funding for one-time events/cap 125th/150th /175th, etc.) annive	oital projects that celebrate the 100th (or ersary of a significant historical event/personality
30-Арг-24	Outdoor Recreation Fund – Outdoor Recreation Council of BC		participation measures	tewardship and education and inclusive erson Park Information Kiosk
30-Apr-24	Indigenous Housing Fund – Requ – BC Housing	est for Proposals	Funds for non-profit housing providers providing housing province	viders who wish to partner with indigenous sing on and off reserve for Indigenous people in



	Approved 🗸	Pending 💮	Declined X
DEADLINE	PROGRAM		DESCRIPTION
14-May-24	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada	Funding for wildfire risk assessment, risk mitigation, and adaptation forestry practices  Planning and Protective Services, Wildfire Table and Braided Knowledge Mobilization Initiative *New	
15-May-24	AgriSpirit Fund – Farm Credit Canada 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	To increase the numbers of public DC fast charger stations	
24-May-24	Capital and Innovation Program – Island Coastal Economic Trust  Funding to support regional and costrategic tourism infrastructure and		community-based infrastructure including and destination trails
30-May-24	Environmental Damages Fund – Environment and Climate Change Canada	Opportunities for restoration, en education projects	vironmental quality improvement, research and
31-May-24	Hosting BC – ViaSport BC	Support for hosting sporting events that encourage economic and community development.	
31-May-24	Community Park Enhancement Fund – BC Parks	Funding for conservation or recreation projects in community parks	



Approved 🗸		Pending •••	Declined X	
DEADLINE	PROGRAM			DESCRIPTION
12-Jun-24	Infrastructure Planning Grant Program – Ministry of Municipal Affairs		Funding for infrastructure and ass	set planning
26-Jun-24	Watershed Grants – Watershed Security Fund		Supports projects and initiatives watersheds	that advance resiliency in British Columbia (BC)
04-Jul-24	PlanH Healthy Communities Grant – BC Healthy Communities		Funding to support local governn strategies aimed at improving he	nents to advance policies, programs and ealth equity and well-being
12-Jul-24	Growing Canada's Community Canopies– Green Municipal Fund		Funding for tree planning initiativ	ves
12-Jul-24	Community Development Grants – Canadian Tire Jumpstart		based activities  2. Operational Support – to build experiences	elop or sustain the delivery of sport or physicaldinclusive, equitable, safe sport participation  Serve's Up! Tennis for Saanich Peninsula schools—
15-Jul-24	TD Friends of the Environment Fo TD Bank Group	ent Foundation Grant – Funds to support environmental initiatives including green space programs such as park revitalization, community gardens and park programming		



	Approved 🗸	Pending •	Declined X
DEADLINE	PROGRAM DESCRIPTION		DESCRIPTION
23-Jul-24	Enabling Accessibility Fund – Employment and Social Development Canada	with disabilities	that improve accessibility and safety for persons s, Hearing loop Installation - SEAPARC *New
02-Aug-24	ChildCareBC New Spaces Fund – Province of BC	Funding to create new childcare spaces	
07-Aug-24	Capacity Development Partner Grants – Green Municipal Fund	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	Support for equity-information climate adaptation projects incorporating low-carbon and nature-positive community benefits  Parks & Environmental Services, Capital Region Climate Adaptation Capacity Building Initiative *New	



## REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

## SUBJECT Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports

#### **ISSUE SUMMARY**

The Capital Regional District (CRD) assists Electoral Area (EA) communities in reducing their wildfire risk through first responder coordination, public education, emergency planning, and agency cross-training. The CRD was successful in its application, receiving grant funding from the Union of British Columbia Municipalities (UBCM).

### **BACKGROUND**

UBCM provides funding for a range of community-based projects, including wildfire preparedness. The FireSmart Community Funding & Supports program supports activities that reduce community risk from wildfire. The CRD's application for the 2024 intake was fully accepted, securing the maximum funding of \$350,000 per year for two years, to a cumulative total of \$700,000, beginning in July 2024 and continuing through June 2026.

The CRD proposes to use grant funding to improve wildfire resiliency in rural EA communities through:

- a FireSmart public education campaign,
- an expanded wood chipping program that provides accessible alternatives to burning,
- a home FireSmart assessment program conducted by local qualified assessors,
- a FireSmart rebate program for residents, and
- dedicated wildfire training for first responders.
- continued support for volunteers and CRD FireSmart Coordinator

The CRD was eligible for a base funding of \$200,000/year, with each EA seeing an additional \$50,000/year. Funding will be apportioned based on the activities outlined in the application, ensuring satisfaction with the terms and conditions of the agreement.

#### **IMPLICATIONS**

#### Alignment with Board & Corporate Priorities

Emergency planning and training activity funded by this grant enhances the CRD's ability to prepare for, mitigate, respond to, and recover from an environmental or climate related disaster.

#### Alignment with Existing Plans & Strategies

Capacity generated by this grant is aligned with existing emergency preparedness and strategies.

#### Financial Implications

The grant does not negatively impact the CRD fire department or emergency program service budgets but provides an opportunity for additional projects that increase community resilience to wildfire, such as homeowner education and wood chipping events.

### Electoral Areas Committee – September 11, 2024 Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports 2

#### Intergovernmental Implications

Identified as an eligible component of the grant application is support of the Island Trust's effort to establish a Development Permit Area. The Islands Trust, a federated body, is responsible for protecting the unique nature and amenities of 13 major islands and more than 450 smaller islands and the surrounding water in the southern Strait of Georgia and Howe Sound. They regulate local land use and manage a trust fund of land. The development permit area identifies locations which need special treatment for certain purposes including the protection of development hazards. This cross-jurisdiction collaboration supports intergovernmental alignment and coordination.

#### Service Delivery Implications

Additional capacity funded through this grant enhances service support capability to the CRD during an emergency or disaster.

#### **CONCLUSION**

The CRD was successful in its grant application to the Community Resiliency Initiative Grant - 2024 FireSmart Community Funding and Supports, provided through UBCM. The funding will be used to build wildfire resilience in the capital region.

#### **RECOMMENDATION**

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

Submitted by:	y: Corey Anderson, Manager Emergency Services	
Concurrence:	Don Elliott, BA, MUP, Acting General Manager, Planning & Protective Services	
Concurrence:	Alicia Fraser, P. Eng., Acting Chief Administrative Officer	

#### **ATTACHMENT**

Appendix A: Approval Letter



June 27, 2024

Corey Anderson, Manager, Emergency Programs Capital Regional District 625 Fisgard Street Victoria, BC V8W 2S6

Reference: LGPS-10828

## Re: 2024 CRI FireSmart Community Funding and Supports Allocation-based Approval Agreement and Terms of Conditions of Funding

Dear Mr. Anderson,

Thank you for submitting an allocation-based funding request under the Community Resiliency Investment program for 2024 FireSmart Community Funding and Supports funding.

I am pleased to inform you that your regional project, 2024 CRI FireSmart, including three Electoral Areas (Juan de Fuca, Salt Spring Island and the Southern Gulf Islands) has been recommended for allocation-based funding. A grant in the amount of \$700,000.00 has now been approved (up to \$350,000.00 per year to a maximum of two years).

As outlined in the Program & Application Guide, an initial payment in the amount of \$175,000.00 or twenty-five per cent (25%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

Eligible fuel management activities within First Nations land or publicly owned land within municipal boundaries or regional district parks must be applied for under the application-based program but are required to be funded with allocation-based funds.

To request additional funds for recipients impacted by the 2023 wildfire, recipients must submit separate application materials. Please refer Table 3 in the Program and Application Guide for Allocation-based funding for additional information.

The Ministry of Forests has provided funding for this program and the general Terms and Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

(1) This approval agreement is required to be signed by the CAO, Band Manager or designate and returned to UBCM within 30 days;

The Community Resiliency Investment program is funded by the Province of BC

- (2) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Mitigation Specialist <u>must be completed</u> prior to commencing work. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (3) The funding is to be used solely for the purpose of the above-named project and all expenditures must meet eligibility and funding requirements as defined in the Program and Application Guide for Allocation-based Funding (refer to Sections 5 and 6);
- (4) All project activities must be completed within two years of the date of this letter and no later than June 30, 2026;
- (5) Interim reporting, using the <u>Allocation Claims Form</u>, will be required at 12 months for all two-year projects.
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than July 31, 2026. Refer to Attachment 1 for final report requirements;
- (7) Recipients with an acceptable plan that would like to amend/develop a CWRP must contact UBCM before commencing the project. Projects that include an amendment/development of a CWRP must use the 2023 CWRP Template and follow the 2023 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (8) For projects that include the purchase of FireSmart structure protection equipment, the requirements identified in Appendix 4 of the Program and Application Guide for Allocation-based Funding <u>must</u> be met;
- (9) For projects that include a FireSmart project for Culturally Significant Sites and Green Spaces, the requirements identified in Appendix 7 of the Program and Application Guide for Allocation-based Funding <u>must</u> be met and the Checklist for CRI Requirements for Fuel Management Prescription is completed before the assessment is started;
- (10) For projects that include a FireSmart rebate program and mitigation work for Seniors, Elders, people with limited mobility or vulnerable populations, the requirements identified in Appendix 8 of the Program and Application Guide for Allocation-based Funding must be met;
- (11) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (12) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

### **Attachment 1: Interim Reporting and Final Reporting Requirements**

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

### Interim Reporting Requirements

#### **Interim Reports**

An interim report, using the <u>Allocation Claims Form</u>, will be required at 12 months for all two-year projects.

Refer to Section 8 of the Allocation-based Program and Application Guide for Allocation-based Funding for complete interim reporting requirements.

### **Final Report Requirements**

Applicants are required to submit an electronic copy of the complete final report, as outlined below:

Required Final Report Contents and Related Attachments		
Required Submissions	Allocation Request form and Related Attachments (as required)	
FireSmart Activities	Refer to Allocation Claims/Final Report Form	
CWRP Updates	Copy of the amended CWRP	
	<ul> <li>Maps and spatial data as outlined in Appendix 10 of the Program and Application Guide for Allocation-based Funding</li> </ul>	
Copies, excerpts and/or links to all materials produced with grant funding		
Photos of funded activities and/or completed projects and links to media directly related to the funded project		

## Submission of Interim and Final Reports

Interim and final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Union of BC Municipalities through cri@ubcm.ca.

Please review the attached FireSmart BC Information Sheet. It is expected that recipients will make use of available and free FireSmart Resources which can be found at FireSmartBC.ca or by reaching out to <a href="mailto:info@firesmartbc.ca">info@firesmartbc.ca</a>

Please note that descriptive information regarding successful recipients will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact Community Resilience Investment at 604-270-8226 ext. 220 or cri@ubcm.ca.

Sincerely,

Rebecca Bishop, Program Officer

Cc: Jolette Schenk, Electoral Area Emergency Services Coordinator Ted Robbins, CAO

Reference: LGPS-10828

An original or certified digital signature is required

Please return a scanned copy of the signed Approval Agreement within 30 days to cri@ubcm.ca



# Local Government Program Services General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval agreement.

#### 1. Definitions

**Approved Applicant:** In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations or other eligible applicants. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

**Approved Partner(s):** Organizations that contribute directly to the approved project and are identified in the application. This may include boards of education, health authorities, First Nations or Indigenous organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

Approved Project: The activities described in the application and budget and approved by UBCM.

**Cash Expenditures:** Direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

**Community Contribution:** Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

**In-Kind Expenditures:** The use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

#### 2. Eligible & Ineligible Expenditures

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

### 3. Grant Management & Applicant Responsibilities

#### **Notice of Decision**

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

#### **Applicant Responsibilities**

Approved applicants are responsible for:

• Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

#### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

#### **Changes to or Cancellation of Approved Project**

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

#### 4. Reporting Requirements

#### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.

#### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request <u>and be granted</u> approval for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

### 5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.



## REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, JULY 17, 2024

#### SUBJECT Update to Provincial Local Government Climate Action Program

#### **ISSUE SUMMARY**

To provide an update on the BC Local Government Climate Action Program and recommended internal funding distribution.

#### **BACKGROUND**

In spring 2022, the Province first announced the BC Local Government Climate Action Program (LGCAP) as a replacement to the previous Climate Action Revenue Incentive Program (CARIP). CARIP provided participating local governments funding equal to the carbon taxes paid each year. The Capital Regional District (CRD) received approximately \$80,000 in CARIP funds annually, which supported priority corporate climate initiatives. The LGCAP funding must support local climate mitigation or adaptation activities. Both the previous CARIP and current LGCAP require annual reporting that is completed by the CRD's Climate Action service on behalf of the organization.

When first announced, the Province indicated that the CRD would receive \$126,082 in LGCAP funds per year for the years 2022, 2023 and 2024. The Board then approved an internal funding distribution model of these new funds (Appendix A). This considered the replacement of the CARIP funds for Climate Action Strategy implementation and provided an allocation to each of CRD's Electoral Areas (EAs) using a methodology informed by the per capita criteria within the LGCAP.

On March 20, 2024, the CRD received correspondence (Appendix B) that the Province extended the BC LGCAP through 2026. The CRD received a lump sum of \$369,429 to account for 2024, 2025 and 2026 annual disbursements. This equates to approximately 2% reduction in annual funding than received in 2022 and 2023. The Province has indicated that the reduction is to account for provincially-led programs under the LGCAP.

Appendix C provides a summary of the allocations to date and recommended for 2025 and 2026. This recommends a continuation of the previous funding distribution model and is informed by the funder's program distribution approach. The recommendation considers CRD's new *Guiding Principle for Distribution of Non-Application Based Grants* while allowing for a recovery of the CARIP funds earmarked for priority corporate initiatives within the CRD Climate Action Strategy.

#### **ALTERNATIVES**

#### Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That the funding associated with the extended BC Local Government Climate Action Program be distributed as follows in years 2025 and 2026: \$75,088 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

#### Alternative 2

That staff report back with additional information.

#### **IMPLICATIONS**

#### Climate Implications

The corporate LGCAP funds have been earmarked for key corporate climate projects within the CRD Climate Action Strategy. As a fully regional service, projects managed through the Climate Action service support all municipalities and electoral areas. To date, funding has been allocated towards installing electric vehicle chargers in CRD regional parks, supporting a dehumidification and heat recovery project at Panorama Recreation Centre, and a future heat recovery project at SEAPARC Recreation Centre.

Each Electoral Area is responsible for identifying the use of its LGCAP funds. To date, this has included support for community engagement programs and a heat pump replacement at the Rainbow Recreation Centre on Salt Spring Island, supporting a rainwater harvesting rebate program in the Southern Gulf Islands and planned purchases of electric vehicles, and equipment for Juan de Fuca parks and planning services.

#### Financial Implications

The CRD received \$126,082 in BC LGCAP funds in 2022 and 2023. In 2024, the CRD received a lump sum of \$369,429 to account for 2024, 2025 and 2026 LGCAP disbursements. Appendix C provides a summary of the allocations to date and recommended for 2025 and 2026. This includes approximately 6% less (or \$4,400) per year for corporate climate activities, and the same allocations for the Electoral Areas.

This distribution replaces previous CARIP funds for corporate climate action efforts and uses a \$2 per capita for EA allocations. These funds can be held in reserve but have spending deadlines. 2022 and 2023 LGCAP funds must be spent by March 31, 2025. To date, 2022 and 2023 allocations have been spent or earmarked for forthcoming expenditures within this deadline. 2024, 2025 and 2026 funds were recently provided in a lump sum and must be spent by March 31, 2028. See Appendix C for remaining funds.

### Service Delivery Implications

The CRD Climate Action service will hold funds in reserve on behalf of the organization and Electoral Areas. Administrative staff within each Electoral Area are responsible for working with their Directors to determine best use, managing any external contracts associated with the funds, and reporting to the CRD Climate Action service on programs and outcomes.

The Climate Action service will remain responsible for completing annual LGCAP reporting on behalf of the organization. This includes collecting qualitative data from staff across the organization, quantifying corporate emissions, and submitting the report.

### **CONCLUSION**

In 2022, the Province first announced the BC Local Government Climate Action Program (LGCAP) as a replacement to the previous Climate Action Revenue Incentive Program. The LGCAP provides annual funds to support local climate action initiatives. The Province has extended the BC Local Government Climate Action Program through 2026. Funds have been allocated to support priority climate action initiatives within CRD's Climate Action Strategy, and within each electoral area.

### **RECOMMENDATION**

The Environmental Services Committee recommends to the Capital Regional District Board: That the funding associated with the extended BC Local Government Climate Action Program be distributed as follows in years 2025 and 2026: \$75,088 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

Submitted by:	Nikki Elliott, MPA, Manager, Climate Action Programs	
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	

### **ATTACHMENTS**

- Appendix A: Staff Report to Electoral Areas Committee: BC Local Government Climate Action Program Funding Distribution (September 21, 2022)
- Appendix B: Correspondence from George Heyman, Minister of Environment and Climate Change Strategy (March 20, 2024)
- Appendix C: Local Government Climate Action Program Allocations July 2024



# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 21, 2022

# **SUBJECT** BC Local Government Climate Action Program – Funding Distribution

### **ISSUE SUMMARY**

To provide an update on the internal funding distribution associated with the new BC Local Government Climate Action Program.

#### **BACKGROUND**

On May 11, 2021, the Province announced the ending of its Climate Action Revenue Incentive Program (CARIP) in the 2021-2022 fiscal year. CARIP was a provincial grant program that provided funding to local governments that signed the BC Climate Action Charter. The grant was equal to 100% of the carbon taxes that eligible local governments paid each year. The Capital Regional District (CRD) received approximately \$80,000 annually, which was used to support corporate climate action efforts. As a response, the CRD and numerous other local governments advocated for the reestablishment of the program.

On May 16, 2022, the Province announced the new Local Government Climate Action Program (LGCAP), essentially replacing CARIP, that will provide \$76 million over three years to eligible local governments and Modern Treaty Nations. Funding is intended to support local governments in achieving goals that align with the CleanBC Roadmap, BC Climate Preparedness and Adaptation Strategy and local climate action priorities. Local governments may choose how to best allocate and utilize the funds within their organization and communities. The provincial distribution of LGCAP funding is based on a methodology considering previous CARIP disbursements, base funding amounts and per capita allocations adjusted to population size. In a regional district's case, the population allocations are based on \$2 per capita.

The CRD will receive \$126,082 in 2022, 2023 and 2024. To access the funding, the CRD is required to annually measure corporate emissions, demonstrate climate investment equivalent to 20% of the provincial funding received (i.e., matching funding or in-kind contributions) and submit annual reporting.

Staff have determined that the LGCAP funds will be distributed to the CRD Climate Action Service to advance priority initiatives within the CRD Climate Action Strategy and the three electoral areas for their specific community climate action priorities.

#### **ALTERNATIVES**

#### Alternative 1

The Electoral Area Services Committee recommends to the CRD Board:

That the funding associated with the new BC Local Government Climate Action Program in 2022, 2023 and 2024 be distributed as follows: \$79,496 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

#### Alternative 2

That staff report back with additional information.

#### <u>IMPLICATIONS</u>

#### Environmental & Climate Implications

The LGCAP funds can be used to support corporate or community initiatives that align with provincial and local climate action goals. Funds can be used for programs, studies, capital investments (or top-ups), and staffing efforts focused on reducing emissions or climate preparedness.

### Financial Implications

The CRD will receive \$126,082 in funds annually from LGCAP for three years. The internal distribution of funds is recommended to be as follows:

CRD Climate Action Service: \$79,496
Juan de Fuca Electoral Area: \$11,512
Salt Spring Island Electoral Area: \$24,552
Southern Gulf Islands Electoral Area: \$10,522

This distribution replaces previous CARIP funds for corporate climate action efforts, and uses a \$2 per capita for electoral area allocations. While funds can be held in reserve in the short term, all funds must be used by the end of 2025.

#### Service Delivery Implications

Funding will be earmarked for Electoral Area use within the CRD Climate Action Service budget. Administrative staff within each Electoral Area will be responsible for determining best use and will manage any external contracts associated with the funds. They will be responsible for reporting back to the CRD Climate Action Service on programs and outcomes.

### CONCLUSION

The Province recently announced a new Local Government Climate Action Program that provides dedicated funds to local governments for climate action initiatives. This is a replacement to the provincial Climate Action Revenue Incentive Program that was cancelled in 2021. The CRD will be receiving approximately \$126,000 annually for three years, which will be utilized to advance climate action priorities within the CRD Climate Action Strategy and of electoral areas.

#### RECOMMENDATION

The Electoral Area Services Committee recommends to the Capital Regional District Board: That the funding associated with the new BC Local Government Climate Action Program in 2022, 2023 and 2024 be distributed as follows: \$79,496 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

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

From: Minister, ENV ENV:EX
To: Nelson Chan

Cc: <u>Nikki Elliott</u>; <u>Ruth Midgley</u>

Subject: Local Government Climate Action Program Funding

**Date:** Wednesday, March 20, 2024 2:34:52 PM

**CRD IT SECURITY WARNING:** This Email is from an EXTERNAL source. Ensure you trust this

sender before clicking on any links or attachments.

Reference: 409000

March 20, 2024

Nelson Chan Capital Regional District

Sent via email: <a href="mailto:nchan@crd.bc.ca">nchan@crd.bc.ca</a>

#### Dear Nelson Chan:

In Budget 2022, the Province provided \$76 million over three years for the Local Government Climate Action Program (LGCAP). Through ongoing engagement with LGCAP participants, the Province heard the need for predictable and increased funding to support local climate action, as well as the need for enhanced guidance and technical resources. As a result, I'm pleased to announce the Province is allocating the equivalent of three years of program funding to all participants (2024/25, 2025/26 and 2026/27). By providing this funding, local governments and Modern Treaty Nations can plan and fund their climate action projects with more certainty. This allocation comes with flexibility as it can be utilized until March 31, 2028. Please note this is an up front payment, meaning there will be no LGCAP disbursements in fiscal years 24/25, 25/26, and 26/27.

The Ministry of Environment and Climate Change Strategy (the "Province") will provide \$369,429 this March to Capital Regional District to support local climate initiatives aligned with the <u>CleanBC Roadmap</u> and the <u>Climate Preparedness and Adaptation Strategy</u>. To ensure transparency regarding the use of these funds, local governments and Modern Treaty Nations will be required to report annually on their actions to reduce emissions and prepare for climate impacts.

Mandatory reporting is required for each of the next three years:

- 1. Complete the online LGCAP survey (by July 31 of 2024, 2025, and 2026).
- 2. Have a Chief Financial Officer (or equivalent) sign the attestation form.
- 3. Complete an annual corporate greenhouse gas inventory if your local

- government has a population larger than 10,000 residents (based on 2020 BC Census figures). To be completed by July 31of 2024, 2025, and 2026).
- 4. Publicly post your LGCAP survey and attestation (by September 30 of 2024, 2025, and 2026).

Required annual reporting is a valuable tool for monitoring local government and Modern Treaty Nation leadership on climate action. Reporting helps track LGCAP results and enables the Province to report on key performance indicators for the legislated Climate Change Accountability Report.

Based on LGCAP reporting to date, the majority of LGCAP investments have been used for:

- Staffing.
- Buildings initiatives (efficiency upgrades, energy efficiency programs and net zero buildings commitments).
- Transportation initiatives (EV charging plans and infrastructure, active transportation, EV fleet adoption).
- Investment in resilient municipal infrastructure, buildings, energy systems and transportation.
- Investments in reserve funds preparing for higher value infrastructure work.

In addition to actions that you are already taking to meet your climate action objectives the Province requests that you also consider:

- Preparing for the Emergency Disaster Management Act and the requirements for local authorities to complete risk assessments and associated Emergency Management Plans beginning in 2026.
- Applying a climate lens to infrastructure investments and policies.
- Using Environmental, Social and Governance (ESG) reporting for Municipal Financing Authority (MFA) investments.
- Continuing to explore/implement natural asset infrastructure inventories and/or natural asset infrastructure solutions.
- Continuing to support clean/alternate modes of transportation and consider your role in the upcoming Clean Transportation Action Plan.

There will be several program supports available on the <u>LGCAP website</u> including guidance on applying a climate lens, ESG reporting, natural assets, preparing for risk assessments and recommended resources on best investments to reduce emissions

and prepare for a changing climate. Webinars will be held in April 2024 (registration details can be found <a href="https://example.com/here">here</a>). In addition, the <a href="https://example.com/here">Community Energy and Emissions</a>
<a href="https://example.com/here">Inventory</a> data for 2021 has been published with new transportation data to support energy and emissions planning and monitoring. If you have any questions, please contact LGCAP staff at <a href="https://example.com/here">LGCAP@gov.bc.ca</a>.

In May, you will receive an email with instructions on how to access the online LGCAP survey reporting tool.

In recognition of the critical role communities play in reducing greenhouse gas and increasing climate resilience, the Province has provided over \$600 million to local government through the CleanBC Communities Fund, the Community Emergency Preparedness Fund, the Organic Infrastructure Program and LGCAP. These investments support local climate action in the built environment, transportation, water, waste and land use. I've been impressed by your work and look forward to our continued collaboration.

Finally, the Province requests that you hold off on any planned announcements related to LGCAP until a public announcement is made by the Province.

Sincerely,

George Heyman Minister

cc: nelliott@crd.bc.ca; rmidgley@crd.bc.ca

# LOCAL GOVERNMENT CLIMATE ACTION PROGRAM ALLOCATIONS

# **July 2024**

LGCAP Allocations <sup>1,2</sup>	Juan de Fuca EA	Salt Spring Island EA	Southern Gulf Islands EA	CRD Climate Action
2022	\$11,512	\$24,552	\$10,522	\$79,496
2023	\$11,512	\$24,552	\$10,522	\$79,496
2024	\$11,512	\$24,552	\$10,522	\$79,496
2025	\$11,512	\$24,552	\$10,522	\$75,088
2026	\$11,512	\$24,552	\$10,522	\$75,088
Total	\$57,560	\$122,760	\$52,610	\$388,664
Total Remaining (as of June 2024)	<b>8</b> 4/1 5 46	\$68,297	\$22,610	\$229,671

<sup>&</sup>lt;sup>1</sup> 2022, 2023, 2024 LGCAP allocations approved in 2022. Newly recommended allocations for 2025 and 2026 LGCAP funds.

<sup>&</sup>lt;sup>2</sup> LGCAP funds can be held in reserve but have spending deadlines. 2022 and 2023 LGCAP funds must be spent by March 31, 2025. 2022 and 2023 funds have been spent or earmarked for forthcoming expenditures by the deadline. Remaining 2024, 2025 and 2026 funds must be spent by March 31, 2028.



# REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, JULY 17, 2024

# **SUBJECT** Reporting Back on Collaborative Action Regional Boats Workshop

#### **ISSUE SUMMARY**

To summarize what staff heard at the April 30, 2024 Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region, and to seek direction on recommended next steps.

#### **BACKGROUND**

At the January 2024 Environmental Services Committee (ESC) meeting, staff delivered a report that outlined the scope of regional boat-related issues and provided options for regulation of private mooring buoys (PMBs) that are within local government control, for consideration. The Capital Regional District (CRD) Board then directed staff to host a regional workshop to discuss these options, summarize comments and report back to the ESC.

The CRD Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region, held on April 30, 2024, brought together 57 representatives from First Nations, municipal staff and elected officials, as well as provincial government staff to review options to reduce or eliminate issues associated with the proliferation of boats and unregulated placement of PMBs in the capital region. The goals of the workshop were to:

- discuss the proposed local government options to determine if a coordinated strategy is needed
- determine appropriate locations to address the apparent need for long-term boat storage
- identify opportunities for regional advocacy to provincial and federal governments to assist local governments in providing resolutions to ongoing boat issues in the capital region

## **Workshop Summary and Results**

To ensure workshop attendees had a common understanding and regional context, CRD and Island Trust staff presentations outlined the scope and scale of the boat-related issues, their impacts on local communities, and the complicated role boats and structures attached to PMBs play in associated affordable housing and other social needs issues. CRD staff provided an overview of the federal, provincial and local government legislation and policy tools that are, or could be, used to resolve many of these issues. This included a more in-depth look at those pertaining to PMBs and wrecked, hazardous and abandoned vessels.

Three options for PMB regulation that are fully within local government control were presented, and examples of successful implementation by other local governments in BC were provided. In small group discussions, workshop attendees discussed the benefits and challenges of the following options:

Option 1: prohibit PMBs through zoning and land use bylaws

Option 2: regulate allowable harbour uses, the number of and placement of PMBs and allowable structures through zoning, land use and structure bylaws

Option 3: allow PMBs and charge a fee through Licence of Occupation (LOO)

While benefits and challenges were identified with all three options, it was clear that the diverse community needs and varied magnitude of boats and PMBs in the different harbour areas will require a flexible yet consistent approach across the capital region. Option 1 received the least support, while Options 2 and 3 received higher support due to the increased flexibility and ability to establish a more consistent regional approach. Funding and capacity for enforcement and provision of services was a significant concern for all options. The ability to charge fees to recover costs through a LOO under Option 3 was desirable; however, significant concerns regarding the potential transfer of liability to local governments due to clauses within the LOO agreement outweigh the ability to collect fees for some local governments. None of the options resolved the foundational and underlying issues driving the proliferation of boat communities and moorage areas throughout the capital region.

Throughout the workshop, six overarching themes were observed:

- 1. Cumulative Environmental Effects
- 2. Diverse Community Needs and Housing Considerations
- 3. Enforcement and Capacity Issues
- 4. First Nations Perspectives and Priorities
- 5. Advocacy and Coast-wide Solutions
- 6. Collaboration

A report detailing the overarching themes and discussions from the workshop is attached (see Appendix A).

Workshop participants made it clear that the continued increase in PMBs and boats, and ongoing challenges with capacity and funding, will require timely, collective and coordinated action across the capital region. The need for federal and provincial leadership in creating a coast-wide solution by enhancing or creating improved policy and legislation around PMBs to assist local governments in dealing with the multiple issues across the coast was also identified as a critical next step. Similarly, the importance of meaningful engagement and consideration of impacts to First Nations rights and title, and the desire for collaborative solutions should be considered moving forward. A coordinated regional and coastal approach, with significant leadership from the Province, emerged as crucial framework for taking next steps.

#### **Proposed Approach**

Staff propose the following actions:

1. Identify local government objectives and desired outcomes for each harbour area

This could include:

- engaging First Nations communities
- identifying important marine habitat and cultural areas that require improved protection
- identifying suitable areas for boat communities and moorage areas
- identifying appropriate uses, zoning and defining structure requirements through appropriate land use, zoning and structures bylaws
- defining needed services/facilities for the defined uses
- improving enforcement capacity

#### 2. Coordinate regional action to achieve short-term improvements

This could include:

- establishing a collaborative, regional working group
- enabling meaningful engagement and discussions with First Nations partners to determine their interests and desired level of involvement

- creating consistent bylaw language pertaining to zoning, uses and structures for PMBs, long-term boat use and liveaboards that can be use by local governments to amend appropriate bylaws
- developing a more rigorous inventory of boats, PMBs and liveaboards
- supporting the identification of important habitat and cultural areas, as well as areas suitable for proliferations of boats and PMBs
- obtaining legal input on identified liability and legal concerns
- exploring collaborative enforcement options

### 3. Continued advocacy to provincial government for coast-wide solutions

This could include:

- requesting assistance and leadership in developing a longer-term coast-wide solution to provide assistance to local governments in resolving these issues
- bringing motions at Association for Vancouver Island Coastal Communities and Union of BC municipalities requesting that the Province establish a working group or task force
- creating funding opportunities to support local governments in resolving issues happening within their metes and bounds
- encouraging improved regulation and policy regarding placement of PMBs on provincial crown land (seabed)

### 4. Continued advocacy to federal government

This could include:

- requesting assistance and leadership in developing a longer-term coast-wide solution to provide assistance to local governments in resolving these issues
- amending Minor Works Regulation and PMB regulations to include prohibitions around placement in important habitat and cultural areas, such as eel grass habitat, estuary areas, clam harvesting areas and critical habitats
- encouraging collaborative enforcement and supporting local governments in realigning PMB locations, as necessary

Staff suggest that local government staff begin working towards Actions 1 and 2 above, while elected officials focus on continued advocacy, as outlined in Actions 3 and 4 above.

Funding and capacity issues at all levels need to be resolved. For CRD staff to play a coordinating role in moving forward with Action 2, mandate and resources are required, and a regional service should be considered.

#### **ALTERNATIVES**

#### Alternative 1

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

- 1. That staff bring back a report that considers expanding the core area harbours service to a regional service, including costs and resourcing requirements;
- 2. That the report, What We Heard Summary Report: Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region, be provided to local governments and First Nations in the capital region for consideration; and
- 3. That the CRD Board continue to advocate to the provincial and federal governments to take a leadership role in developing a coast-wide solution that will support local governments.

#### Alternative 2

That this report be received for information and provided to affected local governments.

### **IMPLICATIONS**

#### Environmental & Climate Action

Concern regarding the cumulative environmental effects of proliferations of PMBs, boats and structures, and liveaboards, was expressed by workshop participants and was one of the leading drivers for collaborative and timely action.

#### Local Government Implications

Each affected harbour area has differing issues, community needs, resources and services. Local governments need to define their desired outcomes and what they wish to achieve in their areas of jurisdiction. This will help to inform regional actions and direction.

Local government staff in the capital region could collaboratively develop model land use, structure and zoning bylaw language. Over the short-term, a collaborative approach from a place of local government control is likely to achieve improvements more quickly than awaiting the results of advocacy to the provincial and federal governments.

#### First Nations Implications

First Nations representatives at the workshop wanted to ensure meaningful participation and respect for their interests, including hunting and fishing rights, cultural practices and self-governance. Through the provincial Coastal Marine Strategy, the role of First Nations regarding the seabed and marine environment may evolve. Any actions moving forward to address boat-related issues need to include First Nations.

#### Intergovernmental Implications

In 2023, there were an estimated 1,185 private mooring buoys and 862 boats and structures creating floating communities and floating moorage areas throughout 21 bays and harbours in the capital region. A review of orthophotos in 1996, 2005, 2013 and 2023 revealed a significant increase in PMBs with boats or other structures attached, following transfer of authority from Fisheries and Oceans Canada to Transport Canada, and subsequent inclusion of PMBs as a "minor works and removal of authorization" requirement in 2009.

Furthermore, the lack of provincial regulation around the placement and use of PMBs on provincial seabed, and their deference to federal authority, is problematic for local coastal waters. The unpermitted and long-term placement of PMBs and associated boats and structures on provincial crown land needs to be regulated by the Province. If a similar situation occurred on terrestrial provincial crown land, the Province would consider it trespassing and would require the trespasser to move on. The inventory and regional context highlighted how deregulation at the federal level and lack of regulation at the provincial level has exacerbated a growing problem for coastal communities across this region and coastal BC. The Regional Boats Workshop affirmed the need for ongoing advocacy to federal and provincial agencies to improve PMB regulation, achieve a coast-wide solution, and to move forward with a collaborative approach.

#### Financial Implications

The financial implications of dealing with the growing proliferation of boats and PMBs are potentially significant and continue to impact the ability of all levels of government and First Nations communities to resolve some of these issues. Reliance by all levels of government for another level of government to provide funding and resources to resolve these issues has led to a state of collective inaction. A regional approach would achieve economies of scale and efficiencies by working together; however, appropriate resourcing and staffing will be required.

#### Service Implications

CRD staff do not have the capacity to coordinate regional action, nor is there a regional service to manage unregulated placement of PMBs. Expansion of Core Area and Saanich Peninsula Harbours services could have been considered; however, in April 2024, after discussion with the participants, the Saanich Peninsula Harbours Service did not proceed to requisition funding. While it remains an active CRD service, there is no intention by the participants to utilize or fund it at the present time. Consideration could be given to expanding the Core Area Harbours Service to a regional service to support a role for the regional government.

#### CONCLUSION

The proliferation of long-term moored boats and the corresponding increase in abandoned derelict or wrecked boats result from the unregulated placement of private mooring buoys (PMBs). Dealing with these boats requires complex jurisdictional oversight and significant municipal resources. Local governments must control the presence or absence of PMBs within their boundaries and consider increasing enforcement of existing regulations. A regionally coordinated approach and continued advocacy to federal and provincial governments for leadership and assistance are also necessary.

#### **RECOMMENDATION**

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

- 1. That staff bring back a report that considers expanding the core area harbours service to a regional service, including costs and resourcing requirements;
- 2. That the report, What We Heard Summary Report: Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region, be provided to local governments and First Nations in the capital region for consideration; and
- 3. That the CRD Board continue to advocate to the provincial and federal governments to take a leadership role in developing a coast-wide solution that will support local governments.

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

### **ATTACHMENT**

Appendix A: What We Heard Summary Report: Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region – July 2024

# Capital Regional District

What We Heard Summary Report:

Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region

Capital Regional District | July 2024

The following provides a "What We Heard" summary report from the CRD's Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region held on April 30, 2024.

# Table of Contents

Introduction	2
Workshop Overview	2
Local Government Options	3
Overarching Themes	5
Theme 1: Cumulative Environmental Effects	5
Theme 2: Diverse Community Needs and Housing Considerations	5
Theme 3: Enforcement and Capacity Issues	7
Theme 4: First Nations Perspectives and Priorities	8
Theme 5: Advocacy and Coast-wide Solutions	9
Theme 6: Collaboration	10
Opportunities to Move Forward	11
Challenges to Moving Forward	13
Conclusion	13
Appendix A – Agenda and Supporting Documents	15
Appendix B – Presentation Slides	34
Appendix C – April 30, 2024 Meeting Notes	49

# Introduction

The unregulated placement of private mooring buoys (PMBs) and proliferation of long-term moored boats, along with an increase in derelict, abandoned and wrecked boats in many bays and harbours throughout the region, have become problematic for several municipalities.

At the January 17, 2024 meeting, Capital Regional District (CRD) staff provided a report to the CRD Board outlining the scope of this issue and provided options for regulation of PMBs that are within the scope of local government control for consideration. The Board directed staff to host a regional workshop to discuss these options and determine if a coordinated strategy is needed.

The CRD Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region, held on April 30, 2024, brought together First Nations, municipal staff, elected officials as well as provincial government staff to review options to reduce or eliminate issues associated with a proliferation of boats and unregulated placement of PMBs in the capital region.

The workshop aimed to meet the following goals:

Goal 1	Discuss the proposed local government options to determine if a coordinated strategy is needed,
Goal 2	Determine appropriate locations to address the apparent need for long-term boat storage, and
Goal 3	Identify opportunities for regional advocacy to provincial and federal governments to assist local government in providing resolution to ongoing boat issues in the region.

The workshop was hosted virtually and in person by the CRD and was attended by 57 local government, First Nations, and provincial staff and council members. A package of information was provided to all participants in advance of the workshop (Appendix A). This report provides an overview of the workshop, local government options considered, highlights six themes that emerged and considers possible next steps.

# Workshop Overview

To ensure workshop attendees had a thorough understanding of the boat-related issues and their complexity, CRD staff outlined the scope and scale of boat-related issues in the Capital Region and described the impacts on our coastal communities. Islands Trust staff then emphasized the further complexity of boat-related issues with the intersection of the housing crisis that currently persists on many of the Gulf Islands, particularly Salt Spring Island. CRD staff summarized the jurisdiction, interests, and roles of First Nations, federal and provincial agencies, and local governments, followed by an overview of the federal, provincial and local government legislation and policy tools that are, or could

be used, to resolve many of these issues. This included a more in-depth look at specific regulations pertaining to PMBs and wrecked, abandoned and hazardous vessels. Presentation materials can be found in Appendix B.

The remainder of the workshop was discussion-based. Attendees went into small breakout groups to have focused conversations on the benefits and challenges of three proposed local government options for regulating boat-related issues, and group facilitators reported out on the conversations. The workshop concluded with a large group discussion on the key issues, with a focus on collaborative action and possible next steps. Notes from these discussions are summarized in Appendix C.

# **Local Government Options**

Through zoning, land use and structure bylaws, local governments can better manage boat-related use of lands within their metes and bounds by regulating the placement and number of PMBs and regulating the structures associated with the PMBs and regulating uses (e.g., liveaboard, boat storage). Doing so would reduce the need for local governments to respond to incidents of derelict, abandoned and wrecked boats and could address many of the environmental, safety and neighbourhood concerns expressed by the impacted communities.

Three options for PMB regulation that are fully within local government control were presented and examples of successful implementation by other local governments in British Columbia were provided.

These options were:

Option 1Prohibit public mooring buoys (PMBs) through zoning and land use bylawsOption 2Regulate allowable harbour uses, the number of and placement of PMBs and allowable structures through zoning, land use and structure bylawsOption 3Allow PMBs and charge a fee through Licence of Occupation (LOO)

In small breakout groups, workshop attendees discussed the benefits and challenges of each option and reported their findings back to the larger group. A brief synopsis of the benefits and challenges for each option is provided in Table 1; full notes from small breakout group discussions can be found in Appendix C.

Table 1. Benefits and challenges of three local government options to regulate private mooring buoys (PMBs)

	Benefits	Challenges
Option 1 Prohibit PMBs through Zoning, Land Use and Structure Bylaws	'Simple' blanket approach to enforcement	<ul> <li>Restriction does not address the foundational issues</li> <li>Housing/displacement of liveaboards</li> <li>Potential increase in anchoring (damage to seafloor)</li> </ul>
Option 2 Regulate PMBs through Zoning, Land Use and Structure Bylaws	<ul> <li>Flexibility: would allow areas of protection while allowing boats and better reflect community needs</li> <li>Bylaws/zoning - familiar tools for local governments</li> </ul>	The state of the s
Option 3 Enter into a Licence of Occupation with the Province to Regulate PMBs and Recover Fees	<ul> <li>Revenue, and potential for cost neutral</li> <li>Public perception: user-pay a more 'fair' option</li> </ul>	<ul> <li>Legal/liability concerns, including contamination, unknown risks, First Nation rights and title</li> <li>Communication/collaboration - LOO taken out by CRD or Islands Trust?</li> <li>Enforcement/collection</li> <li>Adaptability - less flexible for local governments</li> </ul>

While benefits and challenges were identified with all three options, it was clear that the diverse community needs and varied magnitude of boats and PMBs in the different harbour areas will require a flexible yet consistent approach across the region.

Option 1 received the least support, while Options 2 and 3 received higher support due to the increased flexibility and ability to establish a more consistent regional approach. Funding and capacity for enforcement and provision of services was a significant concern for all options. The ability to charge fees to recover costs through a LOO under Option 3 was desirable; however, substantial apprehension regarding the potential transfer of liability to local governments due to clauses within the LOO agreement outweigh the ability to collect fees for some local governments. None of the options

resolved the foundational and underlying issues driving the proliferation of boat communities and moorage areas throughout the region.

# Overarching Themes

#### Theme 1: Cumulative Environmental Effects

The environmental issues caused by deregulation and the subsequent proliferation of PMBs and the corresponding increase in abandoned and wrecked boats in the capital region were undisputed during this workshop.

Impact on these ecosystems, particularly in terms of cumulative effects, was central to the sense of urgency and scale surrounding the issue. It was also noted that cumulative effects are a relatively new consideration in some provincial and federal legislation and need to be considered in relation to issues around proliferations of PMBs and boats/structures. This means that environmental impacts and certain supporting documentation, especially in terms of surveys and studies related to PMBs and liveaboards, may be required.

All represented communities had a strong desire for change, and the 'complexity' and 'challenges' which were the focal points of discussions were not seen as insurmountable compared to the desire to better protect these important coastal environments.

"At what concentration of these so-called minor works does it stop being minor?"

"We have to commit to do this together, we have to do it sooner rather than later"

# Theme 2: Diverse Community Needs and Housing Considerations

Recognition of diverse community needs and impacts, housing considerations and the desire for flexibility and adaptability within the regulatory options in affected harbour areas were prominent themes throughout the discussions. Staff presentations highlighted how interwoven the proliferation of PMBs, boats/structures and liveaboards are with the accessible and affordable housing crisis, especially on Salt Spring Island. Both the effect and public fallout that all options would have on these communities was top of mind and one of the leading reasons that Option 1 was considered, by many, to be insufficient.

The ubiquitous nature of PMBs and boat/structure proliferation, intersections with housing and other social issues, lack of dock space to moor boats across the region, and potential impact of action in one area or another (i.e., moving the problem around) featured prominently in the discussions. It was stressed that consideration of regulatory impacts must be involved in all stages of planning and implementation of any potential solutions.

In the areas of the region affected by this issue, there exists a significant disparity in scale: compare 138 boats in Ganges Harbours with 23 boats in the entirety of the Sooke Basin. Those areas with over 100 PMBs and boats/structures (such as Ganges Harbour, Brentwood Bay and Tsehum Harbour) most often lack the amenities and services required for these floating communities (pump out facilities, showers, garbage disposal and recycling, shore-based dinghy tie-up and access points). This often contributes to the complaints expressed by the surrounding communities impacted by dumping of garbage and sewage, trespassing on private and public property, shore areas taken up by dinghies, and concerns for the environment. Most of the local governments are funding and resource challenged, leading to an inability to provide needed services. On the Gulf Islands, while the Islands Trust is responsible for land use and planning, the CRD or Improvement Districts are responsible for provision of sewage treatment and drinking water facilities and services, which further complicates the matter. The potential role of marinas in provision of some services and amenities was also discussed.

"The people who live on these boats are also members of our community – many of them contribute economically and socially to community life."

"The housing dilemma, it's not just a matter of cleaning up garbage, the human side of this matters... Figuring out where people can go is not something that the local government can do alone."

Each affected harbour area has differing issues, community needs, resources and services, therefore, individual local governments and First Nations communities need to define their desired outcomes and what they wish to achieve in their areas of jurisdiction and interest (i.e., do they want to provide for and manage PMBs and related boats, do they want to recover costs, do they want to/need to provide associated shore services, what level of protections are needed for key environmental and cultural features). This will help to inform regional actions and direction.

When confronted with this challenge, many advocated for a solution centered on research and representation. For instance, the development of resources aimed at better understanding community needs, such as an inventory of liveaboard boaters. Workshop participants sought solutions that were scalable to the unique requirements of their communities and their diverse needs.

Local government staff in the region could collaboratively develop model land use, structure and zoning bylaw language. Over the short-term, a collaborative approach from a place of local government control is likely to achieve improvements more quickly than awaiting the results of advocacy to the provincial and federal governments.

"These issues are harbour dependant and site specific. [Thus] a one size fits all approach would not be appropriate."

"Comparing Salt Spring with Port Renfrew... some harbours have more active problem areas than others...rather than try to tackle it all at once, work with problem areas [first] and apply solutions gleaned from problematic areas."

## Theme 3: Enforcement and Capacity Issues

The ongoing challenges of staff capacity and funding, along with enforcement capacity constraints and multi-jurisdictional complexities of enforcement, was a dominant theme in all workshop discussions and was expressed by all levels of government and First Nations representatives.

The federal government is largely responsible for the regulation of PMBs, yet enforcement of PMBs from Transport Canada staff's perspective is limited to their proximity to navigation channels and other PMBs or compliance with colour, size and markings of the buoys as per the PMB regulations and Minor Works Order. Transport Canada and Coast Guard staff also struggle with a lack capacity and resources, hampering their ability to enforce compliance with Minor Works Order and PMB regulations. The federal government is also responsible for boat safety, wrecked, abandoned and hazardous vessels, navigation, migratory bird sanctuaries and protection of fish habitat.

The Province, on the other hand, has chosen not to regulate the placement of PMBs on provincial seabed, despite its ability to do so and its deference to federal authority is problematic for local governments and coastal communities. Lack of capacity and the small footprint of PMB anchor blocks were cited as the main reasons that the Province's Policy on Private Moorage purposefully excludes PMBs; however, cumulative effects of large proliferations of PMBs and boats must be considered.

Local government staff across the region expressed lack of staff capacity and funding as key constraints in taking any action. Enforcement action of PMBs, and the associated boats and structures, and the requirement to post notices on vessels to have them declared wrecked, abandoned or hazardous is further limited by their lack of access to a boat. Proliferation of floating communities and the lack of regulation in appropriate uses has also led to an increased need for policing and fire services in some areas. In certain instances, staff were directed not to enforce existing bylaws due to housing issues.

As concerns surfaced regarding the adequacy of current enforcement mechanisms, it became evident that each stakeholder had distinct roles and enforcement jurisdictions. Each local, provincial and federal agency is responsible for different aspects of what needs to be enforced in problem areas and there is little coordination between agencies, although attempts to coordinate enforcement have been made.

Regular and collaborative enforcement among all levels of government would enable crossjurisdictional compliance with all levels of regulation and was an approach that workshop participants thought should be considered. Many participants stressed that effective enforcement of PMB, boat and land use regulations would require working across a diverse group of stakeholders in all facets of planning and implementation, especially as it concerned issues of funding, enforcement and administration required by the three PMB options.

Examining successful PMB regulation models in communities such as the City of Victoria and Manion Bay demonstrated that initial investments in enforcement yielded rapid returns, with enforcement demands diminishing as community adherence solidified. While there were no easy answers to where these resources could come from, defining enforcement as a key constraint was an important part of discussion.

Participants emphasized the need for collaborative efforts to overcome these capacity issues and ensure effective enforcement measures are implemented.

"All three options are great, but the costs associated and the burden of that is really hard, [and] would fall most heavily to municipalities"

"It's water-world out there... regulation without enforcement will not work"

### Theme 4: First Nations Perspectives and Priorities

A recurring theme in group discussions was the significance of incorporating First Nations perspectives and priorities when addressing these issues. During breakout sessions, participants raised questions concerning how the regulation or restriction of PMBs would impact First Nations' rights and title, as well as their access to cultural and harvesting sites.

First Nations representatives at the workshop wanted to ensure meaningful participation and respect for their interests, including hunting and fishing rights, cultural practices and self-governance.

Discussions also emphasized the evolving role of First Nations, particularly concerning coastal areas. Through the provincial Coastal Marine Strategy, the role of First Nations regarding the seabed and marine environment may evolve. This discussion underscored the importance of collaboration and relationship-building with First Nations communities. Participants agreed that any actions moving forward to address boat related issues need to include First Nations.

"We know it's not just about harvesting, it's not just about access, we know it's also about degradation to cultural sites. We know its also about not respecting the ancestors."

"These ideas need to be brought to different indigenous groups sooner than later so they can discuss what parts they want to participate in and what actions need to be taken."

# Theme 5: Advocacy and Coast-wide Solutions

In 2023, there were an estimated 1,185 private mooring buoys and 862 boats and structures creating floating communities and floating moorage areas throughout 21 bays and harbours in the capital region. A review of orthophotos in 1996, 2005, 2013 and 2023 revealed a significant increase in PMBs with attached boats or other structures following transfer of authority from Fisheries and Oceans Canada (DFO) to Transport Canada, and subsequent inclusion of PMBs as a minor works and removal of authorization requirement in 2009.

Furthermore, the lack of provincial regulation around the placement and use of PMBs on provincial seabed and their deference to federal authority is problematic for local, coastal waters and communities. Workshop participants were clear that the unpermitted and long-term placement of PMBs and associated boats and structures on provincial crown land needs to be regulated by the Province. If a similar situation occurred on terrestrial provincial crown land, the Province would consider it trespassing and would require the trespasser to move on. Advocacy on this is essential to achieving a coast-wide solution. Organizations such as the Association of Vancouver Island Coastal Communities and the Union of BC Municipalities were cited as examples of partner organizations that, if collaborated with, could aid in advocacy efforts.

Given the challenges of capacity, funding, enforcement and liability that restricted the support of Options 2 and 3, workshop participants were resolute that progress on these issues must engage both federal and provincial authorities. As many highlighted, this issue transcends our region - it is coastal in nature, and the engagement of higher levels of government could serve as a catalyst for overcoming the key challenges of this project.

The inventory and regional context highlighted how deregulation at the federal level and lack of regulation at the provincial level has exacerbated a growing problem for coastal communities across this region and coastal British Columbia. The Regional Boats Workshop affirmed the need for ongoing advocacy to federal and provincial agencies to improve PMB regulation, achieve a coast-wide solution, and to move forward with a collaborative approach.

"This is a problem that has been created by deregulation, or the absence of regulation at higher levels of government... so there is a fourth option which includes advocating directly to federal and provincial governments."

"We're not the only region, not the only area, dealing with this. It is a coast issue now and we need a coastal solution"

#### Theme 6: Collaboration

The complex and multi-jurisdictional regulatory framework regarding PMBs, boats and structures, administration and control of the seabed, land use planning and provision of services underscored most discussions. The absolute necessity of collaboration across multiple levels of government and with First Nations was perhaps the strongest theme emerging from the workshop.

In addition to the 13 municipalities and three electoral areas, the capital region's lands and waters have 19 First Nations with treaty rights and title to shellfish harvesting, fishing and environmental stewardship, as well as four provincial and five federal departments with some level of legislative control or interest.

Many participants noted the jurisdictional complexity detailed above and stressed that effective regulation of PMB would require working across a diverse group of stakeholders in all facets of planning and implementation, especially as it concerned issues of funding, enforcement and administration required by the three PMB options. A working group or 'task force,' especially in the planning stages of this work, was proposed as a solution to encourage collaboration and could be utilized to coordinate action.

Workshop participants made it clear that the continued increase in PMBs and boats, and ongoing challenges with capacity and funding, will require timely, collective and coordinated action across the region. The need for federal and provincial leadership in creating a coast-wide solution by enhancing or creating improved policy and legislation around PMBs to assist local governments in dealing with the multiple issues across the coast was also identified as a critical next step. Similarly, the importance of meaningful engagement and consideration of impacts to First Nations rights and title and desire for collaborative solutions should be considered moving forward. A coordinated regional and coastal approach, with significant leadership from the Province, emerged as a crucial framework through which to take next steps.

"I believe the way forward is collaboration, absolutely."

"[what is needed is] a coordinated approach with resources behind it to bring a fulsome answer to the table"

# Opportunities to Move Forward

Following the workshop, CRD staff reviewed all materials and notes to chart a proposed approach to achieve resolution to boat-related issues in the capital region.

# 1. Identification of local government objectives and desired outcomes for each harbour area This could include:

- identifying important marine habitat and cultural areas that require improved protection
- identifying suitable areas for boat communities and moorage areas
- identifying appropriate uses, zoning and defining structure requirements through appropriate land use, zoning and structures bylaws
- defining needed services/facilities for the defined uses
- engaging with appropriate First Nations communities
- improving enforcement capacity

## 2. Coordinated regional action to achieve short term improvements

This could include:

- establishment of a collaborative, regional working group
- meaningful engagement and discussions with First Nations partners to determine their interests and desired level of involvement
- creation of consistent bylaw language pertaining to zoning, uses and structures for PMBs, long-term boat use and liveaboards that can be used by local governments to amend appropriate bylaws
- developing a more rigorous inventory of boats, PMBs and liveaboards
- support for the identification of important habitat and cultural areas, as well as areas suitable for proliferations of boats and PMBs
- obtaining legal input on identified liability and legal concerns
- exploring collaborative enforcement options

### 3. Continued advocacy to provincial government for coast-wide solutions

This could include:

- requesting assistance and leadership in developing a longer-term coast-wide solution to provide assistance to local governments in resolving these issues
- bringing motions at Association for Vancouver Island Coastal Communities and Union of BC municipalities requesting that the Province establish a working group or task force
- create funding opportunities to support local governments in resolving issues happening within their metes and bounds
- encouraging improved regulation and policy regarding placement of PMBs on provincial crown land (seabed)

## 4. Continued advocacy to federal government

This could include:

- requesting assistance and leadership in developing a longer-term coast-wide solution to provide assistance to local governments in resolving the issues related to the proliferation of PMBs and associated boats/structures in harbour areas
- amending Minor Works Regulation and PMB regulations to include prohibitions around placement in important habitat and cultural areas, such as eel grass habitat, estuary areas, clam harvesting areas and critical habitats
- collaborative enforcement and supporting local governments in realigning PMB locations, as necessary

Advocating to provincial and federal governments for support will take some time and it is anticipated that any legislative improvements will be a longer-term solution. The desire for immediate action and resolution over the short term requires local governments to continue to pursue a solution within local government control. This will enable a faster and more urgent response that can be flexible to meet the needs of each local government and harbour area.

CRD staff suggest that local government staff begin working towards actions 1 and 2 above, while elected officials focus on continued advocacy as outlined in actions 3 and 4 above.

# Challenges to Moving Forward

Funding and capacity issues at all levels need to achieve a resolution to move forward with the proposed approaches outlined above. The urgency and continued growth of these issues in this region present ongoing challenges.

### 1. Funding and Resourcing

The financial implications of dealing with the growing proliferation of boats and PMBs are potentially significant and continue to impact the ability of all levels of government and First Nations communities to resolve some of these issues. Reliance by all levels of government for another level of government to provide funding and resources to resolve these issues has, in some ways, led to a state of collective inaction. A regional approach would achieve economies of scale and efficiencies by working together; however, appropriate resources and staffing at all levels will be required.

What we heard from workshop participants was that, given the challenges of capacity, funding, enforcement and liability, none of the proposed options were deemed sufficient without corresponding advocacy to and involvement from higher levels of government.

# 2. Need for Urgency and Diligence

During the workshop, it was noted how dramatically the context of these issues has changed in the last 10 years, and how rapidly they are continuing to evolve. This emphasizes two crucial points: first, the urgency for action to address a rapidly growing problem in our coastal communities; and second, the imperative to undertake this task diligently. The overwhelming consensus from all workshop discussion was the importance of working collaboratively, drawing from diverse perspectives and grounded in a deep understanding of the multifaceted, jurisdictional complexities defining the issue and moving forward with a sense of urgency and diligence.

# Conclusion

The proliferation of long-term moored boats and the corresponding increase in abandoned derelict or wrecked boats are a direct result of the unregulated placement of PMBs. Dealing with derelict, abandoned and wrecked boats requires complex jurisdictional oversight and significant municipal resources. Local governments can control the presence or absence of PMBs within their metes and bounds and need to consider their next steps and, in some cases, need to increase enforcement of existing regulations.

Meaningful progress necessitates local government engagement with federal, provincial and First Nations partners, which includes advocating directly to higher levels of government for support and legislative changes, while also collaborating with local and municipal governments to develop

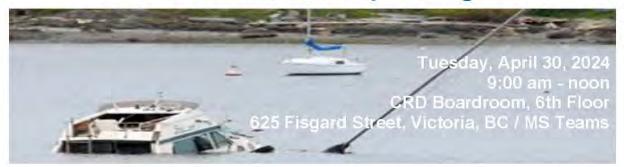
resources and take prompt action. A working group was discussed as a way of facilitating collaboration on next steps, which will include advocacy efforts and resource development.

A coordinated regional and coastal approach emerged as a crucial framework though which to take on next steps. A regionally coordinated approach is also needed to achieve economies of scale, a consistent approach and to avoid moving the problem around the region. Continued and ongoing advocacy to federal and provincial governments for leadership and assistance is also required to navigate the complexities of these issues. However, resolving capacity and funding issues are barriers that must be overcome. It is also vital to ensuring a sustainable future for our coastal communities.

# Appendix A – Agenda and Supporting Documents



# Regional Workshop: Collaborative Action To Resolve Boat-Related Issues In The Capital Region



# **Agenda**

9:00	<ul><li>Welcome and Opening Remarks</li><li>Menti Poll: What organization are you with?</li></ul>	Glenn Harris Senior Manager, Environmental Protection, CRD
	Presentation:	Jody Watson Supervisor Environmental Stewardship
	Addressing Boat-Related Issues in the Capital Region	& Initiatives, CRD Chris Hutton
9:10	<ul><li>Scope and Scale of the Problem</li><li>Islands Trust: Issues on the Gulf Islands</li></ul>	Regional Planning Manager, SSI, Islands Trust
	<ul> <li>Jurisdictions &amp; Legislation</li> <li>Local Government Options and Examples</li> </ul>	Warren Dingman  Manager Compliance & Enforcement, Islands Trust
10:00	Breakout Discussions     Local Government Options -     Challenges and Benefits	All
10:45	Break - Light refreshments will be served	
11:00	Breakout Discussions Suggested Topics: Interjurisdictional Coordination Enforcement Next Steps	All
11:40	Next Steps / Close	Glenn Harris and Jody Watson

#### PRIVATE MOORING BUOYS - REGULATION OPTIONS

#### January 2024

DESCRIPTION	OPTION 1 Prohibit Private Mooring Buoys through Zoning, Land Use and Structure Bylaws	OPTION 2 Regulate Private Mooring Buoys through Zoning, Land Use and Structure Bylaws	OPTION 3 Enter into a Licence of Occupation with the Province to Regulate Private Mooring Buoys and Recover Fees
Summary Description	Through zoning and land use bylaws, local government prohibits the placement of Private Mooring Buoys (PMBs) within their metes and bounds.	Regulate the number of and/or location of PMBs through land use and structure bylaws. Regulate allowable structures on the PMBs through Land Use and Structures bylaw. No moorage fees are recovered by local government.	Local government enters into crown land tenure through a Licence of Occupation, with an approved management plan, that defines the maximum number of moorages within the tenure area and terms of use for the moorages.      To charge mooring fees and recover costs, a local government would need to enter into a Licence of Occupation with the Province.
Local Government Role	Develop or amend land use and structure bylaws to prohibit the placement of PMBs.     Enforcement of bylaws (this could include the removal/relocation of buoys).	Determine appropriate number and locations for PMBs and long-term storage of boats. Develop or amend land use and structure bylaws to regulate the placement and number of PMBs. Provision of shore services and amenities (i.e., location for row boats/garbage/sewage discharge). Enforcement of bylaws.	Develop a management plan for each harbour area. Negotiate Licence of Occupation with the Province. Develop or amend land use and structure bylaws to regulate the placement and number of PMBs. Set up a registration and payment system. Provision of shore services and amenities (i.e., location for row boats/garbage/sewage discharge). Enforcement of bylaws.

ENVS-1994329206-195

IMPLICATIONS	OPTION 1 Prohibit Private Mooring Buoys through Zoning, Land Use and Structure Bylaws	OPTION 2 Regulate Private Mooring Buoys through Zoning, Land Use and Structure Bylaws	OPTION 3 Enter into a Licence of Occupation with the Province to Regulate Private Mooring Buoys and Recover Fees
Financial Implications	Enforcement of bylaws.	<ul> <li>Provision of shoreline amenities (garbage, access for small boat tie up area, sewage pump out facility).</li> <li>Enforcement of bylaws.</li> </ul>	<ul> <li>Signage at wharf/access point.</li> <li>Provision of shoreline amenities (garbage, access and small boat tie- up area, sewage pump out facility).</li> <li>Moorage buoy placement and maintenance.</li> <li>Administration of moorage fees.</li> <li>Enforcement of bylaws.</li> </ul>
Environmental Implications	Reduce or eliminate issues with derelict, abandoned and wrecked boats. Eliminate depending on senior levels of government to better regulate PMBs and problem boats.	Due to the ability to regulate structures, local government would be able to set conditions on the types of structures attached to PMBs, which could significantly alleviate issues with derelict, abandoned and wrecked boats.  Through land use bylaws, local government could determine where they would accommodate PMBs and they could also determine if/where liveaboards would be accommodated.  Local government could implement a permit requirement to easily control placement of PMBs and regulate appropriate uses. Permit conditions could include meeting new federal boat registration and licencing requirements, set time limits on boat moorage, among many other things, and could be revoked if not adhered to.	

ENVS-1994329206-195

IMPLICATIONS	OPTION 1 Prohibit Private Mooring Buoys through Zoning, Land Use and Structure Bylaws	OPTION 2 Regulate Private Mooring Buoys through Zoning, Land Use and Structure Bylaws	OPTION 3 Enter into a Licence of Occupation with the Province to Regulate Private Mooring Buoys and Recover Fees
Intergovernmental Implications	Likely that a number of boats will try to move into other harbours and bays, which could exacerbate/create boat issues for other local governments.      Need for regional discussions to address the need for long-term boat mooring (storage) with appropriate shore facilities.	Less impact on other local governments and other harbours and bays.	Less impact on other local governments and other harbours and bays.
Legal Implications	Legal review to determine implications if a bylaw is put into place after PMBs have been in place for some time.	<ul> <li>Legal review to determine implications if a bylaw is put into place after PMBs have been in place for some time.</li> </ul>	<ul> <li>Legal review to determine potential environmental liability to Local Government from Province, as a result of clauses in the Licence of Occupation template.</li> </ul>
Enforcement Implications	Initial enforcement requirements may be high in areas where current bylaws prohibit PMBs but that have not been enforced.     Similarly, enforcement could be high.     Once this is complete, long-term and ongoing enforcement would be minimal.	Ongoing enforcement of zoning, land use and structure bylaws.	Ongoing enforcement of zoning, land use and structure bylaws.

ENVS-1994329206-195

#### BOAT MANAGEMENT EXAMPLES BY LOCAL GOVERNMENT

#### April 2024

#### Mannion Bay, Bowen Island

Objective	Bowen Island Municipality has a Licence of Occupation for Mannion Bay, for the purpose of restoring environmental and community well- being to the area	
Key Document Links	Mannion Bay Revitalization - Bowen Island Municipality	
	Bylaw No. 418 - Use of Beaches and Water Areas Bylaw	
	Bylaw No. 419 - Notice Enforcement Amendment Bylaw	
	Licence of Occupation, December 2016	
	Bylaw No. 57 Land Use Bylaw	

#### **Description & Background**

- The revitalization of Mannion Bay was identified by council as an objective in 2013. Mannion
  Bay had long-stay anchorages, floating storage units, live-aboards and abandoned boats.
  Debris and environmental degradation were key issues and the community was no longer
  swimming or accessing the area due to pollution.
- The "first wave" of Mannion Bay clean up was completed on March 31, 2014. Under the authorization of Transport Canada and the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) numerous contravening vessels, floating docks and mooring buoys were removed from the Bay (out of 52, 28 were removed, 5 were impounded and several submerged were also removed). To avoid federally legislated removal and disposal, many owners brought their mooring buoys into compliance with the Transport Canada Private Mooring Buoy Regulations.
- A management strategy was developed in 2014 to ensure socioeconomic stability and environmental vibrancy. It included 5 key areas:
  - 1. Obtaining a Licence of Occupation for Mannion Bay
  - 2. Land Use Bylaw Amendments
  - 3. Bylaw Enforcement Strategies
  - 4. Social Planning
  - 5. Environmental Assessment
- In 2014 working with the MFLNRO the provincial land act provision pertaining to untenured floating dock structures was enforced and 7 structures were removed along with associated vessels.
- Vessel inventories are now completed twice per year. Community groups are conducting fish surveys and volunteer beach and dive clean-ups are occurring.

#### **Current Requirements**

If you own a boat in Mannion Bay, you are required to provide to Bowen Island Municipality:

- Your name and proof of ownership
- The name of your boat and license information
- · Your contact information (on Bowen Island, please)
- Proof that you have third party liability insurance

If you have a mooring buoy in Mannion Bay, you are required to:

- Pay an annual fee of \$240 to Bowen Island Municipality in one installment by the first day
  of the calendar year
- . Ensure your vessel is safe, seaworthy and in compliance with the Licence of Occupation
- Ensure the use of your vessel complies with the Use of Beaches and Water Areas Bylaw No. 418, 2016, including the restrictions related to live-aboards and floating storage units

#### Mannion Bay, Bowen Island (continued)

#### Voluntary No Anchor Zone

SeaChange Marine Conservation Society and Bowen Island partnered to create a voluntary no anchor zone in Mannion Bay. The marker buoys outline the zone and ask boaters to anchor outside of the eelgrass habitat. It has been very successful and seen over 100% eelgrass shoot growth and a strong return of salmon.

**Bowen Island Municipality Land Use Bylaw No. 57** does not permit live-aboards in Mannion Bay. Steps are being taken to limit the number of mooring buoys in Mannion Bay. Please refer to Transport Canada's Owners Guide to Private Buoys for more information.

Bowen Island Municipality Use of Beach Bylaw No. 418 Section 4.1 permits staying on your vessel in Mannion Bay for a maximum of 48 hours every 30 day period. Staying on your vessel in Mannion Bay longer than 48 hours in a 30 day period can result in enforcement including fines.

All mooring buoys in Mannion Bay must comply with Transport Canada Private Buoy Regulation and are subject to a fee effective January 1, 2018. The annual fee is \$240.00 payable annually on January 1st. Invoices will be sent at year end for the upcoming year. Proof of third party liability insurance for the vessel and proof of Transport Canada pleasure craft license or registration is required.

#### Gorge Waterway, City of Victoria

Objective	To remove live-aboards, long term moorage and derelict boats from the Gorge Waterway zone and protect the marine environment and sensitive ecosystems of the waterway
Key Document Links	Zoning Regulation Bylaw   City of Victoria
	Part 9.3 GWP Zone, Gorge Waterway Park District

#### **Description & Background**

- In 2014 the City of Victoria (the City) began working to find a way to deal with various boats
  either derelict or anchored in the Gorge waterway. Residents were complaining of
  excessive noise from live-aboards as well as environmental contamination from leaking
  fuel/oil, dumping of sewage and careless garbage disposal.
- The City enacted zoning regulations to better regulate more appropriate use of this area, in a manner consistent with the neighbouring land uses and the Official Community Plan. The zoning prohibiting overnight anchorage was completed in August 2014.
- The City proceeded to obtain a Licence of Occupation from the Province over the area to establish further management authority over the waterway and the Licence of Occupation was received in October 2015.
- The City issued several rounds of notices, warning vessel owners that they are in contradiction of bylaws that limit long-term mooring to a maximum of 48 hours and no more than 72 hours in a 30 day period. Eight of the roughly two dozen boats that were illegally moored voluntarily moved and one was removed after a fire. The city proceeded with seeking an injunction to remove the 17 remaining vessels at an estimated cost of five figures.

#### Gorge Waterway, City of Victoria (continued)

- The BC Supreme Court ruled that the City of Victoria has the authority to regulate the waterway and confirms that:
  - the City's zoning regulations for the Gorge Waterway do not intrude on federal jurisdiction over navigation and shipping, and that they represent a reasonable balance between the municipality's role in regulating land use and boaters' rights to occasionally anchor
  - that the right to anchor does not extend to the permanent or semi-permanent occupation of public space for private purposes and vessel and dock owners had to remove their property from the Gorge Waterway
- Following the 2015 BC Court of Appeal ruling, the City of Victoria amended their zoning bylaw, as follows:

Part 9.3 – GWP Zone, Gorge Waterway Park District 9.3.1 Permitted Uses in this Zone

The following uses are the only uses permitted in this Zone:

- a. Parks and uses accessory to parks
- Water related recreational activities

Without limiting the generality of any Section or Part of the Zoning Regulation Bylaw, including Section 17 of the Introduction and General Regulations, the following uses are not permitted in this Zone:

- the anchoring or mooring of vessels for a continuous period exceeding 48 hours
- ii) the anchoring or mooring of vessels for more than 72 hours within a 30 day period) Live-aboard or float home as defined in Part 7.54.1 in the FWM zone, Fisherman's Wharf Marine District) Docks, wharfs and piers
- The City posted a notice on all the boats in the Gorge Waterway requesting that the boats
  be removed from the Gorge Waterway. Staff and officials worked very closely with
  individuals that are living aboard boats to assist in finding alternate housing solutions for
  them. Several individuals accepted assistance from the City and are now housed. Others
  have moved their boats to Cadboro Bay.

# District of North Vancouver, Deep Cove

Objective	To prohibit live-aboards and regulate anchorage and moorage to prevent environmental contamination
Key Document Links	Wharf and Anchor Regulation Bylaw No. 8450
	Deep Cove Designated Anchorage Area
	North Vancouver Anchorage, moorage and boat launches
	Permit to Moor in Designated Anchorage Area Terms and Conditions
	Deep Cove Designated Anchorage Area Terms and Conditions
	Deep Cove Designated Anchorage Area Moorage Application
	Boat Moorage Pass Application
	Boat Launch Pass Application

### District of North Vancouver, Deep Cove (continued)

### Description & Background

- In 2018, Deep Cove residents were raising concerns about water quality, noisy generators, unsafe navigation and garbage and pollution from live-aboards in Deep Cove. In addition, there were criminal issues involving drugs and one boat was advertised on Airbnb. The cove had several previous cases of E.coli beach closures.
- The live-aboard population in Deep Cove increased after the City of Port Moody regulated illegally anchored boats in 2016 and required all boaters to have a permit to stay overnight there
- The District of North Vancouver adopted a waterlot license agreement with the Vancouver Fraser Port Authority that gives the municipality jurisdiction over the cove and adopted a Wharf and Anchor Regulation Bylaw in 2021.
- The language of the five-year agreement specifies that the district will not permit liveaboards or allow anyone to stay for longer than 72 hours. Anyone wanting to tie up to one of four district-owned anchor buoys will be required to register online for a permit in advance at a cost of \$1 per foot of vessel length per day (up to 40 feet). Anyone in violation will be subject to a \$300 fine.

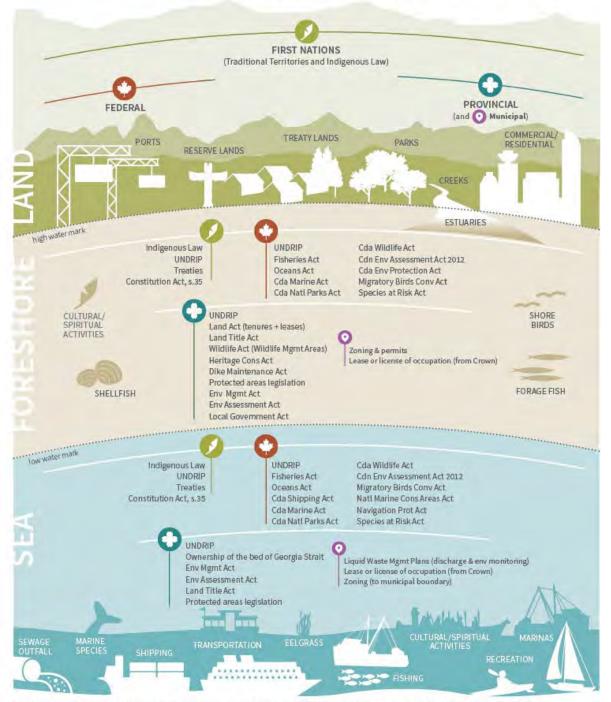
Currently Deep Cove offers both anchorage and moorage, and Cates Park/Whey-ah-Wichen offers a boat launch.

- Anchoring in Deep Cove is permitted overnight, with a Designated Anchorage Area (DAA)
  permit.
- With a DAA permit, you can moor your boat to one of the buoys in the cove for up to 72 hours within a one-month period. The cost is calculated per day, and is based on the length of your boat (\$1.15 per foot to a maximum of \$40 per day).
- Enforcement: Boats that are anchored inside the designated anchorage area, overnight, and without a permit, are subject to enforcement and towing. Boaters can be fined up to \$300 per day if they do not register and pay DAA fees during your stay (Bylaw No. 8450).
- Temporary moorage is available at Gallant Wharf in Deep Cove. Moorage is available by hour or month. You can purchase hourly tickets at the wharf, and long-term (monthly) passes online.
- The boat launch at Cates Park/Whey-ah-Wichen is open year-round for launching boats up to 36 feet. It is open daily from 6 am - 10 pm with no overnight parking. You can purchase daily boat launch tickets from the on-site ticket machine.



WHY WE NEED TO WORK TOGETHER TO MANAGE OUR COASTLINE

# Jurisdiction in Coastal BC



This descriptive material is provided by West Coast Environmental Law Association for information purposes only. It is not legal advice. Version 2, May 2018.

### JURISDICTION AND REGULATORY SUMMARY FOR PRIVATE MOORING BUOYS

#### April 2024

## Private Mooring Buoys

### Introduction

The proliferation of boats in bays and harbours of the Capital Region is largely being driven by the unregulated installation and placement of Private Mooring Buoys (PMBs).

In 2009, under the Government of Canada's commitment to reduce regulatory burden for Canadians, the *Navigable Waters Protection Act* (NWPA) was significantly amended to eliminate the authorization requirements for low-risk minor works in navigable waters where the type of work posed no significant impact on navigation. This amendment resulted in the implementation of the *Minor Works and Waters Order (SRO/2021-170)* (MWO) which enabled some low-risk minor works (i.e., mooring systems including PMBs, boathouses, launch ramps, slip-ways, sewer pipes, and minor repairs) to be pre-approved under the Act and thus exempt from having to undergo the application and assessment process.

This means that any person or entity may install a PMB provided the buoy meets the requirements of Private Mooring Buoy Regulations (PMBR) and the NWPA. If the PMB is installed in accordance with MWO, then no authorization from TC is required.

As a result of the change to the regulations, local governments across the Capital Region have seen a severe increase in PMBs being placed within their meets and bounds. Although the NWPA does not prohibit the placement of buoys in front of private property, there may be other riparian, local, regional, or provincial rights or regulations that do\_

#### Jurisdiction

# Federal Jurisdiction

Jurisdiction for PMBs lies primarily with Transport Canada, Navigation Protection Program (TC-NPP) and are regulated through the following:

- Navigable Waters Protection Act: (NWPA): The NWPA applies to all navigable waters in Canada including brooks, streams and waters that can float a canoe or kayak. Under the NPWA, the Minister has the authority to designate major and minor works in navigable waters. Buoys are a "work" and may require authorization from Transport Canada. The only buoys that do not require authorization before being placed are those that are built or placed in accordance with the criteria listed in the Minor Works and Waters Order, under the class of works called "Mooring Systems". This includes PMBs. Transport Canada does not keep a record of buoys that are considered minor works.
- 2. Minor Works Order (MWO): The MWO (Minor Works Order (justice.gc.ca)) allows for minor works, which includes PMBs, to be built if they meet the criteria for the applicable class of works and specific terms and conditions for construction and that they do not impede navigation. Installation of a PMB is considered a minor work may proceed without an application for approval if they comply with the following legal requirements and criteria:
  - A mooring system must consist of:
    - Anchor set in/on bed of the navigable water
    - A single anchor line
    - A single mooring line
    - A mooring line that attaches to a vessel

ENVS-1994329205-209

- Mooring systems can only be in locations where the navigable waters are greater than 100 meters in width and they cannot be associated with a marina.
- The anchor of mooring system must remain in the location where it was set in or on the bed of navigable water.
- The owner of a mooring system designated as a minor work, must not moor or permit others to moor a vessel that is more than 12 meters in length.
- When a vessel is moored, the swing area (the area created by swinging of a vessel moored to a mooring system) is:
  - >20 m from work or from swing area of another mooring system (owned by others)
  - >50 m from marina or public boat-launching ramp
  - >50 m from navigation channel or, if there is no navigation channel, is not in, on, through or across a navigation route

 Does not exceed max diameter when in tidal waters of certain depth as per table

Water Depth	Max Swing area
6m or less	50 m
6-10 m	70 m
10-14m	80 m
>14m	100 m

- The owner of a mooring system designated as a minor work must remove the system if any component of the mooring system is removed or if no vessel has moored to the mooring system for a two-year period.
- Private Mooring Buoy Regulations (PMBR): The Private Mooring Buoy Regulations (Private Buoy Regulations (justice.gc.ca)), established pursuant to the Canada Shipping Act, prescribe the mandatory marking, lighting, size, and placement requirements for private mooring buoys.
  - Placement and marking requirements include the following:
    - Buoy is 15.25 cm wide and 30.5 cm above water surface
    - Displays "PRIV" in large letters (black or white depending on buoy colour)
    - Complies with Canadian Aids to Navigation System (TP 968), which directs that a mooring buoy is coloured white and orange, with the orange colour covering the top one third of the buoy above the waterline. A mooring buoy must have a yellow light, if lighted. The light must conform to the standards and guidelines in the Canadian Aids to Navigation System (TP 968). Retroreflective material, if used, must be yellow.
    - Name, address, phone # of owner conspicuously displayed
    - Buoy and anchor system constructed to remain in position
  - Minister may remove a minor work if it does not comply with the PMBRs.
- Enforcement: TC-NPP is responsible to enforce PMB compliance with the NPWA, PMBR and the MWO which can include the following:
  - Under NPA and PBR, unlawful works, including non-compliant buoys, may be subject to removal. It is important to note that this applies only to the buoy, not to any vessel or structure attached to it.
  - Notices of non-compliance may be placed on unlawful works, providing a period of time to rectify deficiencies
  - . If the buoys remain unlawful after the specified date, they may be removed by TC
  - TC will normally initiate public outreach, engage with other agencies that have overlapping jurisdictions
  - TC actively involved in several multi-agency collaborative initiatives to develop long-term solutions to areas known to be congested with mooring buoys or those that are not in compliance with regulations.
  - NPP will offer guidance and support to local community initiatives to alleviate problem areas by providing input on developing public moorage facilities, or participating in the pre-development and consultative phases of community planning and bylaw development

Transport Canada staff have indicated that PMB are not considered a right to navigation, therefore, there is no need to ensure provisions for temporary moorage and local government can restrict and/or ban the placement of PMBs within their Meets & Bounds.

#### Provincial Jurisdiction

In general, the Province of British Columbia is responsible for management of Crown land, including foreshore land and most submerged land. Most of the seabed in BC is considered Crown Land.

The Land Act is an important part of the legislative and regulatory framework that guides the allocation and management of Crown land in BC. The Act largely governs the acquisition, disposition, management, administration, transfer and surveying of Crown land in BC and is the main legislation used by the government to convey land to the public by granting land or by issuing Crown land tenures in the form of leases, licences, permits and rights-of way. Important decision-making powers authorized under the Act include:

- · Determining if a disposition of Crown land is in the public interest;
- · Temporarily reserving Crown land from disposition;
- Designating Crown land for a particular use; and
- · Prohibiting certain uses of Crown land.

Provincial Crown does not generally regulate anchoring and mooring of vessels, and does not typically issue lease or licenses for anchorage and mooring buoys. Consequently, there are many areas where neither the Federal Crown, the Provincial Crown nor a local government regulate anchoring/mooring in an area, resulting in desirable bays become congested with vessels whose owners store the vessel for longer than a "reasonable time, for a reasonable purpose," impeding other's use of the waterway, including upland property owners.

Province does not issue leases for mooring buoys, but this does not mean that a mooring can be placed on Crown land (seabed) other than for a "reasonable time, for a reasonable purpose" without it being trespass. After all, that anchor or buoy, if left for an unreasonable time or an unreasonable purpose, is utilizing common property and depriving others of such use.

<u>Land Use Operational Policy on Private Moorage:</u> The Province has a Land Use Operational Policy on Private Moorage (updated Jan 2019). This policy applies to the disposition of aquatic Crown land (inland and coastal) for private moorage facilities that are affixed to and/or occupy aquatic Crown land. A private moorage facility is a dock, a permanent boat way (i.e. boat ramp / rail), or a stand-alone boat lift that is permanently affixed to aquatic Crown land; it is intended for the personal and private residential use by one or a number of individuals or a family unit for boat moorage.

The policy does not apply to mooring buoys used for private moorage. Provincial staff have indicated that since PMBs are regulated by the federal government and since the anchoring system of PMB is small, that they have made a policy decision to not include PMBs under this policy. However, that does not take cumulative effect of many PMBs in a small area into account.

The objectives of the policy are to:

- reduce risk of impacts associated with the construction and use of private moorage facilities;
- ensure that policy and procedures complement other provincial and federal agency requirements;
- provide flexibility to allow regional and site specific issues and conditions to be considered and addressed;
- provide dock owners with best management practices and requirements; and

 provide for different forms of allocation, with a range of rights, interests and obligations to meet a variety of circumstances and proponent needs.

Given that there are more than 100 PMBs in each of Brentwood Bay and Tsehum Harbour, the cumulative effect of the PMBs does need to be considered. Local Governments could continue advocating to the province to change their policy.

Under the Private Moorage Land Use policy, there is a process where local governments can apply to be within a designated application-only area. In these areas, the General Permissions will not apply, docks will require an application for a Specific Permission.

The application process will allow for site specific evaluation and consideration to address local circumstances and conditions before authorization is granted. Application-only areas will cover areas that will generally have a higher risk of impacts or user conflicts related to the construction and use of any size dock. Regional operations of the Authorizing Agency may work with provincial and federal resource agencies, First Nations and communities to identify appropriate application only areas. Once designated, information on these specific areas will be available from the Authorizing Agency. The intent is to provide an added tool for mitigating risks known to be associated with specific locations and areas of interest.

Note that the designations are not done through a legal instrument; they are simply providing a description of the location for administrative purposes. Criteria for designating Application-only areas can include, but are not limited to:

- narrow water bodies where riparian rights are at risk of being infringed, or
- navigation and safety compromised (e.g. small coves, channels and sections of rivers);
- areas important for public access and use (e.g. beaches, areas adjacent to waterfront parks);
- · areas subject to local requirements associated with foreshore development
- environmentally sensitive areas (e.g. fish spawning, critical habitat areas mapped by Ministry of Environment):
- areas where First Nations have generally expressed a strong interest, or have specifically requested consultation on all private moorage proposals;
- areas which contain Land Act dispositions or other government authorizations that are at risk
  of being in conflict with dock placement and use; and.
- areas that are experiencing significant growth and concerns associated with waterfront development.

### Local Government Jurisdiction

The Community Charter gives municipalities authority over zoning including the power to regulate land covered by water up to 300 metres from the high water mark of municipal boundaries. Notwithstanding, the regulation of navigation and shipping falls exclusively within federal jurisdiction.

BC Court decisions (<u>West Kelowna District v. Newcomb</u>; <u>City of Victoria v. Zimmerman</u>) have ruled that, provided the seabed is within the boundaries of the local government, the local government may enact bylaws that limit anchoring and mooring, provided the purpose of the bylaws is to manage land (the seabed and adjacent upland properties) and not manage navigation. These decisions recognized some incidental interference with navigation and shipping must be allowed. The restriction to such bylaws is that they cannot interfere with anchoring or mooring for a "reasonable time, for a reasonable purpose".

Through federal regulation there is a right to anchor (for safe harbour). There is clear legal precedence that enshrines the right to anchor, however, more recent case law suggests that while

# Jurisdiction And Regulatory Summary for Private Mooring Buoys

Page 5

local governments cannot prohibit anchorage (i.e. must allow for temporary anchorage, related to safe harbour requirements) the right to safe harbour does not infer a right to permanently anchor within an area.

Both federal and provincial staff have confirmed that local governments can prohibit or limit private mooring buoys within their metes and bounds through zoning, land use and structure bylaws.

## JURISDICTION AND RESPONSIBILITY FOR ABANDONED, WRECKED AND DILAPIDATED VESSELS

### April 2024

### Introduction

Launched in November 2016, the federal Oceans Protection Plan (OPP) is intended to protect our coasts and waterways today and for future generations, while growing the economy (Protecting our coasts: Oceans Protection Plan (canada.ca)). The OPP has 5 general themes: safer marine traffic; stronger incident prevention and response; better protected coastal ecosystems; stronger partnerships with Indigenous and coastal communities; and building a stronger scientific evidence base.

### Vessels of Concern (VOC) Program

Vessels of concern are abandoned, derelict, and wrecked vessels that are either discharging or likely to discharge a pollutant or are an obstruction or hazard to navigation. Whether a boat is classified as abandoned, derelict or wrecked is important as that determines which agency has lead responsibility and which regulation it falls under (Table 1).

Table 1: Definitions of the types of vessels of concerns

Term	Definition	Key Legislation/Agency
Vessels of Concern	Vessels of concern are abandoned, derelict, and wrecked vessels that are either discharging or likely to discharge a pollutant, or are an obstruction or hazard to navigation.	CCG, TC-NPP, DFO
Wreck	A vessel is considered wrecked if it, or one of its parts, is:  sunk partially sunk adrift or ashore stranded or grounded  This includes equipment, stores, cargo or any other things that is or was on board a vessels that has been wrecked.	Wrecked, Abandoned or Hazardous Vessels Act (justice.gc.ca) Nairobi International Convention on the Removal of Wrecks, 2007 Salvage Regulations TC-NPP
Hazardous Vessel	A vessel is considered hazardous if it could cause harm to:  health infrastructure the environment coasts or shorelines personal safety and well-being economic interests of the public	CCG WAHVA
Dilapidated Vessel	A vessel is considered dilapidated if it's significantly degraded, dismantled or incapable of being used for safe navigation	TC - NPP
Abandoned Vessel	A vessel is presumed abandoned if the owner, in the absence of evidence to the contrary, leaves the vessel unattended for a period of two years. Not necessary for owner to leave vessel unattended for 2 years to be found to have abandoned the boat.	TC - APP

Under the OPP, the Canadian Coast Guard (CCG) - a strategic operating agency within Fisheries and Oceans Canada (DFO) - has established the Vessels of Concern (VOC) program to help prevent and address wrecked, abandoned and hazardous vessels. This program is a shared initiative between Transport Canada, Canadian Coast Guard and Fisheries and Oceans Canada. The agency roles under the VOC program are outlined in Table 2.

The program has developed a National Strategy to reduce the number of abandoned and wrecked vessels in Canadian waters by preventing the occurrence of new problem vessels and by making progress in cleaning up existing problem vessels. There are five key measures of the program:

- Legislation: The Wrecked, Abandoned or Hazardous Vessels Act (WAHVA) became law on July 30, 2019, and protects Canada's waterways and marine ecosystems. This key measure under the OPP brings the Nairobi International Convention on the Removal of Wrecks, 2007 into Canadian law and is a legal framework that holds vessel owners responsible for:
  - all costs associated with addressing a wreck
  - hazardous wrecks resulting from marine incidents
  - reporting, locating, marking and removing wrecks
  - · maintaining wreck removal insurance for large vessels 300 gross tonnes or above
- Enhance vessels owner identification: The federal government is developing a program to enhance vessel owner identification through a vessel registration scheme.
- Funding programs for wreck removal, education and research: There are 2 short-term funding programs under the OPP that support eligible recipients in removing and disposing of higher priority abandoned and wrecked vessels:
  - Transport Canada's <u>Abandoned Boats Program</u> provides funding to remove abandoned boats and wrecks in <u>Canadian waters</u>. To qualify for funding, you must first get authorization to take possession of a boat by contacting your Navigation Protection Program <u>regional office</u>.
  - Fisheries and Oceans Canada offers the <u>Small Craft Harbours Abandoned and Wrecked Vessels Removal Program</u>. This provides funding to Harbour Authorities and other eligible recipients to remove and dispose of abandoned and wrecked vessels located in **federal small craft harbours**. For questions and support, applicants can contact their regional small craft harbour office.
- Long term owner-financed funds: The federal government is working on a fund that would be used to finance hazard boat removals.
- 5. National inventory of abandoned and wrecked vessels: CCG is developing a national inventory of problem vessels across Canada's coasts and shorelines. The inventory will be continually updated and supported with risk assessments to identify and guide future actions on high-risk vessels. The Coast Guard is developing a risk assessment methodology to:
  - · assess the level of risk a vessel poses
  - rank vessels in the national inventory by their level of risk and complexity
  - prioritize and undertake appropriate measures to address the highest-risk vessels
  - monitor and help prepare contingency plans for high-risk vessels

#### Wrecked, Abandoned and Hazardous Vessels Act (WAHVA)

The purpose of the Wrecked, Abandoned and Hazardous Vessels Act (WAHVA) is to protect coastal and shoreline communities, the environment and infrastructure; and reduce burden on taxpayers from abandoned, dilapidated and wrecked vessels by:

- Strengthening owner liability for vessels, including costs for clean up
- · Addressing irresponsible vessel management, including prohibiting vessel abandonment
- Enhancing federal powers to take <u>proactive action</u> on problem vessels, including hazard assessments to inform measures

- · Introducing compliance and enforcement regime with offences and penalties
- Clarifying roles and responsibilities between TC, DFO, CCG

WAHVA addresses irresponsible vessel management by prohibiting the following:

- Abandoning a vessel unless authorized or an emergency
- Causing a vessel to become a wreck
- Leaving a vessel adrift more than 48 hours
- Leaving a dilapidated vessel (poor condition/state of neglect) in same area for more than 60 consecutive days without consent

The Act also enhances federal powers to take action by providing authority to:

- Order owner to remove/dispose of dilapidated vessels
- Order owners to take measures to prevent, mitigate or eliminate hazards posed by vessels
- Take direct action to remove/dispose of problem vessels if the owner is unknown or fails to comply – owner liable for costs
- Sell, or otherwise dispose of abandoned, dilapidated or wrecked vessels, subject to a public notification process; and hold owner liable for costs

The federal government responds to wrecked, abandoned and hazardous vessels, including dilapidated vessels, by:

- · coordinating and conducting hazard assessments for problem vessels in Canadian waters
- immediately addressing hazardous vessels when necessary
- · ensuring owners properly report, locate, mark and remove wrecks
- · serving as the single federal point of contact for reports of problem vessels
- · ensuring vessel owners comply with Coast Guard provisions under the Act
- addressing problem vessels located in federal small craft harbours or on other property under our responsibility

The Act lets federal agencies take measures to prevent, mitigate or eliminate the risks posed by problem vessels, including:

- · undertaking assessments on vessels that may pose hazards
- ordering owners to take measures to address their hazardous vessel
- · addressing hazardous vessels if the owner is unknown, unwilling or unable to respond
- addressing problem vessels located in federal small craft harbours or on other property under the responsibility of the Minister of Fisheries, Oceans and the Canadian Coast Guard
- holding owners responsible and liable for the costs of addressing their vessel

The legislation also prohibits irresponsible vessel management, such as:

- vessel abandonment
- · causing a vessel to become a wreck
- · leaving a vessel in poor condition (dilapidated) in the same area without consent

The agency roles under the WAHVA are outlined in Table 2.

Table 2. Federal agency roles under the Vessels of Concern Program and for Wrecked, Abandoned and Hazardous Vessels Act implementation.

Federal Agency	Role Under Vessels of Concern Program	Role in WHAVA implementation
Canadian Coast Guard (CCG)	Single-window reporting lead for VOC for Canada     Hazard assessments for vessels and wrecks located in Canadian Waters     Issue orders and directions to owners or take appropriate actions on hazardous vessels and wrecks, including enforcement     Enforcing the International Convention of Wreck Removal     Maintain National Inventory database	Operational lead for addressing vessels of concern     Coordinate and determine hazard assessments     Issue orders and/or take appropriate actions on hazardous vessels and wrecks, including enforcement     Order removal of dilapidated vessels left on property under responsibility of DFO/CCG or take action directly
Transport Canada Navigation Protection Program (TC-NPP)	Addressing dilapidated and abandoned vessels in Canadian waters where hazards are nil or low     Enforcing responsible vessel ownership     Enforcement of 5 prohibitions:     Abandoning a vessel unless authorized or in emergency     Knowingly causing a vessel to sink or become a wreck     Letting a vessel become a wreck by failing to maintain it     Leaving a vessel adrift for more than 48 hours without taking measures     Leaving a dilapidated vessel in the same area for more than 60 consecutive days without consent	Develop regulations, policies and guidelines     Issue insurance certificates and verify compliance with insurance requirements     Oversee and enforce the Salvage Convention and Receiver of Wrecks provisions     Enforcement of prohibitions (e.g., abandonment, dilapidated vessels)     Order removal of dilapidated vessels on Crown property or take action directly, except property under the responsibility of Minister of DFO and CCG
Fisheries and Oceans Canada (DFO)	Addressing dilapidated vessels in small craft harbours, including directing an owner to repair, secure, move, remove, dismantle or destroy the vessel     Enforcing compliance	Take appropriate actions on hazardous vessels/wrecks located in small craft harbours Order removal of dilapidated vessels left in small craft harbours or take action directly
Parks Canada (PC)	Addressing wrecked, abandoned, or hazardous vessels with historical, cultural or archeological significance     Work with CCG to mitigate existing hazards     Activities to excavate or protect the vessel or wreck for historical record	

#### Which Agency is responsible to act?

When CCG first become aware of a hazardous vessel, they determine which program should address it based on check to see which of our programs should address it.

- CCG Search and Rescue group addresses vessels related to a maritime emergency.
- The Canadian Coast Guard Environmental Response program addresses vessels that pose a pollution risk in Canadian waters.
- Transport Canada's <u>Navigation Protection Program</u> addresses vessels that present a risk to navigation.
- Hazardous vessels that can't be addressed by these programs are assessed to determine if they fall under the Wrecked, Abandoned or Hazardous Vessels Act,

### Compliance

Vessel owners are responsible for complying with the Wrecked, Abandoned or Hazardous Vessels Act. Under the Act, owners are liable for addressing their vessel or wreck when it is hazardous or unfit for safe navigation. They must also handle all associated costs, including any remediation action taken by federal officers.

A key part of compliance is raising awareness and promoting compliance through public education. To ensure that the public is aware of their new responsibilities under the Act, CCG use tools such as engagement, media campaigns and community outreach.

CCG take a graduated and risk-based approach to compliance that takes into account factors such as the severity of the action, the resulting harm and the compliance history of the party.

Under the Act, Coast Guard officers are able to take direct and immediate action to prevent, mitigate or eliminate the risks that hazardous vessels pose. These measures could include:

- prosecution for regulatory offences
- inspecting a vessel's interior, contents and exterior
- issuing administrative monetary penalties for non-compliance
- directing owners to take actions to prevent, mitigate or eliminate hazards posed by their vessel

### Penalties for non-compliance

For minor violations, the maximum penalty is \$5,000 for individuals and \$25,000 for any other entity (including corporations or vessels).

For serious violations, the maximum penalty is \$50,000 for individuals and \$250,000 for any other entity.

A regulatory offence prosecution could result in a maximum fine of \$1 million and/or up to 3 years of imprisonment for an individual, or \$6 million for a company or corporation.

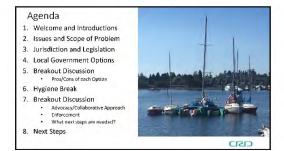
# Appendix B – Presentation Slides





1

2



Workshop Purpose

- Discuss proposed options and determine if a coordinated strategy is needed

- Identify opportunities for regional advocacy and collaboration with Provincial and Federal agencies

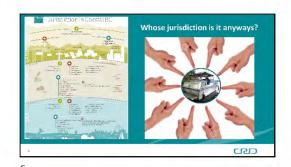
- Work toward local government solution to ongoing boat issues

3

Simulations

Simulation

Simul





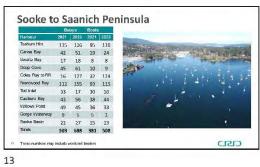


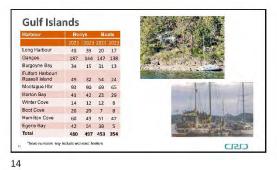


























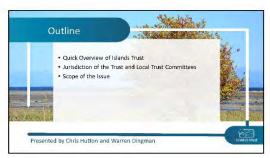




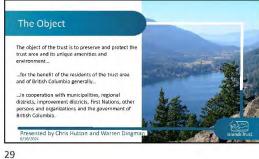


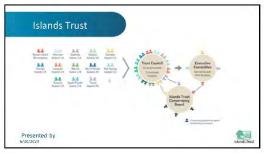




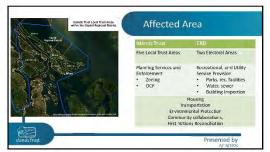


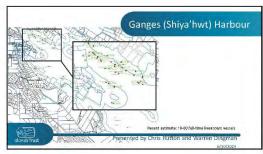














33













39 40







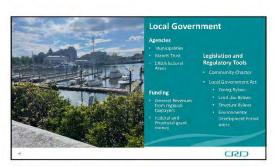








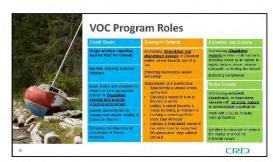


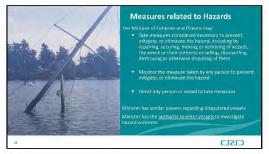


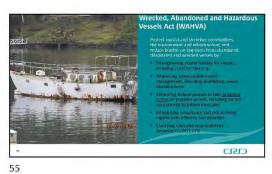


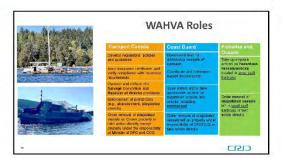


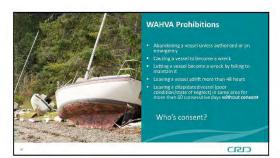




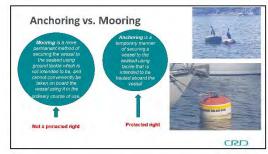


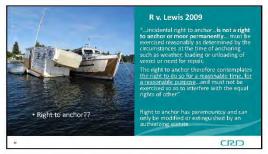




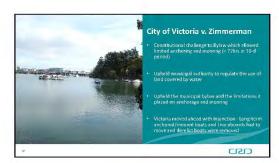
















63













69 70





















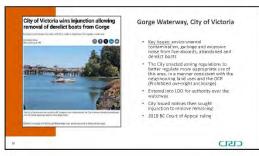


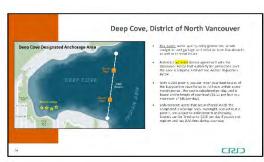
VOLUNTARY

VOLUNTARY

Sections (Included and Included and Section (Included and Included and Section (Included And Section (Include

81 82









Break Out Session #1

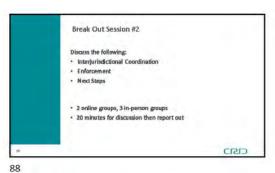
Discuss the benefits and challenges for each of the 3 Local Government Options

Deticns are provided in your workshop package

Which option might work best for your jurisdiction?

Jonline groups, 3 in-person groups

minutes for discussion then report out





89

# Appendix C – April 30, 2024 Meeting Notes

# Option 1 - Prohibit PMBs through Zoning, Land Use and Structure Bylaws

3 3/	- 0
Challenges	Benefits
Housing:	Local government can use familiar tools
For certain harbours (i.e. Salt Spring Island, Tsehum)	(land use and zoning)
boats are one of very few housing options	Establishes legal authority for
<ul> <li>Liveaboards are living and/or working in the</li> </ul>	municipalities to do something
community - housing shortage is severe	Helps to protect key features
(eg: hospital workers)	<ul> <li>Improved coastal stewardship</li> </ul>
<ul> <li>Removes available housing "stock" on the Gulf</li> </ul>	Positive for environmental protection
Islands	Reduces sewage discharge
<ul> <li>Anchoring (as the alternative to mooring) is</li> </ul>	Allows protection of habitat and cultural
more damaging to the sea bed and PMB	sites
regulation could result in an increase in anchored	<ul> <li>Need to prohibit PMBs in cultural and</li> </ul>
boats.	environmental areas
Infrastructure:	Appropriate in some areas
<ul> <li>Dock maintenance and moorings are full so</li> </ul>	<ul> <li>Quick and easy reporting (public)</li> </ul>
would need to be expanded	People living in floating communities
Moves the problem somewhere else	are not paying taxes
Marinas are full - no dock space available	Easier to enforce
for moored boats to move to	Equal "neat and tidy" for all
<ul> <li>Would existing PMBs need to be grandfathered</li> </ul>	Streamlines who is in charge
in?	
<ul> <li>If banned, where can boats moor? Will they just</li> </ul>	
keep moving around the region?	
Many of the structures are not boats, they are	
barges, wooden docks tied together, logs and	
boards, some are commercial barges that do not	
match their intended use	
Public Perception:	
<ul> <li>Not PMBs, it's the actions of boaters when tied</li> </ul>	
up that are issues	
Bad option	
Explosive, politically dangerous	
<ul> <li>Does not solve the foundational issue</li> </ul>	

Challenges	Benefits
Drastic move – negative feedback from	
community and bad press	
Enforcement:	
Need a boat	
Opportunities for partnership	
Identification of ownership	
Complicated	
Capacity issues	
What and who does it?	
Rely on RCMP	
Lack of resources	
Need more enforcement dollars	
Legal Challenges:	
• Liability – what if there are existing PMBs there?	
First Nations Section 35 rights	

# Option 2 - Regulate PMBs through Zoning, Land Use and Structure Bylaws

Challenges	Benefits
Impact to individuals, particularly those that use	Environmental – reduce overcrowding,
vessels as housing	dumping, intertidal crowding
<ul> <li>Housing displacement (especially in Ganges)</li> </ul>	Encompasses diversity between
Complexity of service provision, jurisdictional	harbours/boater communities - reflect
authority	the local community needs
Not a coast-wide solution	<ul> <li>Creates areas of protection and allows</li> </ul>
Politically and morally challenging	boats (balancing needs)
Needs the support of other jurisdictions	More consultation and collaboration
(partnership), examples include:	with community
<ul> <li>Indigenous Management Board (WASANEC to</li> </ul>	<ul> <li>Increase safety from current</li> </ul>
Nanaimo)	situation
<ul> <li>Collaboration with CRD/Islands Trust</li> </ul>	<ul><li>Could eliminate some "junk"</li></ul>
<ul> <li>National Conservation Protection area -</li> </ul>	<ul> <li>Increase shoreline access</li> </ul>
transferring control of seabed to First Nations?	<ul> <li>Less social conflict</li> </ul>
Enforcement should include education (multiple	Compromise, 'more palatable to all'
visits?)	Way to demonstrate responsible boat
Loopholes and adaptability of owners	ownership discussions around a Harbour
	Authority

Challenges	Benefits
Cost of enforcement/enforcement capacity is	Regulation might reduce need for
even greater than in Option 1	supportive services
Cost of service provision, program, removal	<ul> <li>Less liability than Option 3</li> </ul>
Time (staff) and willingness of staff	<ul> <li>Less liability if charged a permit fee?</li> </ul>
<ul> <li>How to monitor? Camera services if no fees?</li> </ul>	
Supportive services – no resources at local	
government level to provide these services:	
– garbage	
<ul> <li>sewage (many areas do not have pump out</li> </ul>	
facilities)	
<ul> <li>access to showers</li> </ul>	
<ul> <li>can fees be charged for the supportive</li> </ul>	
services?	
Legal consideration/legal challenges	
Structure bylaws could affect many of the	
existing structures that are cobbled together	
Grandfathering?	

# Option 3 - Enter into a Licence of Occupation (LOO) with the Province to Regulate PMBs and Recover Fees

- Requires agreement with crown for land tenure
- Requires development or amendment of bylaws to determine placement/number, etc.
- Requires enforcement
- Requires supportive services (garbage, sewage, dinghy dock)

Challenges	Benefits
Liability:	No non-conforming issue
Contamination	Can have LOO and zoning
Land occupier	<ul> <li>User pay system – provide revenue to</li> </ul>
Liability for unknown risks	offset costs (this is more fair for the
L00 – downloads everything to local government	users to pay for the services)
(less flexible than zoning)	<ul> <li>Purpose of going this route is local</li> </ul>
Financial – who pays?	governments cannot afford to provide
Similar funding/infrastructure challenges to	the services
Option 2, with addition of administration	<ul> <li>Similar environmental benefits to</li> </ul>
Can charge fees but will they be high enough to	Option 2 mooring is less damaging to
recover full costs of implementation?	the environment than anchoring

Challenges	Benefits
Enforcement:	Evidence based research and approach
More challenging	First Nations consultation increased
Acting as private owner	
Lack of capacity for enforcement, would need	
more capacity to manage this	
Similar challenges to Option 2	
Public perception: seen as an elitist way to	
achieve Option 1	
<ul> <li>Violates First Nations rights and titles</li> </ul>	
On Gulf Islands who would take out the LOO –	
CRD or Islands Trust?	
Administration/capacity at local government	
level an issue	
Need to advocate to Province	
Greater demand for services if charging	
Not much more useful	

# **Next Steps**

# First Nations

- Collaboration with First Nations (FN)
- FN role partnerships
- Indigenous Management Board 11 Nations
- Talk to FN boards/councils for direct input
- Indigenous Management board role

# Collaboration

- Need collaboration = consensus on this and resources
- Next steps task force or working group?
- Whole coast collaboration
- Need for funding where does the money come from?
- National Marine Conservation Area
- Deregulation issue
- Collaboration and advocacy with federal and provincial governments

# Housing

- Fundamental housing problem is a big issue affecting the Gulf Islands
- Need to learn more about people living on boats
- Know more about people living on boats
- Saanich Inlet Protection Society (SIPS) + liveaboard groups commonality

### Roles

- What are the roles towards a solution to this issue?
- Role of vacation moorage(s)
- Get decision makers together to resolve this
- Need to engage with community

# Resources/Funds

- Capacity challenge for all
- Enforcement issue highly complex, lack of decision makers, who has jurisdiction?

# Advocacy

- Consideration of coordinated approach for advocacy all
- What federal plans are coming?
- Marine Protected Area regulation change
- Cumulative impacts of PMBs
- ADM Mack, Assistant Deputy Minister, talked about the BC Coastal Marine Strategy BC government developing high level tool kit and partnerships
- Data compelling in terms of the rate of change
- Need for all to commit resources and do the work SOON
- Focus on problem areas do trial program there first and learn
- "Sunset of Salish Sea" report sustainability

### How to move towards collaboration?

- Proper inventory
- Existing violations addressed
- Task force or working groups? How to formulate, how to fund? The Province can help get the right decision makers engaged. NOTE challenges wildfire season is here, election year
- Coastal Marine Strategy flags this boat issue
- CRD has given input, will give more

All local governments should review and give comments

# **CRD Next Steps**

- Staff report to CRD board suggest a working group
- Role of CRD Saanich Peninsula Harbours Service now suspended by Central Saanich
- Ocean Protection Plan Transport Canada
- Funding increase through Coastal Marine Strategy
- Next Step Elizabeth May's office can help connect ministers and bridge concerns
- Success of derelict boat removal so far. Keep at it!
- Importance of relationship with community and leadership
- Rebuild trust, individual relationships
- Other places in BC and Canada. Are PMBs an issue on the East Coast or the Great Lakes?

# Meet with Indigenous Management Board

• Coastal Marine Strategy - share CRD submission and invite board input - not enough time for that.

# Parking Lot Items

- Boat buy-back programs
- Need better data
- Need to have a one stop shop there is currently no group that you can talk with about this, there
  are multiple different agencies, very complex and confusing
- FN Port Authority
- FN input needed
  - Challenging to consult
  - Capacity at Nations an issue for consultation, need funding
  - Ongoing unresolved claims
  - How to unwind this system
  - Haven't been part of the process
  - Process lack of FN options/conservation(?)
  - Missing part of the solution
- Context has now changed
- Housing alternatives roll out over next 10 years
- Capacity
- Consider interim task force to try to solve this issue: Fisheries and Oceans Canada (DFO), Transport Canada, Canadian Coast Guard, BC government

- Proposed Conservation Values/Marine Conservation Area
- underlying issues for Salt Spring Island
  - "class conflict"
  - Local decision making
  - FN Decision Making and Control/Governance/Stewardship and Collaboration



# REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 4, 2024

# **SUBJECT** Recent Provincial Housing Initiatives

# **ISSUE SUMMARY**

To provide the Capital Regional District (CRD) Board with an overview of recent provincial legislative changes to the local government planning and land use framework. These changes include amendments to the *Local Government Act* and *Community Charter* – as detailed in Bill 44, Bill 46, Bill 47, and Bill 16 – alongside the ongoing rollout of the *Housing Supply Act* and the *Housing Supply Regulation*.

### **BACKGROUND**

Since 2022, the Province has introduced several pieces of legislation intended to increase housing supply. These changes, which align with provincial priorities identified in the 'Homes for People' plan, seek to transform the local government planning and land use framework in British Columbia.

Housing Supply Act and Housing Supply Regulation

The *Housing Supply Act* was introduced in November 2022 and brought into force in May 2023 with the *Housing Supply Regulation*. The *Act* stipulates housing targets can only be established for municipalities and cannot be established for regional districts or their electoral areas.

In October 2023, the Minister of Housing released targets for the first cohort of 10 municipalities. This was followed by the release of targets for a second cohort of 10 municipalities in June 2024, and a third cohort of 10 municipalities in July 2024. A reference chart of all published targets for municipalities within the capital region is attached as Appendix A.

News Release – <u>Here</u> Housing Supply Regulation – <u>Here</u>

Housing Statutes (Residential Development) Amendment Act, 2023 (Bill 44)

Bill 44 seeks to standardize and improve planning processes with the intent of allowing small-scale multi-unit homes (SSMUH) across the province. The Bill also seeks to expedite municipal approval processes by moving away from individual property-specific rezonings towards more comprehensive upfront planning and zoning processes.

To support this, Bill 44 requires updating Housing Needs Reports (HNR) with a standardized methodology, and zoning for the total amount of housing needed on a regular basis. To provide an overall sense of scale, Appendix B contains a reference chart of the estimated amount of housing in the next 20 years that municipalities within the capital region are required to zone for by December 31, 2025.

News Release – <u>Here</u> Additional Provincial Resources - SSMUH – <u>Here</u> Additional Provincial Resources - HNR - <u>Here</u> Housing Statutes (Development Financing) Amendment Act, 2023 (Bill 46)

Bill 46 enables local governments to expand the eligible infrastructure categories for Development Cost Charges (DCC) to include fire protection, police, and solid waste facilities. It also establishes a new Amenity Cost Charge (ACC) authority that permits local governments to collect funds from new developments for amenities like community centres, recreation centres, daycares, and libraries.

News Release – <u>Here</u> Additional Provincial Resources – <u>Here</u>

Housing Statutes (Transit-Oriented Areas) Amendment Act, 2023 (Bill 47)

Bill 47 requires select local governments to designate Transit Oriented Development Areas (TOD Areas) near transit hubs and permit housing development that meets provincial standards for allowable density, height, and size. The legislation further prohibits local governments from setting off-street residential parking minimums within TOD Areas to ensure parking provisions are determined by market demand. As of September 2024, a total of seven TOD Areas are identified within the capital region as shown on Appendix C.

News Release – <u>Here</u> Additional Provincial Resources – <u>Here</u>

Housing Statutes Amendment Act, 2024 (Bill 16)

Bill 16 establishes an inclusionary zoning authority for local governments to require affordable housing in new developments. It also creates a tenant protection authority that enables municipalities to require support for tenants facing displacement due to redevelopment, establishes a transportation demand management authority for local governments, and expands local governments' ability to require site-specific works and services at subdivision or building permit stage.

News Release – <u>Here</u> Housing Statues Amendment Act, 2024 (Bill 16) – <u>Here</u>

# **IMPLICATIONS**

The province outlines that the announced legislative changes are intended to shift the planning processes to an 'up-front' framework, wherein local governments pre-zone land to meet estimated housing needs and reduce the number of site-specific rezoning processes. Given the scope and scale of these legislative changes, there are a wide array of potential implications. This section focuses on the implications pertaining to CRD services, rather than the numerous impacts the legislation poses for the CRD's member municipalities.

# Service Delivery Implications

It is important to note that the CRD only retains land-use authority for the Juan de Fuca Electoral Area (EA) as the Southern Gulf Island and Salt Spring Island EAs are under the jurisdiction of the Islands Trust and the 13 local governments comprising the CRD each hold their own land-use authority. However, legislative changes to increase housing supply – particularly the setting of housing targets, Bill 44's zoning requirements, and Bill 47's requirements to designate high-density TOD areas – will likely drive increased demand for regional infrastructure and services, including water, wastewater, solid waste and recycling, transportation, parks, safety and emergency services, arts, and recreation, etc.

As population growth and the associated intensification of land use potentially impact multiple CRD services, any implications will be considered through service-specific plans or strategies as updates are advanced through their regular cycle or as part of existing DDC program updates in the case of water services. As service levels are reviewed through plan and/or strategy updates, any adjustments that may be required will help to inform the annual CRD service planning process, which feeds into the development annual CRD Financial Plan, which is brought before the CRD Board for consideration as both a provisional financial plan and final financial plan.

Specific to the Juan de Fuca EA, staff have been working to meet all legislated and/or regulatory requirements associated with the relevant legislation. CRD staff have confirmed with the Province that the EA's zoning bylaws meet SSMUH requirements, with all restricted zones outside the urban containment boundary (UCB) allowing secondary or detached suites, and there are no areas that meet the criteria for restricted zones within the UCB. The Province has acknowledged receipt of CRD's compliance notification letter.

The CRD is required to complete an interim HNR for the Juan de Fuca EA by January 1, 2025. This interim report will build upon the HNRs the CRD undertook in 2020 in partnership with 11 member municipalities.

All interim HNRs must be received at a council or board meeting that is open to the public and contain the following information:

- The total number of housing units required to meet the anticipated housing needs of the local government over 5 and 20 years.
- A description of the actions taken by the local government, since completing the most recent HNR, to reduce housing needs.
- A statement about the need for housing close to transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation.

The Province published the standardized methodology for the interim HNR on June 18, 2024. CRD staff have reviewed the methodology and intend to meet the HNR legislative requirements within the six-month timeframe.

#### Social Implications

The Province has provided local governments with an array of new tools to secure the types of outcomes that were commonly sought at rezoning. The inclusionary zoning authority, the transportation demand management authority, and the expanded ability to secure site-level infrastructure help enable proactive planning for the types of complete communities that align with the CRD Board's Strategic Priorities for housing, transportation, climate action and environment. Similarly, the new ACC authority helps ensure that areas of growth have the amenities necessary to support livable and complete communities. The Province has stipulated that the tenant protection authority extends only to municipalities and regional districts are prohibited from using this tool.

#### Regional Growth Strategy Implications

The Housing Supply Act and Housing Supply Regulation set targets for municipalities located outside of the Regional Growth Strategy's UCB. This may impact regional settlement patterns and impact pre-existing planning and servicing initiatives as growth has historically been focused within the UCB. Additionally, the requirement in Bill 44 to permit secondary suites province-wide may also influence regional growth and settlement patterns, thus affecting infrastructure and service delivery requirements in rural areas located outside of the UCB.

## Equity, Diversity & Inclusion Implications

The Province's economic modelling considers the equity, diversity, and inclusion implications of the legislative reforms, analyzing how different groups may be affected by the replacement of single-family dwellings with the housing typologies enabled via Bills 44 and 47. The model uses 'Gender-Based Analysis' to examine the intersections of gender, household type, visible minority status, Indigeneity, and income amongst renters in British Columbia. It concludes that overall increases in density and housing units generally enhance housing options for all renters. Specifically, single mothers, women living alone, and visible minority residents may experience improved outcomes in the types of housing generated by these reforms on a per unit basis.

At the same time, the complexity of the housing affordability crisis and its multifaceted impacts on different groups require nuanced policy responses to ensure equitable and inclusive housing outcomes across the capital region. Given the legislation's market-based approach to increasing housing, the reforms may not provide the deep levels of affordability needed to house some of our community's most vulnerable or precariously housed individuals. CRD staff continue to advance opportunities that increase the supply of non-market housing built and operated by the CRD's wholly owned housing corporation, the Capital Region Housing Corporation.

## **CONCLUSION**

Recent provincial legislation represents a significant transformation in British Columbia's planning and land use framework. CRD staff will continue to work collaboratively with local governments around matter of regional collaboration, update service-specific plans and/or strategies as required and pursue initiatives that increase housing affordability and align with the strategic priorities established by the Board.

#### **RECOMMENDATION**

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

Submitted by:	Jamie Proctor, MA, Manager, Housing Planning, Policy and Programs
Concurrence:	Don Elliott, BA, MUP, Acting General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

#### **ATTACHMENTS:**

Appendix A: Municipal Housing Targets Table Appendix B: Estimated 20 Year Housing Need

Appendix C: Transit Oriented Development Table and Map

# **Published Targets for Municipalities within the Capital Region**

Housing targets include guidelines for the different types of units to support delivering the right type of housing in each community.

These guidelines include breakdowns by size, tenure, market rate, and supportive rental units.

Municipality	Unit Targets*	UNITS BY SIZE		UNITS BY TENURE		RENTAL UNITS BY MARKET RATE		SUPPORTIVE RENTAL UNITS (with on-site supports)	
		Studio/ 1 bed	2 bed	3+ bed	Rental Units	Owner Units	Below Market	Market	
City of Colwood	940	596	160	183	404	536	184	221	17
City of Victoria	4,902	3,365	801	736	3,483	1,419	1,798	1,685	102
District of Central Saanich	588	387	92	110	246	342	129	117	16
District of North Saanich	419	266	68	85	125	294	63	62	11
District of Oak Bay	664	446	100	118	246	418	141	104	20
District of Saanich	4,610	3,001	780	828	2,495	2,115	1,161	1,334	131
Town of Sidney	468	317	70	81	166	302	95	71	11
Town of View Royal	585	378	105	103	421	163	185	236	11
Township of Esquimalt	754	523	121	110	510	244	267	243	16
TOTAL TARGETS	13,930					•			

<sup>\*</sup> Breakdown totals may not add up exactly to total units, due to rounding.

# **Estimated 20 Year Housing Need**

This table outlines the housing units needed over the next 20 years, by municipality within the capital region. These numbers are estimates developed using the University of British Columbia Housing Assessment Resource Tools (HART) Housing Need Report Calculator. The Province requires municipalities to update their zoning bylaw to permit the total number of housing units needed over the next 20 years by December 31, 2025.

Municipality	Housing Units Needed Over the Next 20 Years		
City of Colwood	5,111		
City of Langford	16,942		
City of Victoria	26,604		
District of Central Saanich	3,476		
District of Highlands	719		
District of Metchosin	852		
District of North Saanich	2,493		
District of Oak Bay	3,567		
District of Saanich	23,559		
District of Sooke	4,737		
Juan De Fuca Electoral Area	1,261		
Town of Sidney	2,991		
Town of View Royal	2,889		
Township of Esquimalt	4,213		

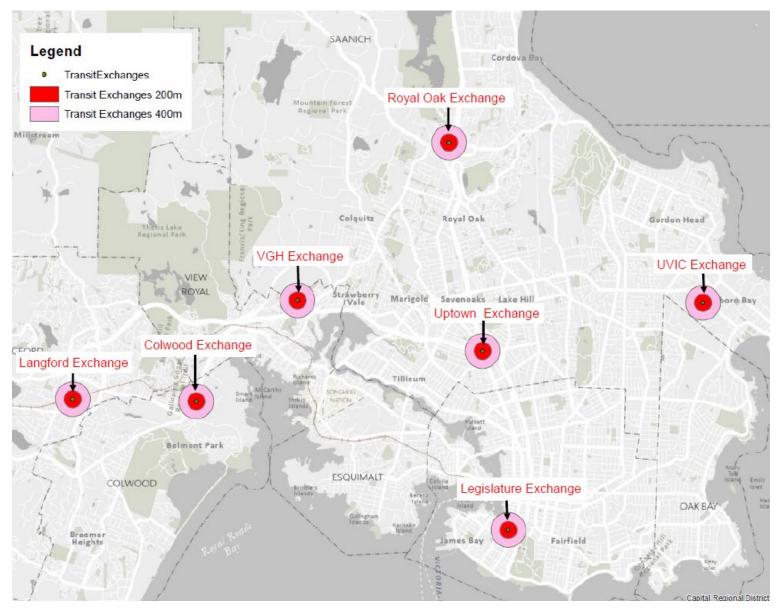
<sup>\*</sup> The Province of British Columbia has flagged that Regional District Electoral Areas are not required to update zoning bylaws to permit the total number of housing units needed over the next 20 years.

# **TOD Area Reference Table**

Within the CRD, the following municipalities have been identified as local governments that must designate Transit Oriented Development Areas (TOD Areas):

Municipality	TOD Areas
City of Colwood	Colwood Exchange
City of Langford	Langford Exchange
District of Saanich	Uptown Exchange
District of Saanich	UVic Exchange
District of Saanich	Royal Oak Exchange
Town of View Royal	VGH Exchange
City of Victoria	Legislature Exchange

# **TOD Area Reference Map**





# REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 4, 2024

### **SUBJECT** Thuthiqut Hulelum' (Forest Homes) Grant Application Authority

#### **ISSUE SUMMARY**

To authorize the Capital Regional District (CRD) Chief Administrative Officer (CAO) to pursue grants and funding to develop Forest Homes, a proposed 20-unit housing project, formerly known as Galiano Green, on the recently acquired CRD property at 280 Georgeson Bay Road on Galiano Island.

#### **BACKGROUND**

In September 2023, the CRD Board approved Growing Communities Funds (GCF) in the amount of \$2.8 million (M) towards the Galiano Green 20-unit Affordable Housing Project across four separate structures on Galiano Island, which has subsequently been renamed Thuthiqut Hulelum' (translates as "Forest Homes" in the Hul'qumi'num language).

On December 13, 2023, the CRD Board directed staff to proceed with acquisition of the property for a purchase price of up to \$672,000, and to use the remaining \$2.1M Growing Communities Funds (GCF) allocated for this project to advance project development. The Board directed that the CAO be authorized to negotiate, execute, and do all things incidental to finalizing the purchase of the property, and enter into agreements for the funding, construction, and operation of the project.

The Galiano Affordable Living Initiative (GALI), on behalf of the project, had applied to the Community Housing Fund (CHF) through BC Housing in the 2023 call for proposals. The project partners were informed by BC Housing in early 2024 that the submission was not successful. In the December 2023 report staff commented that should the CHF application not be successful, that staff would still advance the acquisition of the lands and could consider either phasing the project or seeking additional sources of equity. Therefore, in June 2024, the CRD purchased the 10-acre property from the GALI, a non-profit society that had rezoned the property and prepared the site for development. Under the terms of the purchase agreement, once construction is complete and the occupancy permit issued, GALI will be the housing operator responsible for building operations, management of tenants, ensuring units are rented, financial management, and sustainability of the project, building and property maintenance and repairs.

As the lands are now in the possession of the CRD and the 2023 CHF application was not successful, additional direction is needed to apply for funds to close the equity gap and support the project in moving forward.

## **ALTERNATIVES**

#### Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate and accept the terms to receive funds, execute agreements and do all things necessary to secure grant funding and financing for the project at 280 Georgeson Bay Road on Galiano Island through funding programs as necessary and as they become available.

#### Alternative 2

That this report be referred to staff for additional information based on Hospitals and Housing Committee direction.

## **IMPLICATIONS**

#### Social Implications

Galiano Island is part of the Southern Gulf Island Electoral Area (SGI EA) and has a population of 1,395 based on the Island's 2021 Census Profile. The 2018 Southern Gulf Islands (SGI) Housing Needs Assessment found that:

"All evidence clearly points to serious shortages in secure, appropriate, and affordable housing for low to moderate-income earners. Renters are particularly impacted as their incomes are insufficient to enter the homeownership market, and the limited number of rental properties are increasingly vacant seasonally or placed in the vacation rental market. Community members strongly described the housing situation as bordering on crisis, and as having serious impacts on themselves and their families, community well-being and economic sustainability."

It is intended that the Forest Homes development will advance rental housing for low-to moderate-income<sup>1</sup> or middle-income<sup>2</sup> households depending on which program the partners are able to access funding through.

#### Service Delivery Implications

This project was purchased under the authority of the Land Banking and Housing Service, which provides the CRD with the ability to "undertake land assembly for the purpose of housing, either public or private, and public housing."

# Financial Implications

The initial total cost estimate as provided to the CRD Board in December 2023 was \$14M, including the land. At present, the total cost remains the same. Table 1 depicts the estimated Capital Cost associated with this 20-unit project as of September 2024.

<sup>&</sup>lt;sup>1</sup> Low- and Moderate-Income Limits (2024): Gross household income of less than \$84,780 (unit with less than two-bedrooms) and \$134,140 (unit with two-bedrooms or more).

<sup>&</sup>lt;sup>2</sup> Middle-Income Limits (2024): Gross household income of less than \$131,950 (unit with less than two-bedrooms) and \$191,910 (unit with two-bedrooms or more).

Table 1 – Summary of Costs & Equity

Cross Capital Budget	Catimated	Confirmed
Gross Capital Budget	Estimated	Confirmed
Soft Costs <sup>3</sup>	\$1,575,940	
Hard Costs <sup>4</sup>	\$11,482,510	
Contingency	\$946,067	
Total Capital Cost	\$14,004,517	
Equity		
Land	\$672,000	\$672,000
CRD Growing Communities Fund	\$2,750,000	\$2,750,000
Municipal Grant	\$10,000	\$10,000
Community Fundraising	\$150,000	\$100,000
CMHC Seed Funding Grant	\$50,000	\$50,000
CMHC Affordable Housing Fund	\$1,500,000	
Other Grants (SCI IRP)	\$15,000	\$15,000
FCM GMF Study Grant	\$175,000	\$175,000
CWF Contribution	\$600,000	
BC Builds Contribution	\$4,336,711	
Additional Funding Required	\$210,654	
Total Equity	\$10,469,365	\$3,772,000
Debt		
CMHC Mortgage	\$3,535,152	
Total Mortgage Debt	\$3,535,152	
	,	
Total Estimated Capital Cost	\$14,004,517	
		•
Total Estimated Equity	\$10,469,365	
Total Confirmed Equity	\$3,772,000	
Total Equity Gap	\$6,697,365	
		•

Staff have identified a total of \$3.7M in confirmed funds through the Growing Communities Fund and other sources toward a total estimated capital cost of \$14M. Staff further estimate that with a Debt Coverage Ratio (DCR) of 1:1.1, the project could service a mortgage of \$3.5M resulting in a total estimated equity gap of \$6.7M. Should the CRD Board approve the recommendation contained within this report, staff have plans to advance efforts to close this equity gap. Alternatively, if insufficient funding is secured, the project could be implemented in phases, with the first building constructed for occupancy and the on-site infrastructure engineered and installed for full build out.

#### Climate Implications

In accordance with the BC Housing Design Guidelines and Construction Standards, the project will be constructed to achieve BC Energy Step Code – Step 4 which will target a 40% reduction in energy consumption.

<sup>&</sup>lt;sup>3</sup> Incl. appraisals/studies, municipal fees, utility fees, design and other consultants, miscellaneous costs and building start up.

<sup>&</sup>lt;sup>4</sup> Incl. land acquisition and servicing, borrowing costs, and construction costs.

#### Environmental Implications

Through the rezoning process with Islands Trust, there were several conditions placed on the development to ensure environmental impacts would be avoided. These include considerations of siting, water use, septic disposal, greenhouse gas impacts, and ecological protection. There are several professional reports to guide implementation of these goals.

#### Equity, Diversity & Inclusion Implications

This project upholds values of equity, diversity, and inclusion through the eligibility criteria of future tenants, as required by the housing agreement. This project would be built in accordance with Part 8: Wheelchair Accessible and Adaptable Dwelling Units of the BC Housing Design Guidelines and Construction Standards as well as any additional requirements associated with funding programs and the applicable legislation and regulation.

#### Alignment with Board & Corporate Priorities

This project is consistent with the CRD Board Priority to increase the supply of affordable, inclusive, and adequate housing in the region. This aligns with the CRD Corporate Plan, Section 5a to increase the supply of housing across the region.

#### Alignment with Existing Plans & Strategies

This project is consistent with the Southern Gulf Islands Housing Strategy, which was adopted by the CRD Board May 11, 2022. The project is consistent with the Galiano Island Official Community Plan and the Islands Trust Policy Statement, which is the regional growth management framework for the Islands Trust Area.

#### **CONCLUSION**

Forest Homes is a development-ready affordable project located on 10 acres of CRD-owned land on Galiano Island that would provide 20 homes to qualifying households. The housing would be operated by GALI who would be responsible for building operations, management of tenants, ensuring units are rented, financial management, and sustainability of the project, building and property maintenance and repairs. Staff have identified a total of \$3.7M in committed funds toward the estimated total cost of \$14M. To support working toward closing the estimated equity gap of \$6.7M, staff require additional authority from the CRD Board to advance applications.

#### **RECOMMENDATION**

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate and accept the terms to receive funds, execute agreements and do all things necessary to secure grant funding and financing for the project at 280 Georgeson Bay Road on Galiano Island through funding programs as necessary and as they become available.

Submitted by:	Stephen Henderson, Senior Manager, Real Estate and SGI Administration
Concurrence:	Don Elliott, BA, MUP, Acting General Manager, Planning & Protective Services
Concurrence:	Alicia Fraser, P. Eng., Acting Chief Administrative Officer



# REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, AUGUST 20, 2024

# <u>SUBJECT</u> Development Variance Permit for Parcel A (DD 80053I) of Section 86, Sooke District – 315 Becher Bay Road

#### **ISSUE SUMMARY**

A request has been made for a development variance permit to increase the maximum combined total floor area allowance for accessory buildings and structures from 250 m² to 314 m² on a lot with an area of more than 5,000 m², for the purpose of constructing a garage and two-storey accessory building with a detached accessory suite; and increase the maximum height of a detached accessory suite from 7 m to the peak of the roof to 8.37 m, and to increase the maximum allowable floor area of a detached accessory suite from 90 m² to 103 m² for the purpose of constructing a detached accessory suite.

#### **BACKGROUND**

The 4 ha property is located at 315 Becher Bay Road (Appendix A) in East Sooke and is within the Agricultural Land Reserve (ALR). The parcel is zoned Agricultural (AG) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 and is adjacent to AG zoned parcels to the north and south, Becher Bay Road to the west, and to Becher Bay to the east. The parcel is partially designated as several Development Permit Areas by the East Sooke Official Community Plan (OCP), Bylaw No. 4000; however, the applicable Development Permit guidelines for recent land clearing completed on the subject property are being addressed separately under Development Permit application DP000416.

A 290 m<sup>2</sup> single-family dwelling constructed in 1977 and a 14 m<sup>2</sup> wellhouse are located on the central eastern portion of the property and are accessed from Becher Bay Road by an existing driveway.

The applicant recently commenced construction of a 114 m² steel frame garage and a 186 m² accessory building containing a 103 m² detached accessory suite without the necessary building permits. Plans provided as part of the building permit applications (Appendices B, C and D) indicated that the total combined accessory building floor area on the parcel exceeds 250 m², that the two-storey accessory building with detached accessory suite on the second floor exceeds 7 m, and that the floor area for the suite is greater than 90 m². Plans detail that the accessory building with suite is 8.37 m in height and that, while each storey of the accessory building has a floor area of 93 m², approximately 10 m² of the main floor provides an entrance and laundry area to the suite on the second floor, which means that the overall suite floor area is approximately 103 m². Staff note that the floor area measurement demonstrated on the plans is greater than the requested variance since the floor area of suites is calculated on the inside of exterior walls.

The landowner has requested a variance to the regulations of the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Appendix E). Since the proposed garage building is not for farm use and the floor area of the suite does not meet the conditions listed in Section 20.1 of the *Agricultural Land Reserve Use Regulation*, a non-adhering residential use approval from the Agricultural Land Commission (ALC) is also required.

#### **ALTERNATIVES**

Alternative 1

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

That Development Variance Permit VA000162 to authorize the construction of a garage and accessory building with a detached accessory suite on Parcel A (DD 80053I) of Section 86, Sooke District, to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040:

- 1. Part 1, Section 4.01 2(c) by increasing the maximum combined total floor area allowance for accessory buildings and structures on a lot with an area of more than 5,000 m<sup>2</sup> from 250 m<sup>2</sup> to 314 m<sup>2</sup>;
- 2. Part 1, Section 4.20(f) by increasing the maximum floor area permitted for a detached accessory suite from 90 m² to 103 m²; and
- 3. Part 1, Section 4.20(g) by increasing the maximum height of an accessory building used for a detached accessory suite from 7 m to the peak of the roof to 8.37 m;

be approved and that issuance of the permit be withheld pending approval by the Agricultural Land Commission for a non-adhering residential use in accordance with the Agricultural Land Reserve Use Regulation.

Alternative 2

That the development variance permit be denied.

#### **IMPLICATIONS**

Legislative Implications

The Juan de Fuca Land Use Bylaw 1992, Bylaw No. 2040, Part 1, Section 4.01 2(c) specifies that the combined total floor area of all accessory buildings and structures on parcels with a lot size greater than 5,000 m² shall not exceed 250 m². Since the combined floor area of the well house, garage, and accessory building with detached accessory suite exceeds this requirement, a variance is requested.

The Juan de Fuca Land Use Bylaw 1992, Bylaw No. 2040, Part 1, Section 4.20(f) specifies that the floor area of a detached accessory suite shall not be smaller than 33.4 m<sup>2</sup> and not exceed 90 m<sup>2</sup>. Part 1, Section 4.20(g) of the Bylaw specifies that the maximum height of an accessory building used for a detached accessory suite shall be 7 m to the peak of the roof. Since the detached accessory suite does not meet these requirements, a variance is required.

Section 20.1 of the *Agricultural Land Commission Act (ALC Act)* limits residential use of agricultural land to one residence per parcel and a total floor area of 500 m² or less. Section 34.3 of the *Agricultural Land Reserve Use Regulation* allows for an additional residence to be constructed if conditions in the regulation are met. If a parcel is 40 ha or less, the secondary residence must have a floor area of 90 m² or less. An owner may apply to the ALC for a non-adhering residential use for permission to construct a non-farm building or alter the condition limiting the size of an additional residence under section 25 of the *ALC Act*. The ALC has referred a non-adhering residential use application to JdF Community Planning (CRD file: AG000085; ALC application ID: 100902), which has been considered by the Juan de Fuca Agricultural Advisory Planning Commission (JdF AAPC) and the Land Use Committee. If the non-adhering residential use is approved, a variance is required prior to the issuance of a building permit. If the Regional Board or the ALC denies the application, a variance would not be required.

## Public Consultation Implications

Pursuant to Section 499 of the *Local Government Act*, if a local government is proposing to pass a resolution to issue a development variance permit, it must give notice to each resident/tenant

within a given distance as specified by bylaw. Capital Regional District Bylaw No. 3885, Fees and Procedures Bylaw, states that the Board, at any time, may refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 m. Any responses received from the public will be forwarded to the Land Use Committee in advance of the August 20, 2024, Land Use Committee meeting.

#### Land Use Implications

The East Sooke OCP Bylaw No. 4000 designates land in the ALR as Agriculture to protect these lands for current and future agricultural activities. This designation supports farming activities and other land uses as permitted by the ALC. Policy 464F states that the ALC *Act and Regulations* will be taken into account in the review of any land use or building application on lands in the ALR.

In order to construct a garage and an additional residence with a floor area greater than 90 m<sup>2</sup>, approval by CRD Board to vary Section 4.01 2(c) and Section 4.20(f) and (g) of the JdF Land Use Bylaw is required. In addition, the ALC must grant approval for the non-adhering residential uses to which the variances directly apply.

Staff are of the opinion that the proposal, as shown in the building plans, is considered appropriate for the site and complies with the use of the AG zone. The development is not expected to adversely affect the natural environment or substantially alter the use and enjoyment of adjacent land. The JdF AAPC considered the application at its meeting on July 23, 2024, and passed a resolution recommending that their comments be forwarded to the Agricultural Land Commission for consideration of the proposed non-adhering residential uses noting that the applicant intends to use the land and garage for farm use in the future, and that the two-storey accessory building with detached accessory suite has a smaller building footprint on the land than a detached accessory suite with a side-by-side garage.

Should the garage be used for farm purposes in the future, as is the landowners' stated intention, the building would meet the height, setback and lot coverage requirements for agricultural buildings specified by the AG zone. At that time, the building would be considered a principal building under the agriculture use and would not be counted as accessory building floor area.

Staff recommend approval of VA000162 (Appendix F) subject to public notification and the condition that the ALC approve the non-adhering residential use application prior to issuance of the permit.

#### CONCLUSION

The applicant has requested a development variance to increase the maximum combined total floor area allowance of all accessory buildings and structures on a lot greater than 5,000 m² for the purpose of constructing a garage and accessory building with a detached accessory suite, and to increase the maximum height and maximum floor area of a detached accessory suite. In addition to the requested variances, approval from the Agricultural Land Commission to allow the non-adhering residential use on an ALR parcel is required. If the CRD Board approves the variances and the ALC approves the non-adhering residential use application, the Corporate Officer will proceed to issue the Permit and register a Notice of Permit on Title.

#### **RECOMMENDATION**

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

That Development Variance Permit VA000162 to authorize the construction of a garage and accessory building with a detached accessory suite on Parcel A (DD 80053I) of Section 86, Sooke District, to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040:

- 1. Part 1, Section 4.01 2(c) by increasing the maximum combined total floor area allowance for accessory buildings and structures on a lot with an area of more than 5,000 m<sup>2</sup> from 250 m<sup>2</sup> to 314 m<sup>2</sup>:
- 2. Part 1, Section 4.20(f) by increasing the maximum floor area permitted for a detached accessory suite from 90 m² to 103 m²; and
- 3. Part 1, Section 4.20(g) by increasing the maximum height of an accessory building used for a detached accessory suite from 7 m to the peak of the roof to 8.37 m;

be approved and that issuance of the permit be withheld pending approval by the Agricultural Land Commission for a non-adhering residential use in accordance with the Agricultural Land Reserve Use Regulation.

Submitted by:	lain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Local Area Services
Concurrence:	Shawn Carby, CD, MAL, Acting General Manager, Planning & Protective Services
Concurrence:	Shawn Carby, CD, MAL, Chief Administrative Officer

### **ATTACHMENTS**

Appendix A: Subject Property Map

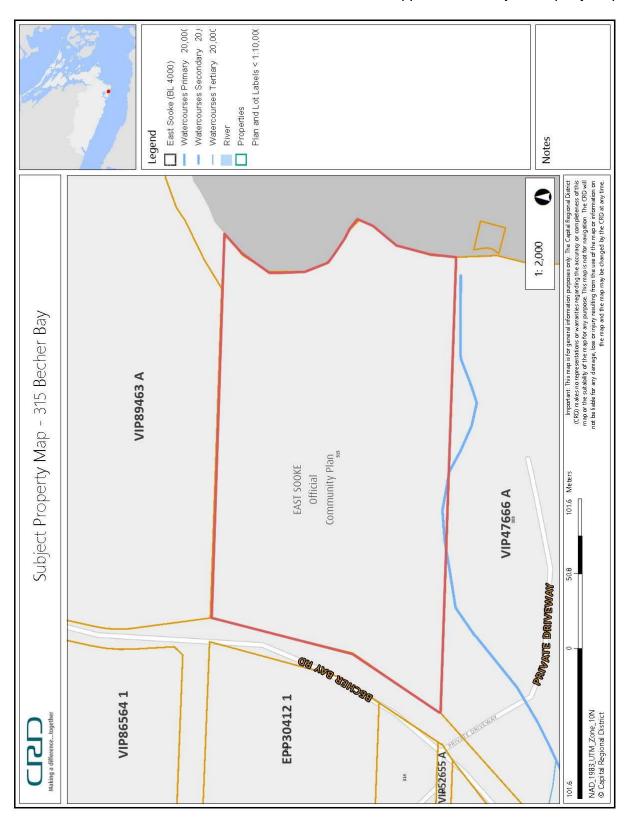
Appendix B: Site Plan

Appendix C: Building Plans - Garage

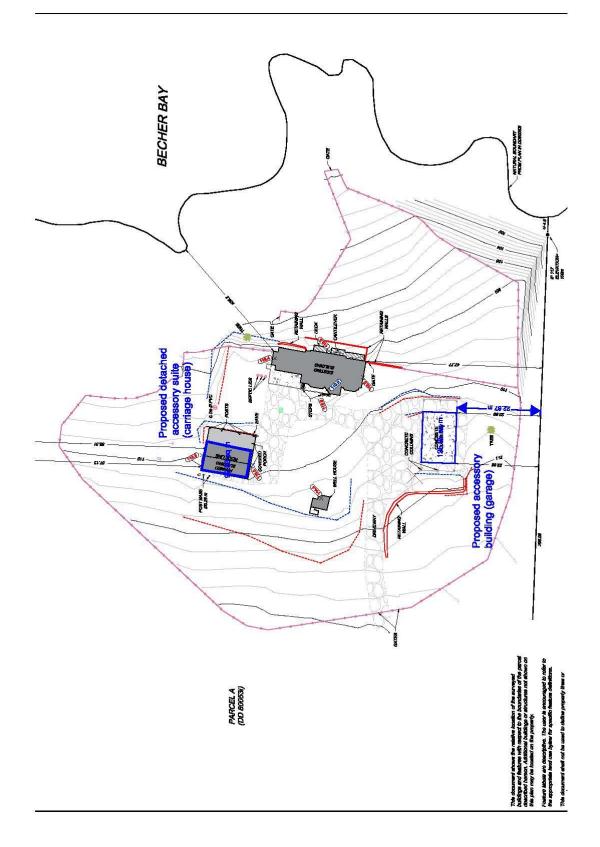
Appendix D: Building Plans - Detached Accessory Suite

Appendix E: Requested Variances
Appendix F: Permit VA000162

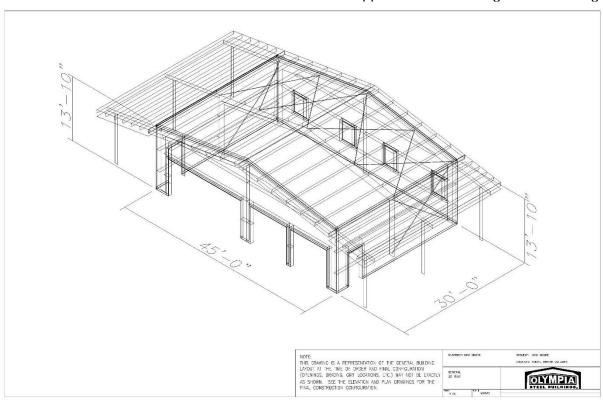
Appendix A: Subject Property Map

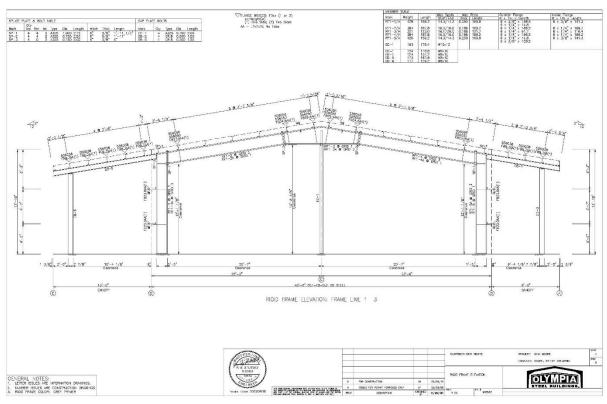


Appendix B: Site Plan

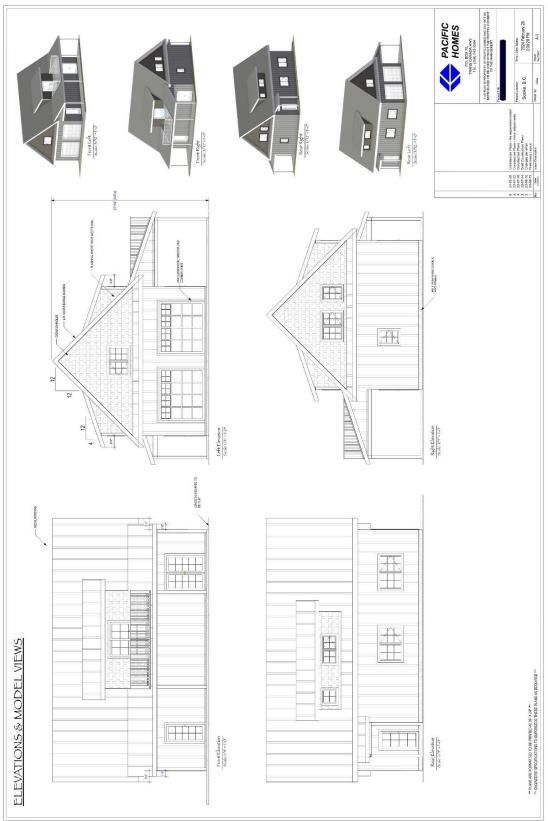


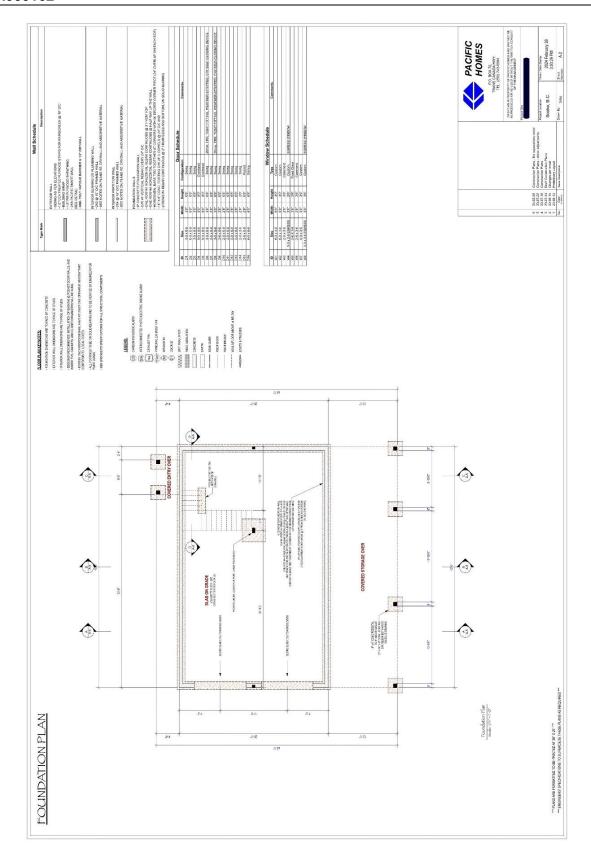
Appendix C: Building Plans - Garage

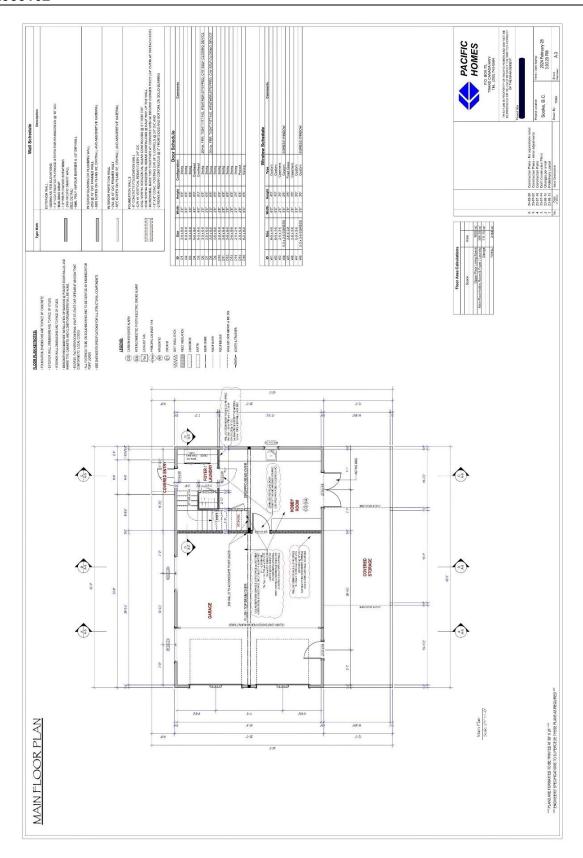


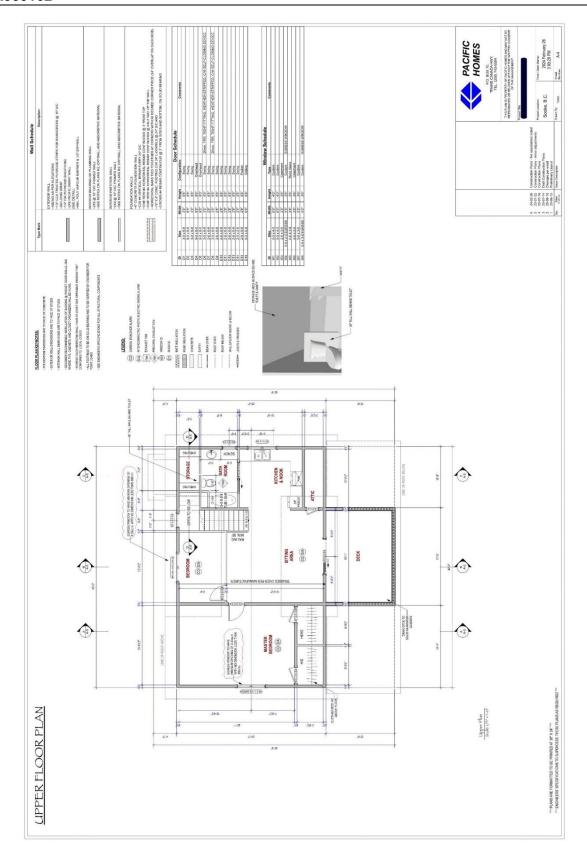


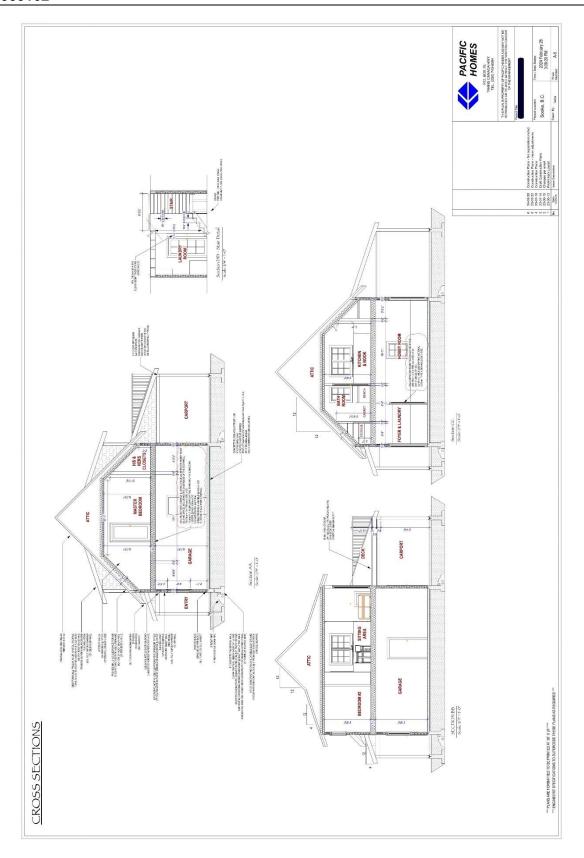
Appendix D: Building Plans - Detached Accessory Suite

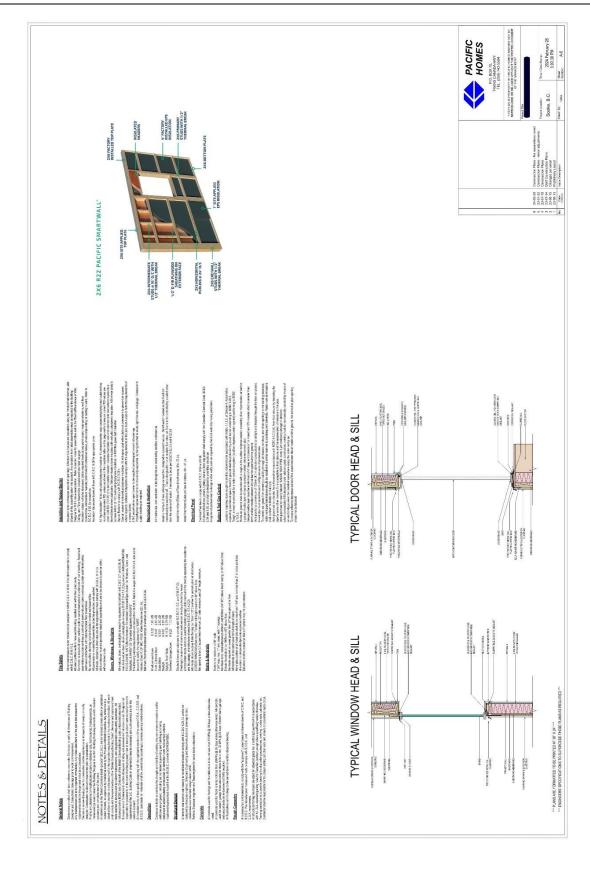




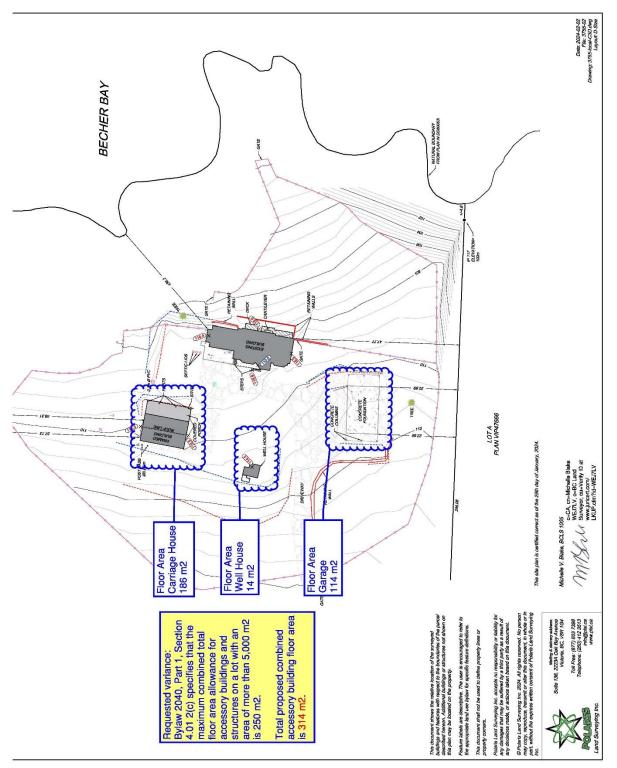


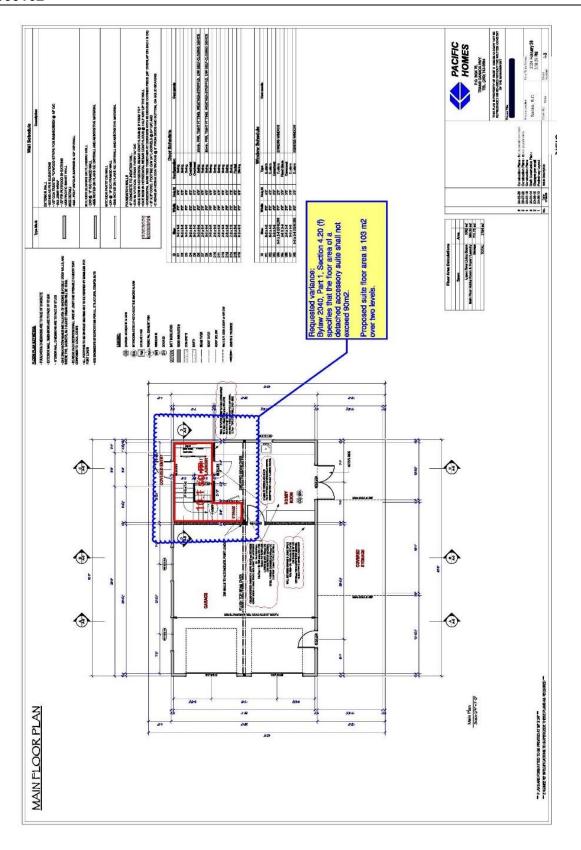


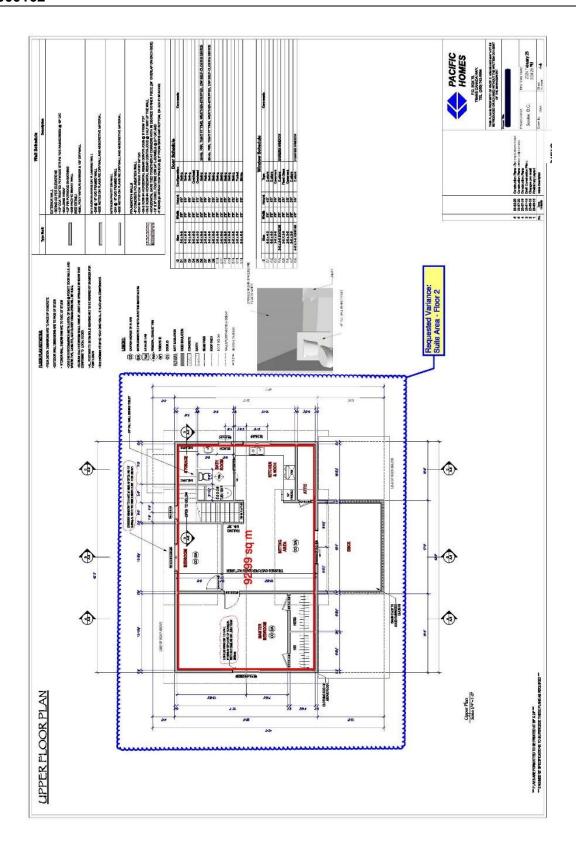


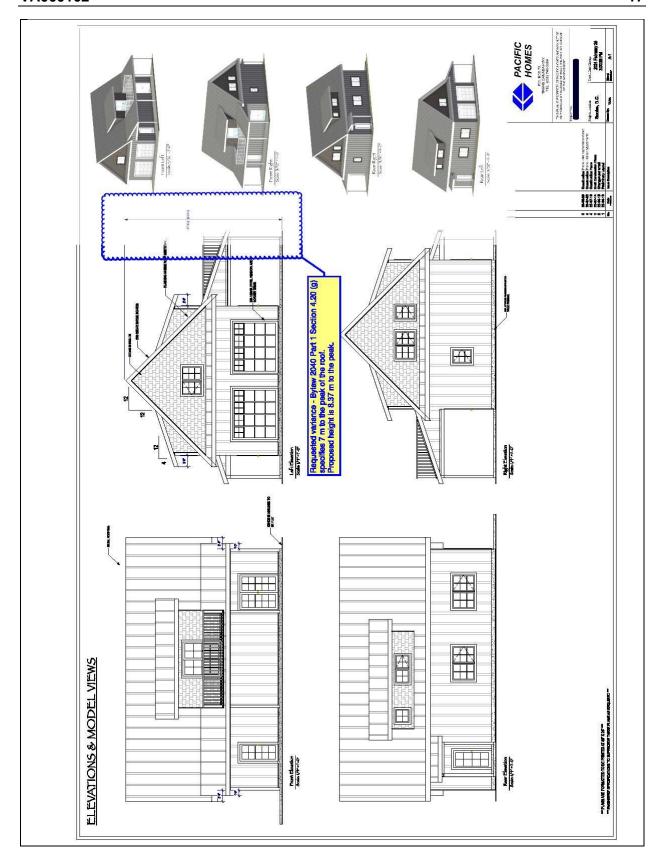


Appendix E: Requested Accessory Building Total Floor Area Variance









Appendix F: Permit VA000162



#### CAPITAL REGIONAL DISTRICT

#### **DEVELOPMENT VARIANCE PERMIT NO. VA000162**

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

PID: 008-413-835; Legal Description: Parcel A (DD 80053I) of Section 86, Sooke District

- The Capital Regional District's Bylaw No. 2040, is varied under Section 498 of the Local Government Act as follows:
  - a) Part 1, Section 4.01 2(c) by increasing the maximum combined total floor area allowance for accessory buildings and structures on a lot with an area of more than 5,000 m<sup>2</sup> from 250 m<sup>2</sup> to 314 m<sup>2</sup>:
  - b) Part 1, Section 4.20(f) to increase the maximum floor area permitted for a detached accessory suite from 90 m² to 103 m²; and
  - Part 1, Section 4.01(g) to increase the maximum height of an accessory building used for a detached accessory suite from 7 m to the peak of the roof to 8.37 m;

as shown on the Site Plan Survey prepared by Polaris Land Surveying, and the Building Plans prepared by Olympia Steel Buildings, and Pacific Homes, dated February 28, 2024.

- 4. Notice of this Permit shall be filed in the Land Title Office at Victoria as required by Section 503 of the Local Government Act, and the terms of this Permit (VA000162) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 5. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.
- 5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.
- 6. The following plans and specifications are attached:

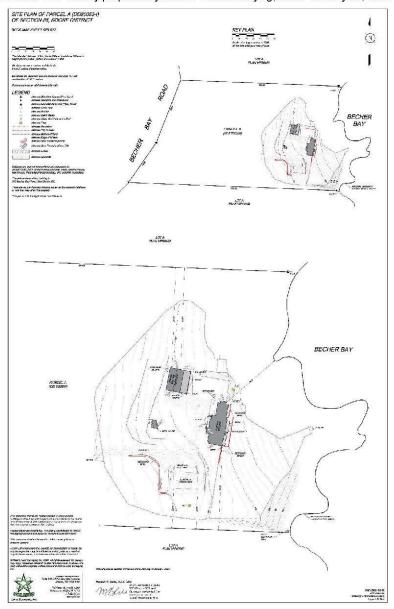
Appendix A: Site Plan Survey prepared by Polaris Land Surveying, dated January 29, 202	24
Appendix B: Building Plans prepared by Olympia Steel Buildings, dated December 9, 202	23
Appendix C: Building Plans prepared by Pacific Homes, dated February 28, 2024.	

7. This Permit is NOT a Building Permit.

RESOLUTION PASSE	D BY THE BOARD, THE _	day of	, 2024.
ISSUED this	day of	, 202	4
Corporate Officer Kristen Morley	<del></del>		

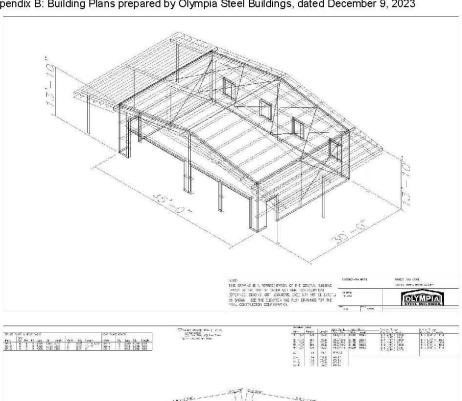


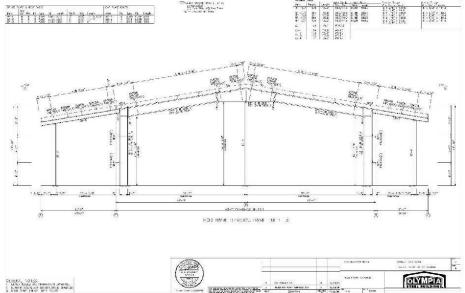
Appendix A: Site Plan Survey prepared by Polaris Land Surveying, dated January 29, 2024





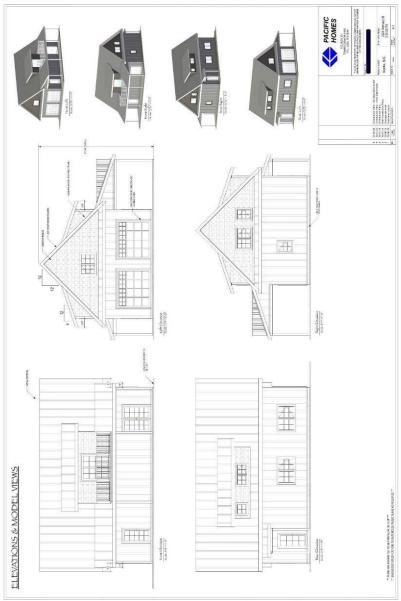
Appendix B: Building Plans prepared by Olympia Steel Buildings, dated December 9, 2023



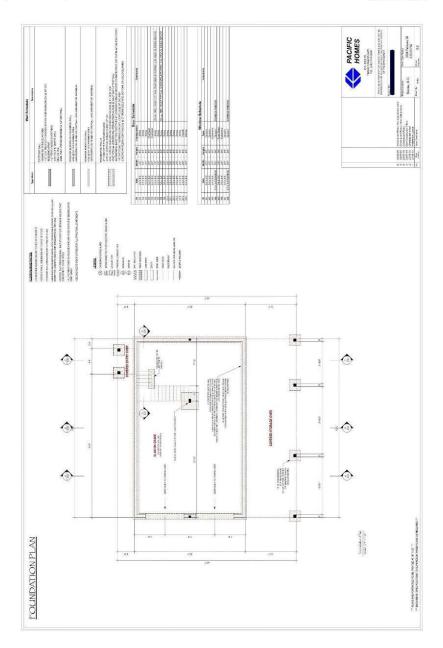




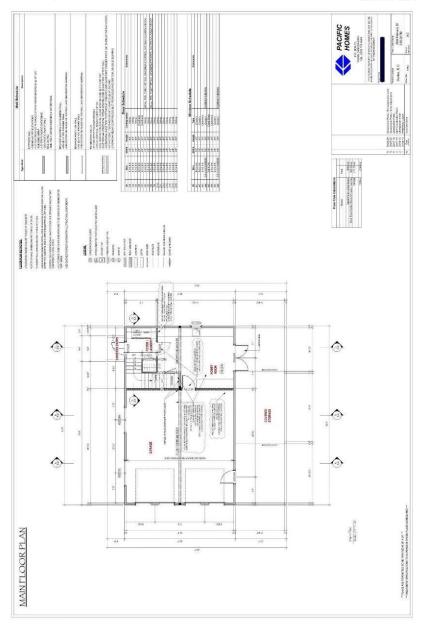
Appendix C: Building Plans prepared by Pacific Homes, dated February 28, 2024.



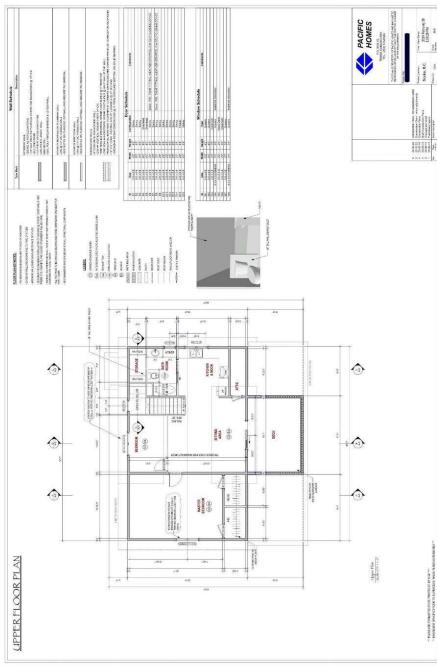








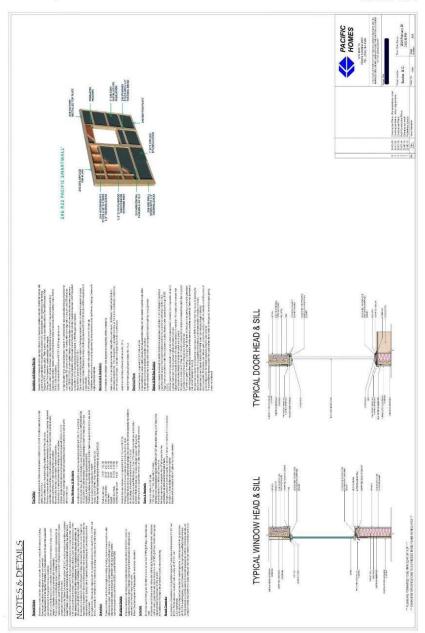














# REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, AUGUST 20, 2024

SUBJECT

Non-Adhering Residential Use within the Agricultural Land Reserve Application for Parcel A (DD 80053I) of Section 86, Sooke District – 315 Becher Bay Road

#### **ISSUE SUMMARY**

To consider an application for a non-adhering residential use for the purpose of constructing a detached secondary suite (carriage house) and an accessory building (garage) on land in the Agricultural Land Reserve (ALR).

#### **BACKGROUND**

The 4 ha parcel is located at 315 Becher Bay Road and is in the Agricultural Land Reserve (ALR) (Appendices A and B), but not currently used for farming. The property is designated Agriculture in the Official Community Plan (OCP) for East Sooke, Bylaw No. 4000, and is zoned Agricultural (AG) in the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040. The parcel is adjacent to AG zoned parcels to the north and south and backs on to Becher Bay to the east (Appendix C).

The applicant recently commenced construction of a 186 m² carriage house that includes a 103 m² detached accessory suite (Appendix D), and an additional 114 m² steel frame garage without a building permit (Appendix E). CRD Building Permit records show that a 290 m² single-family dwelling was constructed in 1977. ALR regulations were updated in 2021 to allow ALR parcels of 40 ha or less one residence up to 500 m² and one additional residence up to 90 m². Since the floor area of the proposed residence is greater than 90 m², it is considered a non-adhering residential use and must be approved by the Agricultural Land Commission (ALC). Since the proposed garage is not for farm use, it is also considered a non-adhering residential use and must be approved by the ALC. In order to obtain a building permit and complete construction, approval for the non-adhering residential use and approval for variances to increase the allowable floor area and height of a detached accessory suite are required.

The LUC reviewed this proposal at its meeting on June 18, 2024, and directed staff to refer the application to the Juan de Fuca Agricultural Advisory Planning Commission (AAPC) for comment. The AAPC reviewed the application on July 23, 2024.

#### **ALTERNATIVES**

Alternative 1

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

That staff be directed to forward comments from the Juan de Fuca Agricultural Advisory Planning Commission and the Juan de Fuca Land Use Committee to the Agricultural Land Commission for the Land Commission's consideration of the non-adhering residential use application for Parcel A (DD 80053I) of Section 86, Sooke District, in accordance with Section 34(4) of the *Agricultural Land Commission Act*.

Alternative 2

That the application be forwarded to the ALC with a resolution of support.

Alternative 3

That the application be denied and not be forwarded to the ALC.

Alternative 4

That the application be forwarded to the ALC with no comment.

#### <u>IMPLICATIONS</u>

#### Legislative Implications

Section 20.1 of the *Agricultural Land Commission Act (ALC Act)* limits residential use of agricultural land to one residence per parcel and a total floor area of 500 m² or less. Section 34.3 of the *Agricultural Land Reserve Use Regulation* allows for an additional residence to be constructed if conditions in the regulation are met. If a parcel is 40 ha or less, the secondary residence must have a floor area of 90 m² or less. An owner may apply to the ALC for a non-adhering residential use for permission to alter the condition limiting the size of an additional residence under Section 25 of the *ALC Act*. In making a determination with respect to an application for a non-adhering residential use, the ALC will consider the prescribed criteria, if any, and must not grant permission for an additional residence unless the additional residence is necessary for a farm use pursuant to section 25(1.1) of the *ALC Act*.

Section 34(4) of the *ALC Act* requires that local government review applications and, subject to subsection (5), forward the application to the ALC together with comments and recommendations in respect of the application. If the application applies to land zoned by bylaw to permit farm use, or requires an amendment to an official community plan or zoning bylaw, the local government may exercise its authority to forward the application to the ALC. If an application is not forwarded, it proceeds no further and is not considered by the ALC.

#### Public Consultation Implications

There are no public notification requirements for non-adhering residential use applications established by the ALC. Applications must be filed with local government and public comments may be collected. Notices of intent outlining the proposal were sent to property owners within 500 m of the subject property advising of the LUC meetings held on June 18 and August 20, 2024, as well as of the AAPC meeting held on July 23, 2024.

The AAPC considered the application at its meeting on July 23, 2024, and passed the following resolution (Appendix F):

**MOVED** by Teresa Willman, **SECONDED** by Margot Swinburnson that the Juan de Fuca Agricultural Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee that Non-Adhering Residential Use within the Agricultural Land Reserve Application AG000085 for Parcel A (DD 80053I) of Section 86, Sooke District, be forwarded to the Agricultural Land Commission with comment that the applicant intends to use the land and garage for farm use in future and that the two-storey carriage house has a smaller building footprint on the land than a detached accessory suite with a side-entry garage.

#### **CARRIED**

As part of its review, the AAPC considered the surrounding context within which the property is located and noted that the subject property use and buildings are in keeping with other ALR properties along Becher Bay Road, and that the *ALC Act* allows for consideration of an additional residence.

#### Land Use Implications

There is a 290 m² single-family dwelling and a 14 m² wellhouse situated in the central eastern portion of the property. The detached accessory suite (carriage house) is proposed to be sited to the northwest of the dwelling and the accessory building (garage) is proposed to be sited to the southwest of the dwelling. All structures will be accessed from a single driveway access from Becher Bay Road to the west (Appendix G). The parcel is designated as several Development Permit Areas by the East Sooke OCP, Bylaw No. 4000. The applicable Development Permit guidelines for all recent non-farm use land clearing on the parcel are being addressed under Development Permit application DP000416.

The applicant has provided a proposal outlining the rationale for the application (Appendix H) that indicates the siting for the proposed structures were chosen for its accessibility from the existing driveway and house. Each storey of the carriage house is  $93 \text{ m}^2$ ; however, an additional  $10 \text{ m}^2$  on the main floor is designated as an entrance and laundry area for the suite, which increases the floor area to approximately  $103 \text{ m}^2$ .

The East Sooke OCP, Bylaw No. 4000, designates land in the ALR as Agriculture to protect these lands for current and future agricultural activities. This designation supports farming activities and other land uses as permitted by the ALC. Policy 464F states that the *ALC Act* and *Regulations* will be taken into account in the review of any land use or building application on lands in the ALR. Policy 464G recommends that buildings be sited on less productive lands and that buildings be clustered to maximize the area available for agriculture. Policy 464H supports site specific zoning to allow multiple residences on Agriculture parcels to make farming more affordable, subject to appropriate controls being in place to ensure long-term farming use and approval of the ALC.

The land is zoned Agricultural (AG) under the Juan de Fuca Land Use Bylaw No. 2040. The AG zone permits multiple dwelling units including either a secondary suite or a detached accessory suite subject to approval from the ALC. Section 20.1 of the *ALC Act* was updated in 2019 and now limits parcels to one residence with a total floor area of 500 m² or less. Section 34.3 of the *Agricultural Land Reserve Use Regulation* was updated in 2021 and allows for an additional residence of up to 90 m² to be constructed on parcels less than 40 ha. In order to construct an additional residence with a floor area greater than 90 m², approval for a non-adhering residential use is required from the ALC. Approval is required from the LUC and CRD Board to vary Section 4.20 (f) of the JdF Land Use Bylaw No. 2040, which specifies that the maximum floor area of a detached accessory suite is 90 m². The request to increase the maximum allowable floor area of a detached accessory suite from 90 m² to 103 m² is being considered under concurrent Development Variance Permit application VA000162. Requests to increase the maximum height permitted for a detached accessory suite from 7 m to 8.37 m and to increase the total maximum accessory building floor area from 250 m² to 314 m² are also being considered under the variance application.

The Ministry of Agriculture's 2013 *Guide for Bylaw Development in Farming Areas* includes criteria for regulating residential uses in the ALR. Options for reducing impacts of residential uses on ALR land include restricting the overall residential footprint, limiting the building size, and regulating the siting within a maximum setback from the roadway. Should the application be approved, the proposed detached accessory suite (carriage house) will be required to meet the siting specifications of the AG zone and Detached Accessory Suite regulations, unless otherwise varied under VA000162. Staff note that the garage would meet the side yard setback and height requirements specified by the AG zone for agricultural buildings should it be used for farm purposes in the future.

#### CONCLUSION

An application has been received for the non-adhering residential use of land located within the Agricultural Land Reserve. The owners propose to complete a detached accessory suite (carriage house) with a floor area that exceeds the allowance provided by the *ALR Use Regulation*, and an accessory building (garage) for accessory residential use. In order to proceed as proposed, the Agricultural Land Commission must approve the uses, which requires a resolution from the CRD Board. Staff recommend that the AAPC's and the LUC's comments be forwarded to the ALC for the Land Commission's consideration.

#### **RECOMMENDATION**

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

That staff be directed to forward comments from the Juan de Fuca Agricultural Advisory Planning Commission and the Juan de Fuca Land Use Committee to the Agricultural Land Commission for the Land Commission's consideration of the non-adhering residential use application for Parcel A (DD 80053I) of Section 86, Sooke District, in accordance with Section 34(4) of the *Agricultural Land Commission Act*.

Submitted by:	lain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Local Area Services
Concurrence:	Shawn Carby, CD, MAL, Acting General Manager, Planning & Protective Services
Concurrence:	Shawn Carby, CD, MAL, Chief Administrative Officer

#### **ATTACHMENTS**

Appendix A: Subject Property Map

Appendix B: Agricultural Land Reserve Map

Appendix C: Zoning Map

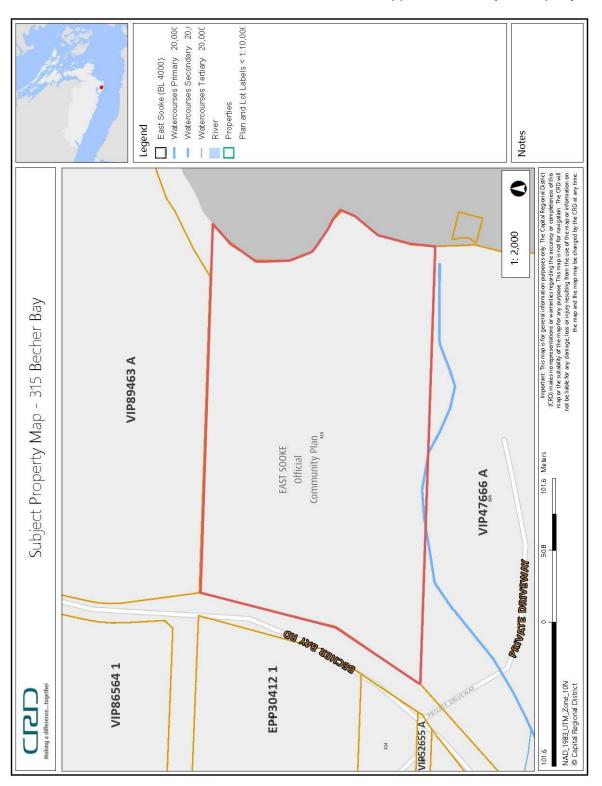
Appendix D: Proposed Detached Accessory Suite (Carraige House)

Appendix E: Proposed Accessory Building (Garage)

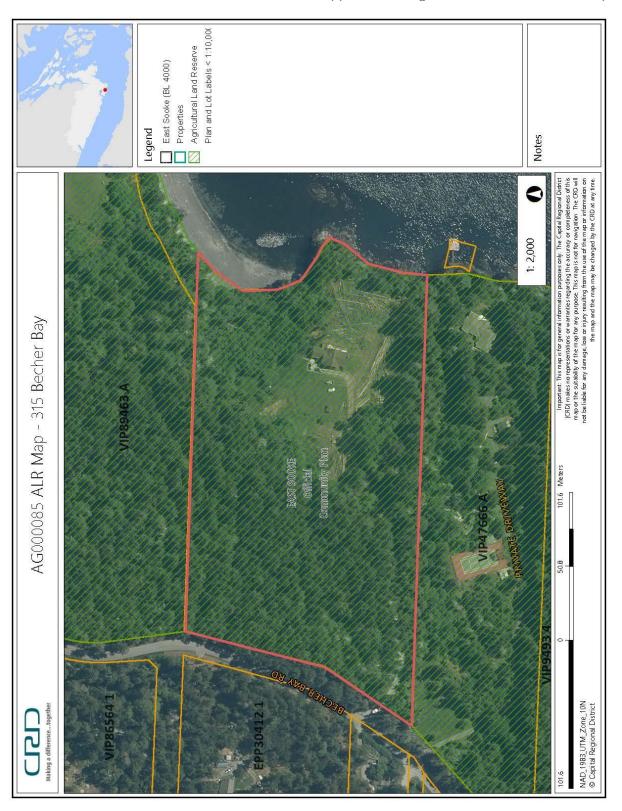
Appendix F: JdF AAPC Minutes

Appendix G: Site Plan Appendix H: Proposal

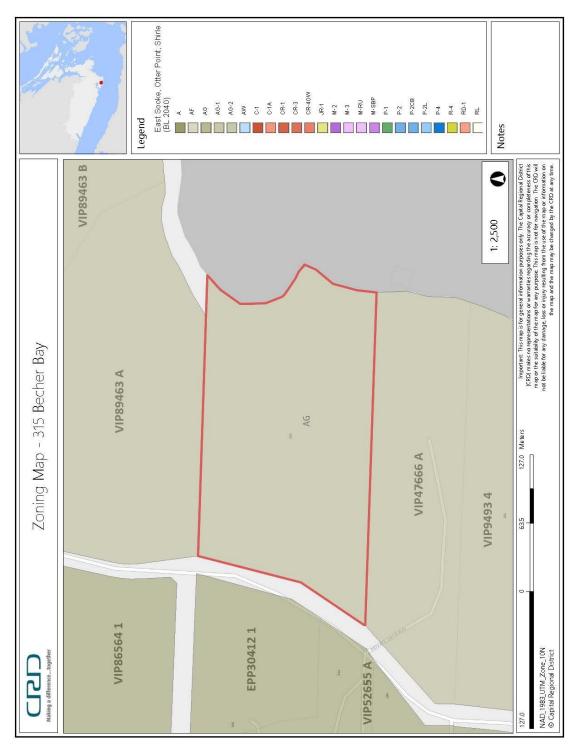
Appendix A: Subject Property Map



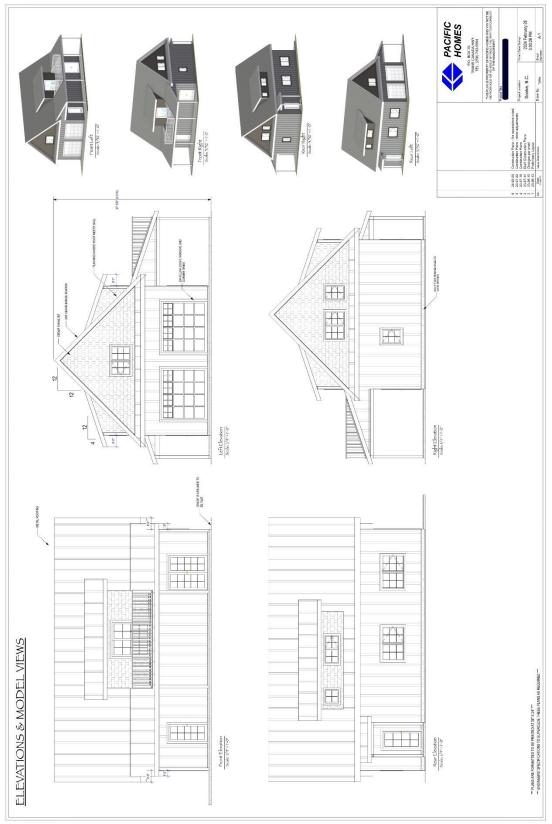
Appendix B: Agricultural Land Reserve Map

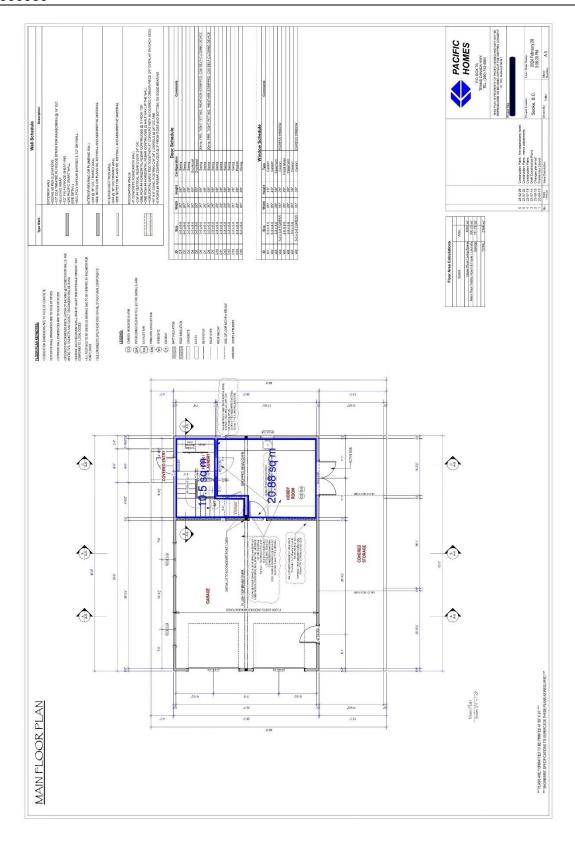


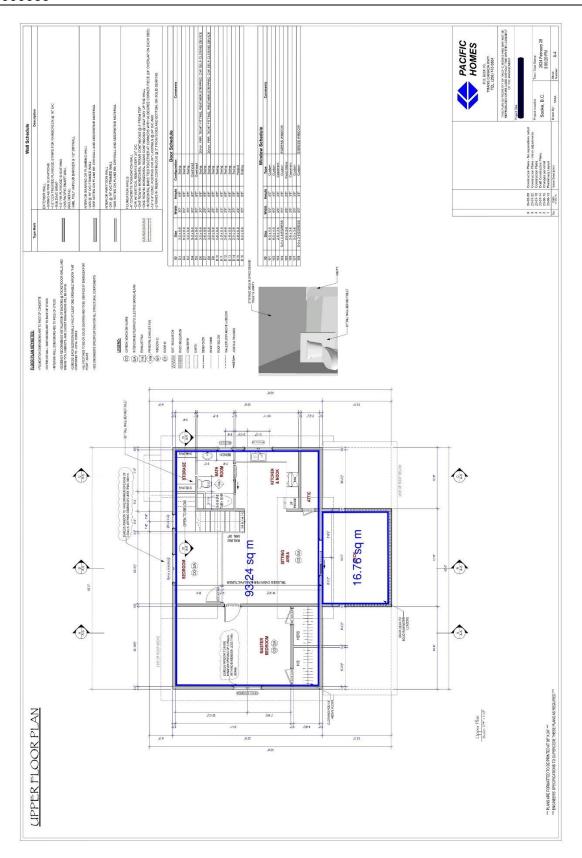
Appendix C: Zoning Map



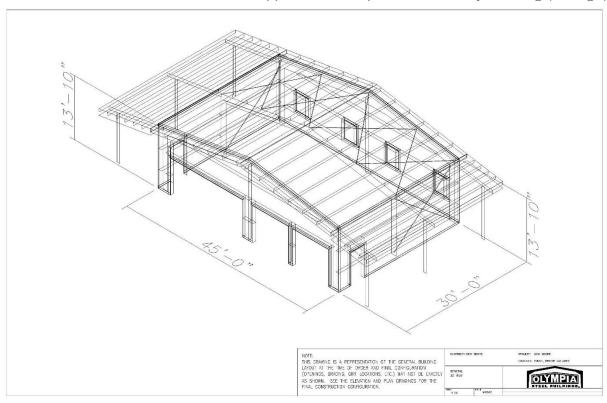
Appendix D: Proposed Detached Accessory Suite (Carriage House)

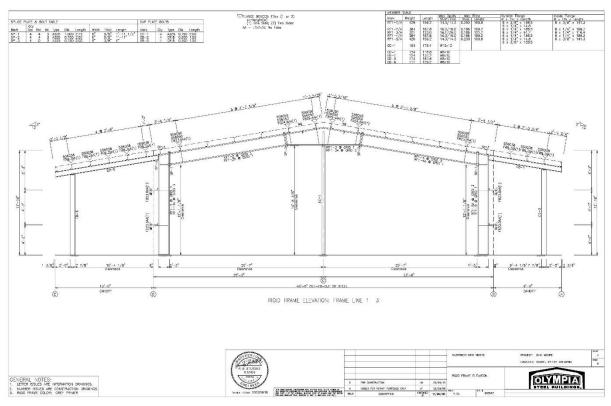






Appendix E: Proposed Accessory Building (Garage)





Appendix F: JdF AAPC Minutes



Minutes of a Meeting of the Juan de Fuca Agricultural Advisory Planning Commission Held Monday, July 23, 2024, at the Juan de Fuca Local Area Services Building, #3-7450 Butler Road, Otter Point, BC

PRESENT: Margot Swinburnson, Teresa Willman

Staff: Iain Lawrence, Senior Manager, JdF Local Area Services

Wendy Miller, Recorder

ABSENT: Nicki Waggoner

PUBLIC: 3 EP

EP - Electronic Participation

The meeting was called to order at 6:05 pm.

#### 1. Elections

I ain Lawrence called for nominations for the position of Chair of the Agricultural Advisory Planning Commission (AAPC) for 2024 and Margot Swinburnson's name was put forward. I ain Lawrence called a second and third time for further nominations and, as there were none, Margot Swinburnson was declared Chair.

Teresa Willman agreed to be Vice Chair of the AAPC for 2024.

#### 2. Approval of the Agenda

MOVED by Margot Swinburnson, SECONDED by Teresa Willman that the agenda be approved.

CARRIED

#### 3. Adoption of Minutes from the Meeting of May 9, 2016

The minutes from May 9, 2016, were adopted by unanimous consent.

#### 4. Planner's Report

No report.

#### 5. Non-Adhering Residential Use within the Agricultural Land Reserve Application

# a) AG000085 - Parcel A (DD 80053I) of Section 86, Sooke District (315 Becher Bay Road)

lain Lawrence spoke to the application for a non-adhering residential use for the purpose of constructing a detached secondary suite (carriage house) and an accessory building (garage) on land in the Agricultural Land Reserve (ALR). It was advised that, in order to obtain a building permit and complete construction, approval for the non-adhering residential use is required prior to approval of variances to increase the allowable floor area and height of a detached accessory suite.

lain Lawrence outlined the procedure for applications requiring local government review as prescribed by the *Agricultural Land Commission (ALC) Act*. It was confirmed that the applicant was present.

The applicant stated that the long-term intent is to occupy the subject property and use the land and garage for farm use. The short-term intent is to use the garage for vehicle storage.

PPSS-35010459-3339

Juan de Fuca Agricultural Advisory Planning Commission Meeting Minutes July 23, 2024

2

The AAPC noted that the subject property use and buildings are in keeping with other ALR properties along Becher Bay Road and that the *ALC Act* allows for consideration of an additional residence. The AAPC was satisfied that the suite was located on the second floor of the accessory building, which reduces the overall footprint on the land and potential impact on farming. It was noted that the garage would be useful for farming purposes in the future.

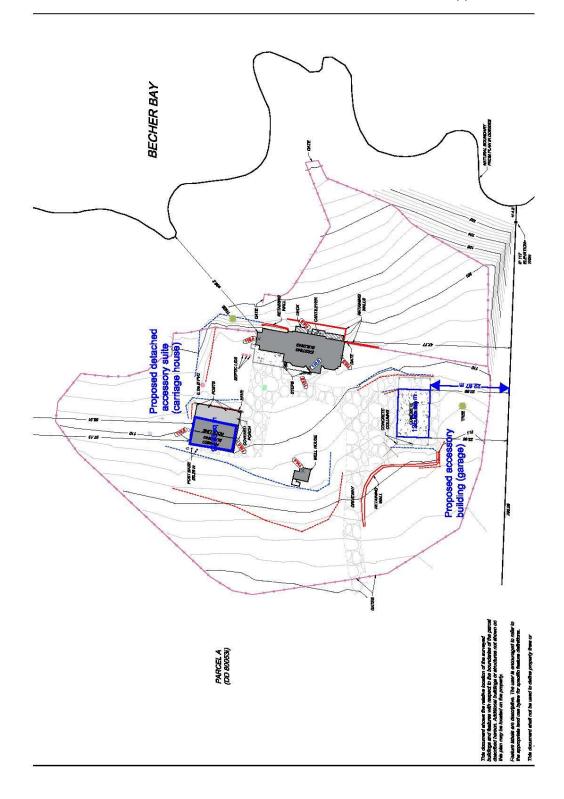
MOVED by Teresa Willman, SECONDED by Margot Swinburnson that the Juan de Fuca Agricultural Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee that Non-Adhering Residential Use within the Agricultural Land Reserve Application AG000085 for Parcel A (DD 80053I) of Section 86, Sooke District, be forwarded to the Agricultural Land Commission with comment that the applicant intends to use the land and garage for farm use in future and that the two-storey carriage house has a smaller building footprint on the land than a detached accessory suite with a side-entry garage.

CARRIED

о.	Adjournment
	The meeting adjourned at 6:35 pm.
	Chair

PPSS-35010459-3339

Appendix G: Site Plan



Appendix H: Proposal

Generated May 22, 2024 10:07:52 -07:00



# **Provincial Agricultural Land Commission - Applicant Submission**

Application ID: 100902

Application Type: Non-Adhering Residential Use within the ALR

Status: Submitted to L/FNG

Applicant:

Local/First Nation Government: Capital Regional District

# 1. Parcel(s) Under Application

#### Parcel #1

Parcel Type Fee Simple

Legal Description PARCEL A (DD 80053I) OF SECTION 86, SOOKE DISTRICT

Approx. Map Area 4.3 ha

 PID
 008-413-835

 Purchase Date
 May 15, 2023

Farm Classification No

Civic Address 315 Becher Bay Rd, V9Z 1B7

Certificate Of Title LAND TITLE OFFICE.pdf

Land Owner(s)

Organization

Phone

Email

Corporate
Summary

No Data

Not Applicable

Page 1 of 4

Generated May 22, 2024 10:07:52 -07:00

#### 2. Other Owned Parcels

Do any of the land owners added No previously own or lease other parcels that might inform this application process?

### 3. Primary Contact

Will one of the landowners or Yes government contacts added previously be the primary contact?

Land Owner Type

**First Name Last Name** 

Organization (If Applicable) No Data

Phone Email

#### 4. Government

Local or First Nation Government: Capital Regional District

#### 5. Land Use

#### Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s).

The property is being used for residential purposes. No agriculture

Describe all agricultural improvements made to the parcel(s).

Approximately 1/3 of the property is fenced. Approx 1/2 acre of trees

removed.

Describe all other uses that currently take place on the

Residential, recreational. Vacation property

parcel(s).

Page 2 of 4

Generated May 22, 2024 10:07:52 -07:00

#### Choose and describe neighbouring land uses

	Main Land Use Type	<b>Specific Activity</b>
North	Unused	raw land heavily treed
East	Other	ocean
South	Residential	neighbour
West	Unused	raw land heavily treed

#### 6. Proposal

**Selected Subtype:** Additional Residence for Farm Use

What is the purpose of the proposal?

We are building a carriage house to provide accommodation for family members when they come to visit as the principal residence will be losing sq. footage (bedrooms) during the renovation. Below the carriage house will be our garage as there won't be a garage in the principal residence. Note: We are also planning on building an engineered steel accessory building for storage of personal items (boat, kayaks, paddleboards, lawn equipment etc.) This building is 114 m2

What is the total floor area (m2) of 93 the proposed additional residence?

Describe the necessity for an additional residence for farm use in the short or long term.

The additional residence nor property will be used for farm use. It's a guest house for people to stay while on the property visiting and the accessory and how it will support agriculture building will be strictly for storage of personal items.

Describe the rationale for the residence.

It's located close the house. Will be able to share the driveway and have proposed location of the additional access to the yard. The accessory building will be on the opposite side as the carriage house also sharing the driveway and yard.

Provide the total area (m²) and a description of infrastructure necessary to support the additional residence.

93 m2 Concrete foundation, engineered Pacific Homes carriage house. 114 m2 Concrete foundation, engineered steel accessory building provided by Olympia Steel Buildings.

Page 3 of 4

Generated May 22, 2024 10:07:52 -07:00

Describe the total floor area (m²), type, number, and occupancy of all occupied by my partner and I. residential structures currently located on the property.

 $290\ m2$  principal residence. Tutor style home build in the 70s which will be

Proposal Map / Site Plan 3755-02-SITE-Signed.pdf

Do you need to import any fill to No construct or conduct the proposed non-adhering residential use?

# 7. Optional Documents

Туре	Description	File Name
Professional Report	Geotech report	Geotechnical Schedule B - 315
		Becher Bay, Sooke (1).pdf
Professional Report	Geotech report	23-747 - Geotechnical Memo 1 - Nov
		23, 2023 BS2 (1).pdf

### 7. Non-Adhering Residential Use within the Agricultural Land Reserve Application

# a) AG000085 - Parcel A (DD 80053I) of Section 86, Sooke District (315 Becher Bay Road)

lain Lawrence spoke to the application for a non-adhering residential use for the purpose of constructing a detached secondary suite (carriage house) and an accessory building (garage) on land in the Agricultural Land Reserve. It was advised that, in order to obtain a building permit and complete construction, approval for the non-adhering residential use is required prior to approval for variances to increase the allowable floor area and height of a detached accessory suite.

The application was initially considered by the LUC at its meeting of June 18, 2024. At that meeting, the LUC directed referral of the application to the Agricultural Advisory Planning Commission (AAPC). The resolution from the July 23, 2024, meeting of the AAPC was outlined.

No submissions were received in response to the notice of intent mailed to adjacent property owners and occupiers within 500 m of the subject.

#### Applicant comments included:

- short-term intent is to use the property as a vacation property for family
- long-term intent is to sell land that is currently being farmed and move to the subject property to occupy as a primary residence, using the land and garage for farming
- farming activities to be moved to the subject property in future include steer and geese production and associated equipment
- there is one registered well on site and cisterns would be used in future

#### Public comments included:

- land clearing in the Becher Bay floodplain has resulted in an increase of silt in the bay, affecting the overall ecology of the bay
- Becher Bay is a First Nation harvesting area
- there are cairns on properties located along Becher Bay
- a provincial water licence is required for agricultural activities

#### LUC discussion ensued regarding:

- the degree of land clearing and construction completed without building permit oversight
- providing comment to the Agricultural Land Commission based on future intentions
- the detached accessory suite being marginally oversized
- the additional floor area of the detached accessory suite being limited to utility use

The Chair stated that the applicant made early comment during the CRD application process that farm activities are planned on the subject property in future. The Chair further stated that application approval is not an endorsement of works commencing without the appropriate permits in place.

#### lain Lawrence confirmed that:

- a development permit has been issued for land clearing (DP000416)
- a stop work order has been issued by the Building Inspection Division
- the provincial Heritage Conservation Act applies to the subject property

**MOVED** by Vern McConnell, **SECONDED** by Roy McIntyre that the Land Use Committee recommends to the Capital Regional District Board:

That staff be directed to forward comments from the Juan de Fuca Agricultural Advisory Planning Commission and the Juan de Fuca Land Use Committee to the Agricultural Land Commission for the Land Commission's consideration of the non-adhering residential use application for Parcel A (DD 80053I) of Section 86, Sooke District, in accordance with Section 34(4) of the *Agricultural Land Commission Act*.

Opposed: Ron Ramsay, Anna Russell CARRIED



# PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, JULY 17, 2024

#### **SUBJECT** Bylaw Notice Enforcement and Adjudication System

#### **ISSUE SUMMARY**

A Bylaw Notice Enforcement and Adjudication System (BNEAS) is an alternative to the Municipal Ticket Information (MTI) System for ticketing of bylaw contravention. The system enables a more efficient and cost-effective administrative process for dealing with bylaw infractions and has been identified by Capital Regional District (CRD) Bylaw and Animal Care Services as one of the tools to assist in improving the efficiency of enforcing and gaining compliance with bylaw contraventions.

#### **BACKGROUND**

The current process for dealing with minor bylaw offences was adopted by the CRD in 1990, by the creation of Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990.

CRD currently utilizes the MTI system for issuing tickets related to bylaw contraventions, with fine amounts ranging from \$50 to \$1000. Over the past three years, 5,579 violation warnings or MTIs have been issued, 3,811 of which were issued in relation to CRD bylaws only, the balance was issued for municipalities within the CRD for contracted services.

Ticketing is a proven tool for bylaw violations; however, the current MTI system does not support effective and cost-efficient enforcement and can become extremely onerous due to the requirement for personal service of tickets, the high cost of court prosecutions and the additional staff time required.

In 2003, the Province enacted the *Local Government Bylaw Notice Act ("the Act")* creating a framework for a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The *Act* was developed to create a simple, fair, and cost-effective system for dealing with bylaw infractions through the creation of a BNEAS.

The *Act*, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Currently, 123 local governments in British Columbia have proceeded with a BNEAS.

Under the MTI system, tickets must be personally served and disputed tickets can only be adjudicated at the Provincial Court level. There are approximately 30 disputes annually. Some disputes are prosecuted by bylaw staff, and more complicated disputes require outside legal counsel. Both options have added costs. The hearings can span over more than one year due to scheduling, witness availability, evidence, etc. which also leads to additional legal expenses and staff time charged to the service choosing to enforce its bylaw. The standard of proof for the prosecution of MTIs in Provincial Court follows the criminal threshold of proving the offence 'beyond a reasonable doubt'.

The use of the Bylaw Dispute Adjudication process continues to expand throughout the province and currently includes over 120 local governments using this system. The goal of the adjudication model is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions.

If the CRD implements the BNEAS we would join the City of Colwood and City of Langford who are actively using the system; the Town of View Royal, District of Central Saanich, North Saanich, Highlands and Metchosin may also join once their bylaws are approved.

#### **ALTERNATIVES**

#### Alternative 1

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

- 1) That a Bylaw Notice Enforcement and Adjudication System be endorsed;
- 2) That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval; and
- 3) That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the *Act* to the Capital Regional District.

#### Alternative 2

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

#### **IMPLICATIONS**

#### Alignment with Board & Corporate Priorities

The introduction of a BNEAS supports the Board's focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.

#### Operational Implications

The BNEAS improves enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demands on the court system, is less expensive to administer, and better balances between the amount of the penalty imposed (currently set by legislation at a maximum of \$500) and the staff-time cost of pursuing the bylaw contravention in court. The burden of proof is also lessened – to balance of probabilities rather than beyond a reasonable doubt. However, the system would not replace the MTI system, the traditional long-form offence which permits larger penalties, or the ability of the CRD to pursue more serious matters through injunctive relief from the courts.

Of further benefit, Bylaw Notices issued under this system do not require personal service. The current Municipal Ticket (MTI) requires personal service, which can be difficult to achieve if the person cannot be located or lives outside of the region. The BNEAS offers the ability to mail violation notices which is a major improvement on the current ticketing system, as there are now many occasions when the infraction occurs after hours or is known to have been committed by an out-of-town contractor or property owner. This step is a considerable saving of time and effort and reduces delays in the enforcement of bylaw contraventions.

Once the Bylaw Notice is received or presumed to be received, it becomes legally binding, and the recipient has a fixed period of time to dispute the notice or be deemed convicted. If disputed, internal staff designated as Screening Officers review disputed tickets with authority to enter into compliance agreements. If no resolution can be achieved by Screening Officers, an independent bylaw adjudicator will take submissions and render a decision.

To participate in this system a local government is required to have the Ministry of the Attorney General enact a regulation to make the *Act* applicable to them. To do so, the Board must pass a resolution to pursue the development of the BNEAS. Once the Attorney General has registered the CRD under the *Act*, the CRD's bylaws may be amended to implement the BNEAS. A new Screening Officer Policy is also recommended to be prepared as an integral part of the system. This process is outlined in the Local Government Bylaw Dispute Adjudication System Tool Kit (Appendix A).

#### Financial Implications

The Bylaw Notice Registry can be established with minimal cost using existing software and trained staffing. The Screening Officer Policy and Bylaw are drafted by Bylaw staff and will be reviewed by the Legal and Risk Division before submitting, there may be an added cost only if outside legal is required to review.

The BNEAS creates efficiencies that will save time and money regardless of the number of tickets that are disputed.

#### Intergovernmental Implications

Under the *Act*, local governments are responsible for the costs of setting up and administering the system within their jurisdiction. The *Act* specifies that local governments may join together to administer the adjudication system jointly to cover a broader geographic area more cost-effectively. Those local authorities that do not transition to the BNEAS will remain status quo under the current contractual arrangements. Those jurisdictions that do move to the BNEAS will benefit from the system efficiencies and improved compliance. Any enforcement undertaken by CRD Bylaw for the CRD or contracted municipalities using the MTI ticketing process will continue to follow current processes.

#### Service Delivery

By implementing a system of bylaw infraction dispute review (screening) and independent adjudicators, the CRD is looking to ensure that the regulatory provisions of its bylaws are understood and complied with, and that bylaw contraventions are dealt with in a fair, equitable and cost-efficient manner for all concerned through a modern, timely, effective, and efficient bylaw enforcement service for the CRD and the contracted municipalities we serve that have adopted the system.

To meet this goal, the adjudication model will:

- Eliminate the requirement for personal service of tickets.
- Establish a dedicated forum for resolving local bylaw enforcement disputes.
- Use a dispute resolution-based approach to obtaining independently adjudicated decisions without the need for a court appearance.
- Avoid the unnecessary attendance of witnesses.
- Avoid the need to employ lawyers or enforcement officers to take minor cases to court.
- Promote the timely resolution of bylaw enforcement disputes of a minor nature where the expertise of a Provincial Court or Judicial Justice of the Peace is not needed.
- Provide citizens with an expedient and fair way to dispute tickets.
- Minimize the requirement for officers to engage hostile and non-compliant clients, making it safer for officers.

#### **CONCLUSION**

In summary, the BNEAS improves bylaw enforcement by providing a more accessible venue for adjudicating minor bylaw contraventions. It reduces demand on the Provincial Court system and creates a simple, fair, and cost-effective compliance system which represents best practices in bylaw enforcement.

#### **RECOMMENDATION**

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

- 1) That a Bylaw Notice Enforcement and Adjudication System be endorsed;
- 2) That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval; and
- 3) That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the *Act* to the Capital Regional District.

Submitted by:	Shawn Carby, CD, MAL, Senior Manager, Protective Services		
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		

#### <u>ATTACHMENT</u>

Appendix A: Local Government Bylaw Dispute Adjudication System Tool Kit







# Local Government

# **TOOLKIT:**

Bylaw Dispute Adjudication System

### LOCAL GOVERNMENT TOOLKIT: BYLAW DISPUTE ADJUDICATION SYSTEM

# **Acknowledgements**

This Local Government Bylaw Dispute Adjudication System Toolkit is the result of collaboration between the participating communities of the North Shore Adjudication Model Pilot Project (District of West Vancouver, District of North Vancouver, and City of North Vancouver), the Local Government Advisory Services Branch of the Ministry of Community Services, the Local Government Management Association of British Columbia (LGMA), and the Court Services Branch of the Ministry of Attorney General.

Court Services Branch would like to recognize Barbara Hamilton, Bylaw Supervisor for the City of North Vancouver, for her assistance in providing the "sample" documents that are included in this toolkit. Thanks also to CivicInfo BC for hosting this Toolkit, and other Bylaw Dispute Adjudication System resources, on its website (www.civicinfo.bc.ca).

#### Disclaimer

The purpose of this Toolkit is to assist local governments that are implementing the *Local Government Bylaw Notice Enforcement Act*, which allows for locally-based administration and adjudication of bylaw violation disputes. It is intended to be an "evergreen" document, and may be updated periodically, as appropriate.

This Toolkit includes information on how the adjudication model differs from other existing methods of municipal bylaw ticketing and administration. It also includes background information, policies and processes, forms and communication materials that were used as part of the North Shore Adjudication Model pilot project. These materials should be considered guiding documents only and should be modified, as appropriate, to fit the requirements of each local government.

This Toolkit is not a legal document and should not be considered as a substitute for the governing legislation and regulations. If in doubt on any information provided in this toolkit, users are encouraged to seek a legal opinion to ensure conformity with the legislation.

Victoria, September 2005

# TABLE OF CONTENTS

1.	Introduction		
2.	Overview of the Bylaw Dispute Adjudication Model		
	2.1.	Flowchart: Bylaw Notice Enforcement and Adjudication Process	9
	2.2.	Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions	10
3.	-	ementing a Bylaw Notice Enforcement Adjudication System	16
	3.1.	"Getting Started" – A Checklist for Local Governments	19
	3.2.	Bylaws and Bylaw Notices	21
	3.3.	Bylaw Notice and Enforcement Letter – Samples	23
4.	Ove	rview of Screening Officer Role	25
	4.1.	Screening Officer Checklist – Sample	26
	4.2.	Screening Officer Submission for Adjudication – Sample	28
5.	Ove	rview of Adjudication Process	29
	5.1.	Adjudicator	30
	5.2.	Notice of Adjudication – Sample	31
	5.3.	Adjudicator File Notes – Sample	32
	5.4.	Notice of Adjudication Outcome – Sample	33

6.	Overview – Budget and Cost Information	34
	<b>6.1.</b> Pilot Costing Model – Adjudicator Services: North Shore	35
	<b>6.2.</b> Summary of North Shore Pilot Project Bylaw Registry Costs	36
7.	Information Technology Overview	37
	<b>7.1.</b> Information Technology Impacts – Case Study: City of North Vancouver	38
8.	Communications Plan and Materials	40
	8.1. Communications Plan – Sample	40
	<b>8.2.</b> Information Sheet and Backgrounder – Sample	41
AP	PENDICES	43
A.	Screening Policies	
	District of West Vancouver	44
	District of North Vancouver	46
	City of North Vancouver	47
В.	North Shore Bylaw Dispute Registry – Operations Policy	48
C.	Project Stakeholders – Contact Information	50

### 1. INTRODUCTION

In October 2003, the Province of British Columbia enacted legislation providing an alternative approach for processing and resolving minor bylaw infractions, the Local Government Bylaw Notice Enforcement Act.

Bylaw infractions are a common occurrence in any local government that enacts regulatory bylaws. Prior to the *Local Government Bylaw Notice Enforcement Act* (the Act), there were three main strategies used by local governments to deal with a problem:

- 1. seek voluntary compliance;
- 2. issue a traffic "offence notice" for parking infractions seeking voluntary payment of a prescribed fine; or
- 3. initiate formal court proceedings by issuing a Municipal Ticket Information (MTI) or swearing an Information and issuing a Summons.

Initiating formal court proceedings can be costly, and some local governments choose to avoid these enforcement costs by abandoning enforcement if voluntary compliance is not forthcoming.

Over the past fifteen years, there have been various calls for bylaw reform with respect to enforcement and prosecution. Calls for reform have come from the Union of British Columbia Municipalities (UBCM), the Hughes Commission on Access to Justice and the Chief Judges' Task Group on Sitting Justices of the Peace. In response to these calls, the Province enacted the Local Government Bylaw Notice Enforcement Act.

# **New Adjudication Model**

The goal of the new adjudication model is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions. To meet this goal, the adjudication model:

- eliminates the requirement for personal service;
- establishes a dedicated forum for resolving local bylaw enforcement disputes;
- uses a dispute resolution-based approach to obtaining independently adjudicated decisions;
- avoids the unnecessary attendance of witnesses;
- · avoids the need to hire legal counsel; and
- promotes the timely resolution of bylaw enforcement disputes.

### Legislation

Under the Act, local governments may establish a local government bylaw dispute adjudication system, more simply known as an adjudication system, which replaces the Provincial Court as the venue for resolving disputes of minor municipal bylaw breaches.

The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. In order to proceed, these local governments may make a request to the Ministry of Attorney General to have a regulation enacted, in order to make the Act applicable to them.

### 1. INTRODUCTION

The legislation is designed to enable the creation of simple, cost-effective administrative systems for enforcing minor bylaw infractions, ranging from parking tickets to dog licensing and minor zoning infractions.

The two main features of an adjudication system are a simple "front-end" ticket process for initiating enforcement, and a locally managed "back-end" venue for a non-judicial adjudicator to hear ticket disputes.

# **Pilot Project Results**

Beginning in May 2004, the adjudication model was piloted in three North Shore municipalities (City of North Vancouver, the District of North Vancouver and the District of West Vancouver). These municipalities maintained independent ticketing processes to enforce their individual regulatory bylaws, but shared administrative processes around the adjudication of disputes.

An evaluation of the first eight months of the pilot showed reductions in the time from ticket issuance to ticket disposition and the rate of disputed tickets and an inprovement in fine payments.

The impact of the reduced dispute rate and ability to attend hearings in writing significantly reduced the time bylaw enforcement officers spent attending court. Further potential to reduce the costs associated with personal service of enforcement documents was also demonstrated.

As a result of this successful pilot, the Attorney General is now expanding the authority for use of the adjudication system to interested local governments across the province.

# 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

Under the new model, formal bylaw enforcement action begins with the completion of a Bylaw Notice by a local government bylaw enforcement officer.

The Bylaw Notice informs the recipient of:

- 1. the alleged bylaw contravention that is being made;
- 2. the penalty for the contravention; and
- 3. how to pay the fine or dispute the allegation.

The Bylaw Notice may be delivered in a variety of fashions, including leaving it on a car or mailing it, to the person responsible for the contravention. Unless the Bylaw Notice is delivered in person, it is presumed to have been received, and allowances are made in the event that the person claims not to have received it.

If a Bylaw Notice is mailed, the municipality or regional district may presume that it was received on the 7th day after mailing. If a Bylaw Notice is left on a vehicle or at a residence, business or worksite, the local government may presume that is was received that day. Allowances are made in the event that the intended recipient later claims that the Bylaw Notice was not actually received.

# Serving the Bylaw Notice

Once the Bylaw Notice is received, or presumed received, it becomes legally effective and the recipient has a fixed period of time in which to take action on it. The precise duration of this period is set in the local government bylaw, but must be at least 14 days after receipt of the Bylaw Notice.

Within that period, the person named on the Notice, or the registered owner of the car if it was left on a vehicle, must either pay the fine amount noted on the Notice or notify the local government that he or she wishes to dispute the allegation.

In the event the person does neither, the amount of the Notice, plus an additional late payment penalty, if one has been established in the local government bylaw, will be due and owing to the local government.

# **Screening Officer**

In order to reduce the number of disputed Notices forwarded to adjudication, a local government has the option of establishing a screening officer to review disputed Notices.

The screening officer has the authority to cancel a Bylaw Notice if he or she believes that the allegation did not occur, or that the required information is missing from the Notice. The local government may also permit the screening officer to cancel a Bylaw Notice in other circumstances set out by the local government.

# 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

A screening officer may conduct the review based on discussion or correspondence with the disputant, and will typically explain the process and potential consequences of dispute adjudication.

# **Compliance Agreements**

For infractions where compliance is a goal, the local government may also authorize a screening officer to enter into a compliance agreement with a person who has received a Bylaw Notice. A compliance agreement will include acknowledgement of the contravention of the bylaw and will typically set out remedies or conditions on future behaviour to be performed within a designated period of time, and reduce or waive the fine at the conclusion of that period.

### **Disputes**

If the screening officer determines that cancellation or a compliance agreement is not possible and the person still wishes to dispute the allegation, the disputant must confirm this and indicate whether he or she plans to appear at the adjudication hearing in person, in writing or by telephone. A disputant may also choose to appear by other electronic means, such as video conferencing, although the local government may require the disputant to cover any extraordinary costs associated with appearing in a less conventional manner.

The screening officer or a clerk will then schedule a day and time for the adjudication, notify the disputant of these details, and request the presence of an adjudicator. The person named in the Bylaw Notice may choose to pay the applicable fine at any time, although payment after the deadline may result in a higher fine amount.

# Adjudication of the Dispute

At the adjudication hearing, an adjudicator will hear from both the disputant and the local government and decide whether he or she is satisfied that the contravention occurred as alleged. When considering a matter, the adjudicator can review documents submitted by either party, or hear from the parties or witnesses over the telephone. All adjudications are open to the public.

The appointment, training and management of the adjudicator roster occur at arms-length from the local government. Adjudicators are appointed by the Deputy Attorney General.

### Disposition of the Infraction

The function of the adjudicator is strictly to confirm or cancel the Bylaw Notice. The adjudicator has no discretion to reduce or waive the fine amount. The adjudicator also has no jurisdiction to deal with challenges to the bylaw or claims of infringements of rights under the Charter of Rights and Freedoms. The adjudicator must proceed on the basis that the bylaw is legally valid.

# 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

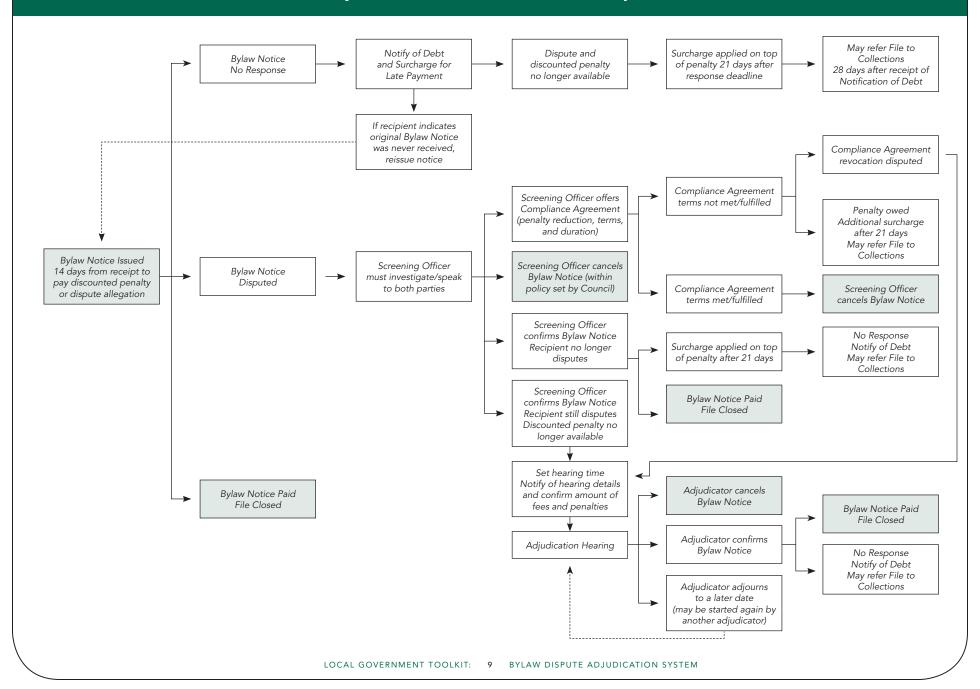
If the Bylaw Notice is confirmed, the fine amount noted on the face of the Bylaw Notice is payable to the local government. In additon, a locally established fee to recover a portion of the cost of the dispute may be imposed. This fee may not exceed \$25.

# **Appeals**

The decision of the adjudicator is final and the Act does not allow for appeals. If a failed disputant or the local government feel that the adjudicator exceeded his or her authority, or made an error at law, the person or local government may seek relief in the Supreme Court of British Columbia under the *Judicial Review Procedure Act*.

A challenge to the validity of the local government bylaw or a claim that enforcement of the bylaw infringed on the Charter rights of the disputant must be initiated as a separate matter in the Supreme Court of BC.

# 2.1. Flowchart: Bylaw Notice Enforcement and Adjudication Process



# 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Legal Authority	Local Government Bylaw Notice Enforcement Act	Community Charter or Vancouver Charter	Community Charter or Vancouver Charter, Offence Act
Demand notice used	No.	Typically used where personal service is not immediately feasible.	Possible, but unlikely, to be used until Summons can be obtained.
Legal initiation	Bylaw Notice (BN) certified by enforcement officer.	Municipal Ticket Information (MTI) sworn by enforcement officer.	Court-issued Summons based on sworn "Form 2" Information.
Service requirements	Reasonable delivery.	Personal service.	Personal service.
Notice requirements	BN must contain prescribed information, may include additional information as determined by local government.	MTI must be complete and in the prescribed form.	Summons must be complete and in the prescribed form.
Conviction?	No – contravention of bylaw, but not an offence.	Yes – conviction of a bylaw offence.	Yes – conviction of a bylaw offence.
Single occurrence penalties	Ticket fine amount as in the bylaw; bylaw limit \$500.	Ticket fine amount as in the bylaw; bylaw limit set at \$1000 by regulation.	Court may impose all or part of the applicable fine amount. Fine amount may be a range set in the bylaw, or if no amount is set, up to \$2,000 and 6 months imprisonment; bylaw limit for municipalities other than Vancouver is \$10,000 unless otherwise provided in authorizing statute (e.g. Environmental Management Act limit of \$200,000).
Variation of penalties	Adjudicator cannot modify the ticket fine amount.	The justice must consider the means and ability of the defendant to pay the fine. If the justice believes that the defendant is unable to pay the full amount of the fine, the justice may impose a fine in a lesser amount that the justice considers appropriate.	The justice must consider the means and ability of the defendant to pay the fine. If the justice believes that the defendant is unable to pay the full amount of the fine, the justice may impose a fine in a lesser amount that the justice considers appropriate.

# 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Continuing penalties	None – require separate BN.	Yes – Effective January 1, 2004 penalties for continuing offences (not exceeding the amount prescribed by regulation) can be established for each day that the offence continues.	Yes – Penalties for continuing offences (ranging from the minimum fine to a maximum of \$ 10,000) can be established for each day that the offence continues.
Early payment discounts?	Yes – bylaw may provide for a discount for payment on or before the last day of the period to pay or dispute, and a surcharge for payment of the penalty within a specified period following the deadline to pay or dispute.	Yes – different penalty amounts permitted before and after 30 days from ticket issuance if ticket is not disputed.	No.
Mandatory Court attendance?	No – payment or dispute in administrative adjudication.	No – payment or dispute in Provincial Court.	Yes – Summons has been issued and appearance in Provincial Court required.
Period to dispute or pay	As set in local government bylaw, but no less than 14 days.	Period to pay or dispute is 14 days.	No option to pay or dispute, appearance on date in Summons.
Dispute the allegation?	Yes – the allegation may be disputed by providing a notice of dispute to the local government in accordance with instructions on the BN.	Yes – the allegation may be disputed by providing notice of dispute to local government by mail or in person at the address set out on the MTI; must include address for the person disputing the allegation and sufficient information to identify the ticket and the alleged contravention being disputed.	No notice required; appearance occurs on date in Summons.
Dispute screening	Formal screening; designated "Screening Officer" may: cancel the BN in accordance with local government policy; confirm the BN; or enter into a compliance agreement with BN recipient.	No clear authority for formal dispute screening, although it is known that some local governments abandon MTI proceedings by failing to forward the file to the Court Registry, or withdrawing the file from the Court Registry.	No.

# 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Administration of the notice of dispute	Local government initiates and retains file. Local government schedules hearing and notifies disputant, enforcement officer and adjudicator organization.	Local government initiates and retains file. Local government transfers a copy of the file to local Court Registry. Court Registry schedules hearing and notifies disputant, enforcement officer, and local government.	Court Registry initiates and retains file. Court Registry schedules hearing and notifies disputant, enforcement officer and local government.
Hearing location	As determined by local government.	Courthouse	Courthouse
Adjudicator selection	Adjudicator selection for scheduled time managed by independent adjudicator organization in accordance with regulations.	Selection of presiding justice managed by the Office of the Chief Judge (Provincial Court)	Selection of presiding justice managed by the Office of the Chief Judge (Provincial Court)
Decision-maker	All BN matters determined by an independent adjudicator	All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge.  Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.	All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge.  Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.
Burden of proof	On a balance of probabilities (civil scale)	Beyond a reasonable doubt (criminal scale)	Beyond a reasonable doubt (criminal scale)

# 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Hearing procedures	Hearings must be open to the public.	Rules of Court apply.	Rules of Court apply.
	An adjudicator may adjourn a hearing, and adopt procedures that are conducive to justly and expeditiously resolving a dispute.	A justice may adopt procedures that are conducive to justly and expeditiously determining the matter.	The prosecutor or defendant may examine and cross examine witnesses personally or by counsel or agent.
	Before making a determination in a dispute, an adjudicator must provide the parties to the dispute with an opportunity to be heard.	The prosecutor or defendant may examine and cross examine witnesses personally or by counsel or agent.  A witness must be examined on oath	A witness must be examined on oath or affirmation.  The justice has full power and authority to administer to a witness the usual oath
	A party may be heard, at the election of the party, in person or by an agent, in writing, including by facsimile transmission or electronic mail, or by video conference, audio conference, telephone or other electronic means, if available.	or affirmation.  The justice has full power and authority to administer to a witness the usual oath or affirmation.  A justice may in his or her discretion, before or during a trial, adjourn the trial.	or affirmation.  A justice may in his or her discretion, before or during a trial, adjourn the trial.
Rules of evidence	An adjudicator may accept any evidence the adjudicator considers to be credible, trustworthy and relevant to the dispute, including the evidence of any person.  An adjudicator may accept evidence in any manner the adjudicator considers appropriate including, without limitation, orally, in writing, or electronically.	A justice may admit as evidence any oral or written testimony or any record or item that the justice considers is relevant to an issue in the trial and is credible and trustworthy.  A justice may not admit anything that is privileged under the laws of evidence.	A justice may admit as evidence any oral or written testimony or any record or item that the justice considers is relevant to an issue in the trial and is credible and trustworthy.  A justice may not admit anything that is privileged under the laws of evidence.
	The technical and legal rules of evidence do not apply, except the rules relating to privileged communications.		

# 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Hearing outcome	The adjudicator must, after considering the matter,  (a) order that the penalty set out in the BN is immediately due and payable, or (b) order that the BN is cancelled.	The justice must, after considering the matter, (a) convict the defendant, (b) make an order against the defendant, or (c) dismiss the MTI.	The justice must, after considering the matter, (a) convict the defendant, (b) make an order against the defendant, or (c) dismiss the Information.
Avenue of appeal	Decisions of adjudicators may not be appealed; however, if a disputant or local government feels an adjudicator went beyond his/her authority, they may make an application to the Supreme Court for judicial review.	A conviction, acquittal or sentence as a result of a court hearing or an order of a justice may be appealed to the Supreme Court.	A conviction, acquittal or sentence as a result of a court hearing or an order of a justice may be appealed to the Supreme Court.
Failure to respond	If a person fails to respond to a BN within the prescribed time limits, they are deemed to have plead guilty. The fine becomes due and payable immediately.	If a person fails to respond after 14 days, the municipality may file an <i>Affidavit of No Response</i> with the registry and a Justice can convict, or quash the ticket.	Deemed to have plead guilty; fine is due and payable immediately.
Failure to appear at requested hearing	If a person who has requested or required dispute adjudication fails to appear, the adjudicator must order that the penalty set out in the BN is immediately due and payable to the local government indicated on the BN.  If the local government subsequently files a certificate of amounts owing with the Provincial Court, the person may make application to the court within 30 days to have the certificate cancelled and a new adjudication date set by the local government.	If a person fails to attend at a court hearing to dispute an MTI, he or she may be found guilty for failure to attend the hearing.  If the offender comes before a Court Services justice of the peace within 30 days of the missed hearing date, he or she may file an Affidavit in Support of an Application to Strike Out a Conviction under section 272(4) of the Community Charter or section 482.1(13) of the Vancouver Charter.	If a person fails to attend at a court hearing he or she may be deemed convicted for failure to attend the hearing. The alleged offender must follow certain procedures to bring the dispute hearing back before the court.  If a person comes before a justice within 30 days of the missed hearing date, he or she may file an Affidavit Under Section 15(10) of the Offence Act.  If a person comes before a justice more than 30 days after the missed hearing date, he or she may file an Affidavit Under Section 16(2) of the Offence Act.

# 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Costs	A local government may require payment of a fee of not more than \$25 payable by a person who is unsuccessful in dispute adjudication. The purpose of the fee is to recover the costs of the adjudication system. The fee is payable for failed disputes arising from a BN or a compliance agreement.	None may be imposed	Court may impose costs of prosecution.  The justice may, in his or her discretion, award and order costs the justice considers reasonable to the local government by the defendant, if the justice convicts or makes an order against the defendant, or costs payable to the defendant by the local government if the justice dismisses an Information.  An order of costs must be set out in the conviction, order, or order of dismissal.  Costs awarded and ordered to be paid by a person under this section are deemed to be all or part, as the case may be, of a fine imposed against the person.
Suspended or reduced penalty possible?	Before hearing – screening officer, if authorized, may enter into a voluntary compliance agreement with the disputant. Under a compliance agreement, the person must accept liability for the contravention, and may pay a reduced penalty (as set by bylaw) in exchange for observing the terms and conditions the screening officer considers necessary or advisable.	At hearing – justice may suspend the passing of sentence and may specify, as a condition, that the defendant must make restitution and reparation to any person aggrieved or injured for the actual loss or damage caused by the commission of the offence. The duration of the suspension may not exceed 6 months.	At hearing – justice may suspend the passing of sentence and may specify, as a condition, that the defendant must make restitution and reparation to any person aggrieved or injured for the actual loss or damage caused by the commission of the offence. The duration of the suspension may not exceed 6 months.
Collection of amounts owing	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

Successful implementation of a bylaw adjudication system requires some forethought and collaboration. For the North Shore pilot project, planning began approximately six months before the system took effect, and required collaboration not only among the three municipalities, but also amongst staff from the corporate services, bylaw enforcement, information technology and finance departments of each of the three participating municipalities.

When establishing a bylaw adjudication system, here are some questions to consider:

### WHAT

 What bylaws and specific provisions will be dealt with by Bylaw Notice?

This is an important question to consider, as the adjudication system is best suited to contraventions that are simple to confirm, as the adjudicator's authority is limited to determining whether the contravention occurred as alleged.

A hearing before an adjudicator is less formal than a hearing before a Judge or Judicial Justice of the Peace, and an adjudicator is not in a position to impose any conditions of future behaviour when confirming a Bylaw Notice.

- What penalties will apply for different categories of contraventions?
- Will early-payment discounts and/or late-payment surcharges apply?
- Will dispute fees apply?

The maximum penalty under the system is \$500, within which the legislation permits considerable flexibility to establish early and late payment penalties. Prior to January 1, 2004, when the need for the Chief Judge of the Provincial Court to approve Municipal Ticket Information (MTI) penalties was eliminated in the *Community Charter*, most ticket fines were set at less than \$300.

Bylaw infractions heard in court have the potential to result in more significant penalties, as the maximum penalty for an MTI is \$1000. The Bylaw Notice system is designed to work best where a smaller fine would be a sufficient deterrent to future violations, although it can be used as part of an escalating enforcement scheme with persistent bylaw violators.

In the District of West Vancouver, virtually all contraventions of the Street and Traffic Bylaw may be enforced with a Bylaw Notice. The District has "dovetailed" the schedules of its Bylaw Notice and MTI ticketing bylaws to provide escalating penalties for two of the more serious infractions. By policy, the District issues a Bylaw Notice in the first instance of a violation, and may issue a MTI, with double the penalty, for a subsequent violation.

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

## What information is to appear on the face of the Bylaw Notice?

Beyond the basic information required by the legislation, local governments have considerable flexibility to customize the ticket face, allowing tickets to be designed to suit local enforcement and information management practices.

For example, printed ticket books may be easier to use if all the possible contraventions are listed; this is unnecessary for hand-held electronic ticket printers that may provide a menu of programmed contraventions.

- What types of contraventions, if any, may be resolved through a compliance agreement?
- Under what conditions, and will there be penalty relief? For how long?

Compliance agreements are only possible if a screening officer has been authorized to enter into the agreement on behalf of the local government. Compliance agreements are best suited to situations of ongoing contravention, rather than a series of incidents of contravention where a reduced penalty is likely to result in sustained correction of the contravention.

### WHEN

### When will the period to pay or dispute the Bylaw Notice end?

The North Shore municipalities chose to establish the minimum allowable 14-day period for payment or dispute of a ticket, which is consistent with the period to do so under the Municipal Ticket Information system.

In contrast, the equivalent period for paying or disputing a Provincial Violation Ticket is 30 days, if served on a person, or 45 days (from the date of issue) if mailed to the registered owner of a motor vehicle.

## WHO

### • Who may issue a Bylaw Notice, and how?

In the context of the Act, a bylaw enforcement officer means an individual who has been designated by class of employment to enforce one or more bylaws. The same classes of individuals who may be authorized to issue MTIs may be authorized to issue Bylaw Notices.

When implementing the MTI, some local governments elected to specify different classes of enforcement officers for different bylaws, which is consistent with the provincial approach to Violation

## 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

Ticket issuance. Other jurisdictions have authorized some or all of the individuals in these classes to issue MTIs.

- Will screening officers be used?
- Who can be a screening officer?
- Under what circumstances can screening officers be authorized to cancel a Bylaw Notice?

The creation of a screening officer role is an optional element of the system under the legislation, but is highly recommended.

A screening officer does not need to be a bylaw enforcement officer, but should have some familiarity with the bylaws to be enforced and be available to respond to Bylaw Notice recipients in a timely fashion. This might include bylaw or licensing clerks who are available during office hours, senior bylaw enforcement staff or department heads.

The screening officer cancellation policy protects the local government from accusations of preferential or unfair treatment, while still permitting the flexibility to cancel a Bylaw Notice where this is deemed reasonable. The three North Shore municipalities have adopted slightly different screening policies (as outlined in Appendix A of this Toolkit).

### WHERE

 Where will disputes be held? Where should formal correspondence regarding the adjudication of disputes be sent?

The only stipulation with respect to the location for conducting adjudications is that hearings must be open to the public or be accessible by telephone. The address for correspondence regarding disputes may be the adjudication location or the office where staff responsible for scheduling disputes are located.

### HOW

 How will the new system be explained to the public and internal staff?

The North Shore municipalities made internal and external communication a priority when establishing the adjudication system. A communication plan for system implementation, identifying the information needs of all potential stakeholders, was created. A news release and backgrounder were prepared for release to the media. See Section 7 for samples of these documents.

## 3.1. "GETTING STARTED" - A Checklist for Local Governments

# **Initial Preparations** ☐ Determine if Bylaw Notice enforcement makes sense for the types of regulatory matters dealt with by your municipality or regional district. Determine if the dispute adjudication system will apply to more than one local government. If so, determine which local government will be responsible for the day to day administration of the shared process and where the adjudication hearings will be held. ☐ Provide a Staff Report to the Council or Board recommending implementation of Bylaw Dispute Adjudication System. ☐ Forward a copy of a Council or Board resolution indicating the intent to establish a Bylaw Dispute Adjudication System to Court Services Branch, Ministry of Attorney General. ☐ Confirm the the Bylaw Notice Enforcement Regulation (B.C. Reg. 175 (2004) has been or will be amended to apply the Local Government Bylaw Notice Enforcement Act to your local government. ☐ Negotiate an agreement between participating local governments, and enact necessary bylaws to enter

into the agreement, if required.

## Implementation (Policies and Procedures)

Determine key system features, such as the time to pay or dispute, matters to be enforced by Bylaw Notice, use of screening officers, fine and fee amounts, etc.
Prepare bylaw to adopt Bylaw Dispute Adjudication System.
Prepare Screening Officer Policy, if required.
Prepare Registry Operations Policy, if required, (refer to Appendix B).
Prepare a communications plan (refer to Sample Communications Plan).
Train enforcement officers, screening officers, registry and finance staff.
Prepare implementation and operational budgets.
Consult with Court Services Branch re: process for scheduling adjudicators.

# 3.1. "GETTING STARTED" – A Checklist for Local Governments

Ir	mplementation (Forms and Systems)
	Assess enforcement and collections software, make modifications as required.
	Prepare Bylaw Notice forms.
	Prepare notification letters (refer to sample mail-delivery letter and re-issue letter).
	Prepare Screening Officer forms.

# 3.2. Bylaws and Bylaw Notices

Section 2 of the Local Government Bylaw Notice Enforcement Act ("the Act") provides that a local government may deal with contraventions of its bylaws via Bylaw Notice.

If a local government wants to implement a bylaw dispute adjudication system, it must adopt an authorizing bylaw that:

- designates the bylaw contraventions that may be dealt with by Bylaw Notice;
- establishes the amount of the penalty for contravention of the specified local government bylaws;
- establishes the period for paying or disputing a Bylaw Notice;
- establishes the role of screening officer and their duties and authorities, including the ability to enter into compliance agreements; and
- designates bylaw enforcement officers.

While the Act permits two or more local governments to enter into arrangements for the joint provision of a bylaw dispute adjudication system, each participating local government must individually adopt an authorizing bylaw, as outlined above.

Local governments undertaking a bylaw dispute adjudication system will need to ensure that the Bylaw Notices (tickets) issued include all required information, as set out in section 4(4) of Act.

A Bylaw Notice must contain the following information:

- the particulars of the alleged contravention of the bylaw in sufficient detail that the alleged will be able to identify the bylaw and the contravention alleged;
- the amount of the penalty, the amount of a discount for early payment of the penalty, the amount of a surcharge for late payment and the consequences for failing to respond to the Bylaw Notice;
- acceptable methods of paying the penalty;
- how to dispute the allegation of the notice; and
- any other information required under the regulations.

Although the Act requires that the above information be included on a Bylaw Notice, local governments may organize or supplement this information as they see fit.

# 3.2. Bylaws and Bylaw Notices

## **Delivery of Notices**

Under section 7 of the Act, a Bylaw Notice may be delivered in person, left at the site of the contravention (e.g. placed on windshield of car or left with a person at a construction site) or mailed.

The recipient of a Bylaw Notice has a limited time period in which to pay the penalty or indicate that he or she wishes to dispute the allegation. In the case of all three North Shore municipalities, this period was set at 14 days from actual or presumed receipt of the Bylaw Notice.

If the Bylaw Notice recipient disputes the allegation, he or she must first discuss the allegation and basis for the dispute with a screening officer before proceeding to a hearing before an adjudicator.

# If the Bylaw Notice Recipient Does Not Respond

If the recipient takes no action – neither paying the penalty nor disputing the allegation – within the time period the local government must notify the person that the penalty set out in the Bylaw Notice is now due and advise of how and where payment can be made. This may be done in a letter accompanied by a copy of the original Bylaw Notice.

In the case of the North Shore municipalities, the recipient of a Bylaw Notice has 14 days after receiving the original Bylaw Notice to pay the fine or dispute the allegation, after which the local government issues a letter outlining what has occurred and the consequences of late payment.

Once the period to dispute the allegation has ended, early discounts no longer apply and the full penalty is due. In addition, section 6 of the Act permits a local government to assess a surcharge on top of the penalty for the contravention, if payment is not made promptly.

If, within 21 days of receiving notification that penalty is immediately due, the person named in the Bylaw Notice informs the local government that he or she did not receive the original Bylaw Notice, then the local government must re-issue the original Bylaw Notice. In this case, the period to pay or dispute the allegation begins again, with opportunities to pay the discounted amount or dispute the allegation in the notice.

# 3.3. Bylaw Notice and Enforcement Letter – Samples

### Front of Bylaw Notice is used for street and traffic offences

	VER PROVINCE OF BRITISH COLUMBIA -LAW NOTICE BOHOF
AS AMENDED, AS POLLOWS. DATE	D TRAFFIC BY-LAW 6294 TICKET NO. NV000001
LOCATION	TIME
DECALYR/MO/LIC	C. NO COLOR
MAKE	TYPEPROV
NAME	D.O.B
ADDRESS	
GROUP 1801 OFFENCES	DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00
OVER PARKED PARKING 501.15	☐ JAYWALKING 1103 ☐ EXPIRED METER 1304
PARKED LONGER THAN 72 HOURS 505	☐ NO VALID PARKING TICKET 1304
OTHER OFFENCES IN THIS GROUP	
GROUP 1802 OFFENCES PARKED:	DISCOUNTED PENALTY WITHIN 14 DAYS \$25.00
FACING TRAFFIC FLOW/ MORE THAN 300M FROM CURB 503	GURB 501.18 UNITHIN 5m OF STOP SIGN 501.7
☐ WITHIN 5m OF FIRE HYDRANT 501.4	☐ CONTRARY TO SIGN 501.14 ☐ ON CROSSWALK 501.5
☐ WITHIN 3m OF LANE 501.3	ON SIDEWALK OUTSIDE STALLS 508.3  BOULEVARD 501.1 OIN BUS ZONE / STOP 500
WITHIN 3m OF DRIVEWAY 501.2	N LANE 501.8
OTHER OFFENCES IN THIS GROUP	TKON 501.8
GROUP 1803 OFFENCES	DISCOUNTED PENALTY WITHIN 14 DAYS \$30.00
	L 820.2 STUDDED TIRES 902.1 TIRES NOT IN GOOD ORDER 902.2
OVERLENGTHWEIGHT RESIDENTIAL STREET	
OTHER OFFENCES IN THIS GROUP	
GROUP 1804 OFFENCES	DISCOUNTED PENALTY WITHIN 14 DAYS \$100.00
☐ VEHICLE WEIGHT, LOADS, DIMENSIONS	901 SECUREMENT OF VEHICLE LOADS 903
GROUP 1805 OFFENCES	DISCOUNTED PENALTY WITHIN 14 DAYS \$75.00
□ 5aungjo remove snow.314.5	FAILING TO DISPLAY WALID LICENCE PLATE 820.1
VEHICLE HORNSVALARIN 515	DISABLED ZONE 500.9
- TENOLE POPULO ADVIA DIS	SKATEBOARDING 408
☐ OTHER OFFENCES IN THIS GROUP	
ISSUING OFFICER	
141 W. 14TH ST., OR BY MAIL - 14 BY PHONE 604.990.4225, OR ONL THE ABOVE DATE, THE ATTACHN	THE INDICATED PENALTY EITHER IN PERSON - 17 E. 14TH ST., NORTH VANCOUVER, V7L 2N4, OR INE www.onc.org/partinglichet WITHIN 14 DAYS OF MENT CONSTITUTES AN INTEGRAL PART OF THE ATE PENALTY AND DISPUTE INSTRUCTIONS.
	TIGIKET NO.
	NV000001
OFFICE NOTICE	

## Front of "flysheet" that accompanies the Bylaw Notice

#### INSTRUCTIONS

DETACH THIS SHEET BEFORE MAKING PAYMENT
PENALTIES

PENALTIES LISTED BELOW MAY ONLY BE ACCEPTED IN THE MANNER NOTED:

PENALTY AFTER 34 DAYS
\$45.00
\$50.00
\$55.00
\$200.00
\$100.00

#### PAYMENT OPTIONS

CASH, CHEQUE, MONEY ORDER, DEBIT OR CREDIT CARD IN PERSON - 141 W. 14th ST., NORTH VANCOUVER BY MAIL - 147 E. 14th ST., NORTH VANCOUVER V7L 2N4 BY PHONE - 604.990.4225 ONLINE - www.cnv.org/parkingticket

#### MAILING INSTRUCTIONS

BYLAW VIOLATION MUST ACCOMPANY CHEQUE.

DO NOT MAIL CASH. MAKE CHEQUE OR MONEY
ORDER PAYABLE TO "CITY OF NORTH VANCOUVER".

FAILURE TO PAY OR DISPUTE WITHIN 14 DAYS WILL RESULT IN THE CORRESPONDING PENALTY BECOMING DUE AND PAYABLE.

A CHARGE WILL BE ADDED FOR DISHONOURED CHEQUES.

DISHONOURED CHEQUES INVALIDATE ANY RECEIPT.

UNPAID FINES MAY BE REFERRED TO OUR COLLECTION AGENT.

RECEIPTS MAILED ONLY ON REQUEST.

IF YOU WISH TO DISPUTE THE ALLEGED CONTRAVENTION PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS.

# 3.3. Bylaw Notice and Enforcement Letter – Samples

## Back of "flysheet" that accompanies the Bylaw Notice

ENQUIRIES MAY BE DIRECTED TO THE BYLAW OFFICE, 147 EAST 14TH STREET BETWEEN 0830 AND 1630 HOURS, MONDAY TO FRIDAY, 604.904.7378. parking@cnv.org

#### ADJUDICATION REQUEST

IF YOU WISH TO DISPUTE, COMPLETE THE FOLLOWING FORM AND RETURN IT WITHIN 14 DAYS TO THE CITY OF NORTH VANCOUVER. A SCREENING OFFICER WILL TELEPHONE TO ASSIST YOU.

PLEASE PRINT	
BYLAW NOTICE NO	_
DATE OF ISSUE	_
LICENCE PLATE NO.	_
REGISTERED OWNER OF THE VEHICLE:	
NAME	_
ADDRESS	_
CITY	_
POSTAL CODE	_
DAYTIME PHONE NUMBER	_
SIGNATURE	_
A \$25 FEE IS ADDED TO THE PENALTY IF AN ADJUDICATOR FINDS THAT THE CONTRAVENTION DID OCCUR.	R
PAYMENT OPTIONS:	
IN PERSON - 141 W. 14th ST., NORTH VANCOUVER	

BY MAIL - 147 E. 14th ST., NORTH VANCOUVER V7L 2N4

BY PHONE - 604,990,4225

ONLINE - www.cnv.org/parkingticket



# The Corporation of THE CITY OF NORTH VANCOUVER BYLAW ENFORCEMENT

March 9, 2004

Ms. Jane Doe 1231 Any Street Burnaby, BC V3N 1Y6

Dear Ms. Doe:

#### Re: Parking Violation Ticket FP88997788

On March 5, 2004 BC licence #ABC1234 was observed in violation of the City of North Vancouver Street and Traffic Bylaw #6234. As a result, the enclosed violation ticket number FP88997788 was issued.

Enquiries with the Insurance Corporation of BC indicate that you are the last registered owner of the vehicle.

Yours truly,

City of North Vancouver Parking Enforcement

/cl

Enclosure

147 East 14th Street • North Vancouver BC V7L 2N4 • Phone (604) 904-7378 • Fax (604) 983-7448 • Website:  $\underline{www.cnv.org}$  • E-mail: bhamilton@cnv.org

## 4. OVERVIEW OF SCREENING OFFICER ROLE

The position of screening officer, described in section 10 of the Act, is optional – but is recommended based on the experience of the North Shore pilot. If a local government elects to implement this position, the screening officer must review each disputed allegation before it can be referred to an adjudicator.

To ensure consistency and assist with the screening process, local governments may wish to develop a screening officer policy in order to provide guidelines for screening officers during the Bylaw Notice screening process.

The screening officer, after reviewing a Bylaw Notice, may:

- 1. cancel the notice, if
  - a) the contravention did not occur as alleged;
  - b) the bylaw notice does not meet the requirements set out in the Act; or,
  - c) the grounds for cancellation authorized by the local government are satisfied;
- 2. confirm the bylaw notice and refer it to an adjudicator unless the request for dispute adjudication is withdrawn; or
- 3. enter into a compliance agreement with the person, if this is authorized in the bylaw.

Screening officers act as "gatekeepers" to the adjudication system by reviewing all disputed Bylaw Notices prior to going to adjudication. This review, between the screening officer and disputant, creates a number of efficiencies for the system.

The screening process results in a number of disputed Bylaw Notices avoiding adjudication, resulting in cost and time savings. In addition, the process is often educational as screening officers explain the bylaw in question, allowing citizens to better understand bylaws and, in some cases, realize the error(s) they committed. This causes some citizens to withdraw their notice to dispute following their discussion with a screening officer.

Statistics from the North Shore Evaluation Report demonstrate the effectiveness and efficiencies that result, in large part, from the screening process. Following the 14-day period to pay or dispute the Bylaw Notice, only 1.8% of recipents triggered a formal review of the case by a screening officer during the pilot project. This figure does not reflect cases where screening officers merely explained the bylaw or the dispute process.

Although one jurisdiction reported that as many as 20% of individuals whose Bylaw Notices were confirmed by the Screening Officer claimed they would dispute the matter before an adjudicator, only 9% of screening officer reviews led to adjudications. In all, 0.2% of the tickets issued during the evaluated period resulted in adjudication hearings, and in 85% of these cases the Bylaw Notice was confirmed by the adjudicator.

Appendix A in this Toolkit contains copies of screening policies for the three North Shore municipalities.

# 4.1. Screening Officer Checklist – Sample: City of North Vancouver

Screening officers are required to provide disputants with as much information as they can, answer all questions openly, and take detailed notes of the conversation including date and time. The following are screening guidelines:

- Identify your name and position as a Screening Officer with CNV.
- 2. State your authority to make a determination based upon authority granted by CNV.
- 3. Discuss the notice, listen carefully to the Disputant's information, and record this information.
- 4. Advise the Disputant that he/she may pay the fine before the early discount deadline and receive that discount. However, once the notice goes forward to Adjudication, the early discount is lost and an adjudication fee is added to the full penalty. At the Adjudication, if the notice is quashed, no fees or penalties need to be paid.
- 5. Determine how the Disputant wishes to proceed with the hearing (in person, by phone, or in writing).
- 6. Provide the address of the Adjudication Hearing room (141 W. 14<sup>th</sup> Avenue, North Vancouver) and advise of any necessary contact information such as fax number, email address and mailing address if the Disputant needs these to send documents.

- 7. Advise the Disputant that if the Adjudicator upholds the notice, it is due and payable immediately. Also, advise the Disputant that the fine increase 21 days after adjudication and then proceeds to collection.
- 8. Explain that once a date and time are set for adjudication, the additional adjudication fee must be paid even if the Disputant decides not to go ahead with the Adjudication.
- 9. Verify you have the correct address and daytime phone number of the Disputant.
- 10. Explain that the Dispute Coordinator will call to set up a hearing date and time along with instructions about phone, fax, or written submission to the Hearing. The Dispute Coordinator will also send written confirmation of the hearing. State clearly that the Disputant cannot discuss the notice with the Dispute Coordinator.
- 11. Ask if the Disputant has any more questions or needs any more information.
- 12. Ask if the Disputant wishes to say anything else at all and note the response.
- 13. Make a decision to cancel or uphold the notice; explain this to Disputant and make notes.
- 14. If cancelling, do so immediately; if upholding, continue to the Dispute Coordinator.

# 4.1. Screening Officer Checklist – Sample: City of North Vancouver

# Following the conversation with the Disputant:

- 1. Notify the Dispute Coordinator to request Adjudication Hearing.
- 2. In the file, note the date and time the Dispute Coordinator was notified.
- 3. Prepare reports needed for Adjudication

# 4.2. Screening Officer Submission for Adjudication – Sample

The adjudicator is provided with a record of the screening officer's review of the disputed allegation. This may inlcude evidence collected that supports the allegation.

A sample of the written submission use by the City of North Vancouver is shown on the right.



# The Corporation of THE CITY OF NORTH VANCOUVER BYLAW ENFORCEMENT

TICKET INFORMATION: Ticket Number:	Violation:
Date of Issue:	Time of Issue:
Location:	Officer:
Section:	Fine Amount:
SCREENING OFFICER EVIDENCE	CE:
	Screening Officer Signatur
PAYMENT INFORMATION:	-
Total fine due and payable imm	ediately if ticket upheld:
Violation Amount: \$	•
Adjudication fee: \$	
Total owing: \$\frac{\blue{\bu}{\blue{\bu}{\bu}{\bu}{\bu}{\bu}{\bu}{\bu}{\bu}	

### 5. OVERVIEW OF ADJUDICATION PROCESS

Upon receipt of confirmation that the recipient of a Bylaw Notice wishes to proceed to adjudication on the disputed allegation, the local government typically selects a date and time for the hearing in consultation with the person.

Disputants have the right to be heard, and this right may be exercised in one of the following manners:

- in person, or by an agent;
- in writing; or
- by video conference, audio conference, telephone or other electronic means, if available.

The local government then contacts the organization responsible for managing the pool of adjudicators with the date, time, nature of the Bylaw Notice and the name of the recipient.

The adjudicator is selected on a rotational basis, although the rotation may be varied if the next adjudicator on the list is unavailable on the chosen day, or is unable to hear the matter due to a personal connection to the recipient of the Bylaw Notice.

All dispute adjudications are open to the public and each dispute typically requires twenty minutes or less. The adjudicator's decision is made on a balance of probabilities, as in civil claim proceedings, and may be based on any evidence that the adjudicator considers relevant and credible.

The adjudicator may accept evidence in writing, orally (in person or by telephone) or other electronic means from the disputant, the enforcement officer or any other witness to the alleged bylaw contravention.

The decision before the adjudicator is **strictly** whether a violation of a local government bylaw occurred, or did not occur. The process is not designed, nor intended, to deal with challenges to the fairness of the bylaw, validity or other legal questions. Adjudicators may only confirm the Bylaw Notice or cancel it outright. Fine reduction is not an option under the legislation.

The legislation does not permit the local government or the disputant, as the parties to the dispute, to appeal the decision of the adjudicator. Either party may, however, seek relief in the Supreme Court under the *Judicial Review Procedures* if they believe that the adjudicator exceeded his or her authority, or made an error at law.

# 5.1. Adjudicator

Under section 15 of the Local Government Bylaw Notice Enforcement Act, it is the responsibility of the Deputy Attorney General to appoint adjudicators to determine the disputes.

Adjudicators must meet prescribed qualifications and must not be an employee of, or hold an elected office in, a local government. These criteria provide the basis for an objective adjudication system separate from the local government.

One or more rosters of adjudicators must be established for the purpose of selecting adjudicators to hear disputes in respect of Bylaw Notices. Rosters may be established for the province generally, or for one or more local governments.

Qualifications, responsibilities and requirements for rosters, remuneration and expenses are established in the Bylaw Notice Enforcement Regulation (B.C. Reg. 175/2004). The selection process for adjudicators, as well as instructions to adjudicators when hearing disputes, is also prescribed by regulation in order to maintain consistency, neutrality and fairness.

Qualification and coordination of adjudicators is handled by the Court Services Branch of the Ministry of Attorney General.

# 5.2. Notice of Adjudication – Sample

Once the screening officer has confirmed that the recipient of a Bylaw Notice wishes to proceed to adjudication, the local government must schedule an adjudication hearing and ensure that all parties are notified.

In the case of the North Short pilot, because the registry serves three local governments, the process for giving notice to the local government that issued the Bylaw Notice is slightly more formal.

On the right is a sample of the Notice of Adjudication issued by the North Shore Bylaw Dispute Registry.

		NOTICE OF ADJUDICATION
141 14 <sup>™</sup> ST, WEST NORTH VANCOUVER, BC V7M 1H9		Phone #: 604 904 7378 Fax #: 604 983 7448
TO: TESTER, COREY, A 3 ANY STREET		OFFENCE NO: FP1111111
ANYTOWN, BC POS COD		OFFENCE DATE: 22 May 2002
		OFFICER 111
As the registered owner of this BC Licence pl Charged with the following offence:	ate you have been	ENFORCEMENT AGENCY: City Of North Vancouver
On the: 22 day of MAY, 2002 at: 11:11 AM at or near: 3 BROWN STREET		BC LICENCE TESTOS
the driver did stop stand or park the vehicle Within 1m Of Driveway contrary to City of North Vancouver Bylaw \$6234	Section 501.33	
Set Fine \$50 Adjudication Fee \$25	Total: \$75.00	
Fake notice that on the: 15 day of JULY, 2002 at 09:00 AM your adjudication will be held at:	ADJUDICATION ROOM	
	141 14 <sup>th</sup> St. West North Vancouver, BC	
	V7M 1H9	
Your adjudication will be held on the da ime. If you do not appear, the adjudica	ate and time and location not ator may order that the penal	in respect to the Bylaw Notice #FP1111111 ed above. You are required to attend at that ty in the bylaw notice and the adjudication fee
are immediately due and payable, by yo	ou, to the City of North Vanco	uver.
are immediately due and payable, by your study at North Vancouver, British Columbia this	1	ouver.
ssued at North Vancouver, British Columbia this	27 day of JUNE, 2002 les about the Violation Notice, ple City of North Vancouve Bylaw Office 147 14" ST. EAST, North Vancouver, BC	l 250 contact 604 904 7378
ssued at North Vancouver, British Columbia this	27 day of JUNE, 2002 les about the Violation Notice, ple City of North Yeacouve Bytaw Office 147 14 <sup>Th</sup> ST. EAST,	l 250 contact 604 904 7378
ssued at North Vancouver, British Columbia this For General Inquir	27 day of JUNE, 2002 les about the Violation Notice, ple City of North Vancouve Bylaw Office 147 14" ST. EAST, North Vancouver, BC	l 250 contact 604 904 7378
For General Inquir  Office Use Only  certify that a copy of this Notice was:	27 day of JUNE, 2002 les about the Violation Notice, ple City of North Vancouve Bylaw Office 147 14" ST. EAST, North Vancouver, BC	ase contact 804 904 7378
ssued at North Vancouver, Brilish Columbia this For General Inquir Diffice Use Only certify that a copy of this Notice was:	27 day of JUNE, 2002 fes about the Violation Notice, pie City of North Yancouve Bytaw Office 147 14 <sup>th</sup> ST. EAST, North Vancouver, BC V7L 2N4	1 230 contact 604 904 7378
For General Inquir  Office Use Only  certify that a copy of this Notice was:  Sent by mail to registered owner  Given personally to registered	27 day of JUNE, 2002 des about the Violation Notice, ple City of North Yancouve Bytaw Ciffice 147 14" ST. EAST, North Vancouver, BC V7L 2N4	Given to adjudicator or Agent  Sent by mail to adjudicator
For General Inquir  Office Use Only certify that a copy of this Notice was:  Sent by mail to registered owner  Given personally to registered owner	27 day of JUNE, 2002  ses about the Violation Notice, ple City of North Vancouve Bytan Office 147 14" ST. EAST, North Vancouver, BC V7L 2N4	Given to adjudicator or Agent  Sent by mail to adjudicator

# 5.3. Adjudicator File Notes – Sample

# LOCAL GOVERNMENT BYLAW DISPUTE ADJUDICATION SYSTEM

#### **Adjudicator's File Note**

Re: Corporation of the City of North Vancouver Notice # NV1234567 (not actual file #)

Notice Issued May 31, 2004 Alleged Infraction of Bylaw 6234, Section 820.1

The evidence of the Bylaw Enforcement Officer was that a valid decal was not displayed. The disputant said that he could not recall if the decal was on the plate. He noted that there was valid insurance on the vehicle. I advised him that the issue was not whether there was valid insurance, but whether the decal was displayed.

I upheld the Notice as I found it more likely than not based on the evidence before me that the current year decal was not displayed. Disputant did not think that the City of North Vancouver should be concerned about decals. Explained to Disputant the wording of the bylaw and that if he believed the bylaw was improperly enacted he would have to pursue the issue through the Supreme Court of B.C.

Signed by Adjudicator.

# 5.4. Notice of Adjudication Outcome – Sample

September 9, 2004

Mr. John Doe 22-1104 Any Street Vancouver, BC V6E 1C9

#### Re: Bylaw Notice NV1234567

The Bylaw Adjudicator has notified the City of North Vancouver that at a hearing on September 9, 2004 the above noted bylaw notice was upheld. The total penalty and fee now outstanding on this notice is \$60.00.

On September 30, 2004 a further surcharge of \$15.00 will be added if this amount remains unpaid.

You may remit payment to the City of North Vancouver

IN PERSON 141 West 14th Street, North Vancouver, BC

By Mail 147 East 14<sup>th</sup> Street, North Vancouver, BC V7L 2N4

By Phone 604.990.4225

Internet http://www.cnv.org/parkingticket

All unpaid penalties and fees may be referred to our collection agent. Inquiries may be made to the City of North Vancouver Bylaw office by telephone at 604.904.7378 or by email at parking@cnv.org.

Yours truly,

City of North Vancouver

/ck

### 6. OVERVIEW - BUDGET AND COST INFORMATION

The actual cost of a local government bylaw dispute adjudication system will vary depending on the volume of bylaw infraction activity, screening and registry operations policies, the cost-recovery fees imposed on confirmed Bylaw Notices, and opportunities to achieve efficiencies through inter-local partnerships.

Information technology costs may also vary widely, depending on whether a manual or electronic system is used, and may affect the start-up and ongoing operations differently.

In the case of the North Shore communities, the Districts of West and North Vancouver and the City of North Vancouver entered into an Inter-Municipal Agreement to create a single administrative structure for handling cases referred for adjudication by the screening officers in the separate municipalities.

This agreement set out the cost-sharing arrangement for each of the municipalities, based on the use of services of adjudicators.

In addition to the one time capital (computer software) start-up costs of setting up a bylaw dispute adjudication system, it is estimated that annual administration costs for the North Shore municipalities will be under \$20,000. These costs will be shared equally.

It should be noted however, that costs may vary for other local governments.

# 6.1. Pilot Costing Model – Adjudicator Services: North Shore

ADJUDICATOR COSTS	DAILY COSTS	PER DISPUTE <sup>1</sup>
Attended - Full Day Attended - Half Day Telephone Dispute Written Dispute	\$350.00 \$175.00	\$19.44 \$19.44 \$16.66 \$12.50
ADMINISTRATIVE COSTS	DAILY COSTS	
Attended - Full Attended - Half Telephone Disputes Written Disputes	\$262.50 \$131.25	\$14.58 \$14.58 \$12.50 \$12.50
TRAINING & START UP COSTS	DAILY COSTS	PER DISPUTE <sup>2</sup>
Training (per student, 5 students) Start Up-Systems Start Up –Other	\$1,750.00 \$1,000.00 \$500.00	\$5.83 \$3.33 \$1.67
SUMMARY OF TOTAL COSTS PER DISPUTE		PER DISPUTE
Full Day Half Day Telephone Dispute Written Dispute		\$44.86 \$44.86 \$39.99 \$35.83

Source: Court Services Branch, Ministry of Attorney General

<sup>&</sup>lt;sup>1</sup> Based on an average of 20 minutes scheduled per dispute.

<sup>&</sup>lt;sup>2</sup> Based on 300 disputes.

# 6.2. Summary of North Shore Pilot Project Bylaw Registry Costs

# **Estimated Ongoing Costs for a Bylaw Notice Enforcement System**

(Based on 30,000 Bylaw Notices issued annually)

ITEM	соѕт	NOTES	
Pre-Hearing: Ticket Screening	\$13,770 Dispute rate 1.8%; 45 minutes per screening; Average hourly cost \$34 (salary and benefits)		
Pre-Hearing: Dispute Scheduling	\$680	20 minutes per adjudication scheduled; Average hourly cost \$34 (salary and benefits	
Adjudicator	\$1,498	\$374.50 per hearing day; 4 hearing days per year	
Administrative Costs	\$1,165	\$291.31 per hearing day; City of North Vancouver not certain if costs will continue	
Administrative Costs (Hearing days only)	g days only) \$400 \$100 per hearing day for record keeping and cheque issuance		
Security Officer	\$256	\$16 per hour for 4 hours each hearing day (4 per year)	
Council Chamber Cost	\$1,600	\$400 per hearing day	
Annual Estimated Administration Costs	\$19,369		

Source: Evaluation Report - North Shore Bylaw Notice Adjudication Registry

## 7. INFORMATION TECHNOLOGY OVERVIEW

Local governments should plan conservatively when anticipating the length of time needed to develop the information technology that may be required to implement a bylaw dispute adjudication system. This may be particularly true if the local government uses an outside software provider.

The local government should take into account that it will likely be necessary to upgrade the ticket processing system business rules, database, screens and reports. Hardware upgrades and operating systems/database upgrades will also need to be reviewed. Ticket stock changes – both handheld and written – will need to be considered.

Local governments should consider whether it would be efficient or necessary to integrate any current ticketing system with the new local government bylaw dispute adjudication system. Alternatively, run two systems concurrently until all tickets are dealt with under the old system. Costs of integrating the two systems will likely be a deciding factor in how the local government proceeds.

If a new system or an upgrade is considered, the following information from the authorizing bylaw will need to be known in order to configure the IT systems.

### Specifically:

- the time period to pay or dispute the Bylaw Notice;
- · whether screening officers will be used;
- whether early-payment discounts, late-payment surcharges and/or dispute fees will apply; and
- who may issue a Bylaw Notice and how.

The North Shore participants in the pilot project worked with different companies to provide bylaw enforcement software. The Districts of North Vancouver and West Vancouver contracted with Tempest Development Corporation. The City of North Vancouver's software is provided by ETEC, marketed by Parksmart. Both companies developed software to accommodate the requirements of the bylaw dispute adjudication system.

Any local government considering implementing a bylaw dispute adjudication system should ensure that a prospective budget is prepared for software upgrade requirements. Depending if the software system is in-house or contracted, the financial impact may be significant.

# 7.1. Information Technology Impacts – Case Study: City of North Vancouver

As a result of the decision to implement a bylaw dispute adjudication system in partnership with the other North Shore municipalities, the City needed to review the impact on its existing IT systems and business processes.

After a review, three options were identified:

- 1. accommodate changes within the existing system;
- 2. upgrade IT systems and businesses processes; or
- 3. search for another solution.

The City chose the second option and implemented changes to its IT system and business processes. The City opted to use a packaged solution for the issuance and management of parking tickets. This software system was developed by Enforcement Technology (ETEC) of California and is distributed in Canada by Parksmart.

Implementation of the new software necessitated a number of business rule changes:

## Changes to the ticket process

Tickets have a fixed fine amount and customers get a discount for early payment; late payment penalties still apply. This required changes to the ticket capture and printing process. The City retained the same fee structure, including a first and second late fee.

The ticket printout indicates the price including the 'first late' fee, but also an early payment price that excludes the 'first late' fee. The ticket record gets stored with the discounted price, allowing the use of the first and second late fee processes as before. This minimized the amount of change to the fee logic.

## Court venue replaced by adjudication hearing

The arena to handle ticket disputes moved from a court to an adjudication process. A screening officer role was created to screen all disputed tickets prior to adjudication hearings.

This required the system to record screening officer notes and the outcome of the screening officer review. If the disputant wished to pursue adjudication, they could request a dispute hearing. To operationalize this component, the City purchased the "court module" that was available with the software package.

The City hosts adjudication sessions on behalf of the three North Shore jurisdictions, adding the task of co-ordination and the requirement of the "court module".

# 7.1. Information Technology Impacts – Case Study: City of North Vancouver

## Miscellaneous Changes

Other necessary but minor changes were also needed, including:

- changes to reports to handle the new logic flows;
- changes to the selection process for sending tickets to collections to handle the new business rules (i.e. not sending tickets that are pending adjudication to collections);
- changes to business rules regarding "resetting" the ticket start date when a customer claims they did not receive the original ticket.

The City of North Vancouver found that one advantage of implementing new software is that it allowed for old tickets to proceed through the old system.

This transition period avoids the process of converting older tickets into the new system, minimizing additional changes to the new software. Conversely, it does require ticket administration in two different systems during the transition period. These "pros" and "cons" need to weighed and assessed by each individual municipality.

## 8. COMMUNICATIONS PLAN AND MATERIALS

# 8.1. Communications Plan – Sample

### **Bylaw Notice Dispute Adjudication System**

Targeted Communications Plan for North Vancouver District, North Vancouver City and District of West Vancouver

Revised: February 29, 2004

#### **Communications Goal**

To bring awareness to the newly formed Bylaw Dispute Adjudication System (BDAS).

#### Introduction

On May 3, 2004, the North Shore municipalities will introduce a new Bylaw Dispute Adjudication System. The BDAS will allow local municipalities to deal with bylaw disputes (i.e. parking tickets) at the local level, rather than through the Provincial Court system.

In addition to communications already initiated by the Provincial Government, the three North Shore Municipalities (District of North Vancouver, City of North Vancouver and District of West Vancouver) will carry out a targeted communications campaign, aimed at North Shore residents, as well as other Lower Mainland citizens who may be affected by the BDAS.

#### **Targeted Audience**

Residents of the three North Shore Municipalities, as well as other Lower Mainland citizens who may be affected by the BDAS.

#### **Communications Strategies**

#### 1. Media Release with Backgrounder/Fact Sheet:

A tri-municipal media release and backgrounder/fact sheet will be prepared and distributed to all Lower Mainland media (newspaper, television, radio).

Target date for distribution: April 6, 2004.

#### 2. Web Sites:

The media release/backgrounder will also be prominently posted on the three municipal web sites.

Target date for posting: April 6, 2004.

#### 3. Advertising Notices:

All three municipalities have regular advertising space booked in the two local newspapers. We will utilize this space to communicate the new system throughout the months of April and May. In order to reach the widest possible audience, the notices will be consistent and will carry the three municipal identifiers and contact information.

Advertising schedule is as follows:

#### District of North Vancouver

District Dialogue News Page - Outlook Newspaper.

Notices to run: April 15\*, 29 May 13

#### City of North Vancouver

City Views News Page - North Shore News

Notices to run: April 25\* May 2

#### District of West Vancouver

Tidings News Page – North Shore News

 Notices to run: April 18\* May 30

**Note** (\*): The notices running on April 15, 18 and 25 will introduce the new BDAS, and will be more comprehensive than the follow-up notices.

#### 4. On-Hold Recordings

The District of North Vancouver has an On-hold Messaging System, where callers to the District hear recorded messages while on hold. This system will be utilized throughout April and May (and continued on a periodic basis) to communicate the new Bylaw Dispute Adjudication System.

#### Conclusion

The commitment of this Communications Plan is to support the DBAS through effective and efficient communications to ensure that the widest possible audience is reached.

# 8.2. Information Sheet and Backgrounder - Sample







District of North Vancouver \* City of North Vancouver \* District of West Vancouver

# **info**sheet

April 16, 2004

## North Shore's new Bylaw Enforcement System

Effective May 3, the three North Shore Municipalities (District of North Vancouver, City of North Vancouver and District of West Vancouver) will become the first in B.C. to implement a new Bylaw Enforcement System. The new system will allow these municipalities to deal with bylaw disputes, such as parking tickets, at the local level rather than through the Provincial Court system.

Previously, anyone wishing to dispute a parking ticket had to appear in a B.C. Provincial Court, an expensive and time-consuming process for the disputant, the Province and Municipalities. In 2003, 43,000 tickets were issued across the North Shore, approximately 1,000 of which were disputed.

Under the new system, a provincially appointed adjudicator, centrally located at North Vancouver City Hall (141 W. 14<sup>th</sup> Street), will hear all disputes. The system will work as follows:

- If the ticket is paid within 14 days, a discount will apply. After a fixed number of days, a surcharge is added (Note: fine, discount and surcharge amounts vary in each North Shore municipality).
- Those electing to dispute their parking ticket may do so by first contacting the municipality in which the ticket was issued (by phone, fax, e-mail or in person) within 14 days of issuance.
- The disputant will be contacted by a Screening Officer who will review the case and, if appropriate, cancel the ticket. If this officer does not cancel the ticket, it will be forwarded to the adjudicator, or paid, whichever the client chooses.
- If proceeding to adjudication, the disputant will apply in writing for an adjudicator to hear the case. A date will be scheduled, and the

adjudication will be conducted at North Vancouver City Hall. It should be noted that the disputant would not be required to personally appear at the adjudication. Representation may alternatively be made in writing, or over the phone. If the ticket is upheld, the full ticket charge, surcharge and a \$25 adjudication fee (to offset the cost of the process) may be applicable and pavable.

If the Bylaw Enforcement System is successful, it will be implemented in other B.C. municipalities and may soon encompass other bylaw contraventions.

For more information on the new Bylaw Enforcement System, contact:

- City of North Vancouver: Bruce Hawkshaw 604-990-4234
- District of North Vancouver: Dennis Back 604-990-2205
- District of West Vancouver: Rick Beauchamp 604-925-7003

Attachment: Bylaw Enforcement System Backgrounder.

# 8.2. Information Sheet and Backgrounder - Sample

#### **Bylaw Enforcement System Backgrounder**

The City of North Vancouver, District of North Vancouver and District of West Vancouver are introducing a new Bylaw Enforcement System, which will allow the three municipalities to deal with bylaw disputes such as parking tickets at the local level, rather than through the Provincial Court system.

#### When:

Effective May 3, 2004.

#### What:

B.C. drivers on the North Shore will have the opportunity to dispute their parking violations out of court as private adjudicators will hear all disputes. The adjudicators are appointed by the Provincial Attorney General's Office and funded by municipalities.

#### Why:

The system is set out in the Provincial Government's new Local Government Bylaw Notice Enforcement Act. It is intended to resolve disputes in a simple, cost-effective manner. The new Bylaw Enforcement System will improve efficiency in the areas of paying and collecting fines as well as deliver a streamlined process to the public. The system will also see efficiencies by:

- Reducing the costly, time-consuming process associated with disputing parking tickets through the court system;
- · Reducing the high cost of locating and serving defendants;
- Reducing the need for witnesses to attend minor disputes:
- Reducing the costs associated with using a Provincial Court judge to hear a parking ticket dispute in court;
- Reducing the need to employ lawyers or enforcement officers to take minor cases to court:
- Reducing the time bylaw officers spend in court, allowing them to concentrate on serving the public in other capacities.

#### How the new system works:

- The new system is intended to streamline the court procedures associated with hearing bylaw ticket disputes and assigning the appropriate fine. Adjudicators will determine whether a bylaw infraction did or did not occur. If a contravention has occurred, a full penalty will be applied as well as an adjudication fee of \$25 to offset the cost of the process. If no bylaw violation has occurred, no fine will be applied.
- Those wishing to dispute their parking ticket may do so by first contacting the municipality in which the ticket was issued within 14 days of issuance. At that point, the adjudication is a three step process:

- 1. The individual disputing their ticket (disputant) will have the opportunity to speak with a Screening Officer. The Screening Officer will review the ticket and cancel it if appropriate. If this officer does not cancel the ticket, it will be forwarded to the adjudicator, or paid, which ever the client chooses.
- 2. If going forward to adjudication, the disputant will advise the Screening Officer which method of service they prefer - mail, fax, phone, email or in person. At that time, the adjudication office will notify the disputant of what to do, what date and time. The municipalities will always present their case in writing to the adjudicator.
- 3. The disputant applies in writing for an adjudicator to hear the case. A date for adjudication will be provided, and will be conducted at North Vancouver City Hall. Options include providing a representation in writing. by phone or in person. The adjudication fee is collected only if the ticket is

#### Benefits:

- Municipalities have more power over bylaw fine collection;
- Provincial Court time is minimized:
- Disputes will be resolved locally with a minimum of process, benefiting both the community and person disputing the parking infraction;
- Those who are challenging tickets no longer wait all day for court hearing;
- Those who are challenging tickets do not have to leave work or home in order to have a hearing.

#### Background:

In 2003. Bylaw Officers issued an estimated 43.000 tickets across the North Shore, approximately 1,000 of which were disputed, requiring Bylaw Officers to appear in court.

Formal court proceedings are very costly. A typical prosecution can cost as much as \$3,000 for a matter resulting in a \$50 fine. Minor bylaw cases also tend to be given the lowest priority, which results in prolonged delay, adjournments and added costs.

#### Summary:

By implementing a system comprised of dedicated arbitrators and mediators, the City of North Vancouver, District of North Vancouver and District of West Vancouver as well as the Province of British Columbia ensures that all minor bylaw matters are resolved through a streamlined process. This not only saves further taxpayer dollars, but also allows provincial and municipal time and resources to be used more efficiently and effectively. As well, those challenging tickets will receive enhanced, quicker service through a streamlined and efficient system.

# **APPENDICES**

# A. Screening Policies

- District of West Vancouver
- District of North Vancouver
- City of North Vancouver
- B. North Shore Bylaw Dispute RegistryOperations Policy
- C. Project Stakeholders Contact Information

## APPENDIX A - DISTRICT OF WEST VANCOUVER - SCREENING POLICY

# District of West Vancouver CORPORATE POLICY

Administration Division Policy #02-10-211 CIS File: 0282-02-10-211

Screening Officer Bylaw Notice Policy

Page 1 of 3

#### 1.0 Purpose

WHEREAS the District of West Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice:

AND WHEREAS the District of West Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and

AND WHEREAS the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the District pursuant to section 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*: and

WHEREAS the District of West Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances;

NOW THEREFORE the District of West Vancouver resolves to authorize the Screening Officer to cancel Bylaw Notices in the described circumstances set out in this policy.

#### 2.0 Policy

- 2.1 The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:
  - (a) Identity cannot be proven, for example:
    - (i) The Bylaw Notice was issued to the wrong person; or
    - (ii) The vehicle involved in the contravention had been stolen.

Document #: 161177

# DISTRICT OF WEST VANCOUVER Corporate Policy

Policy #02-10-211

Screening Officer Bylaw Notice Policy

Page 2 of 3

- (b) An exception specified in the Bylaw or a related enactment is made out:
  - (i) Handicap vehicle in time zone or pay lot.
- (c) There is a poor likelihood of success at adjudication for the District, for example:
  - (i) The evidence is inadequate to show a contravention;
  - (ii) The Officer relied on incorrect information in issuing the Notice;
  - (iii) The Notice was not completed properly;
  - (iv) The Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety, for example:
  - The contravention was the result of a medical emergency.
- (e) The Notice is one of a number of Notices arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate Notice.
- (f) It is not in the public interest to proceed to adjudication for one of the following reasons:
  - The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
  - (ii) The person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that it is not in the public interest to proceed;
  - (iii) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.

# APPENDIX A – DISTRICT OF WEST VANCOUVER – SCREENING POLICY

# **DISTRICT OF WEST VANCOUVER**Corporate Policy

Policy #02-10-211

Screening Officer Bylaw Notice Policy

Page 3 of 3

- (g) The person exercised due diligence in their efforts to comply with the Bylaw, for example:
  - (i) As a result of mechanical problems the person could not comply with the Bylaw; or
  - (ii) The sign indicating the Bylaw requirement was not visible.

Approval Date Council April 5, 2004-04-13 Item 5.5	Approved by:	David Stuart, Municipal Manager
Amendment Date:	Approved by:	
Amendment Date:	Approved by:	

## APPENDIX A - DISTRICT OF NORTH VANCOUVER - SCREENING POLICY



The Corporation of the District of North Vancouver

#### CORPORATE POLICY MANUAL

Section:	Legislative & Regulatory Affairs	9
Sub-Section:	Bylaw Enforcement – General	4000
Title:	SCREENING OFFICER BYLAW NOTICE	2

#### **POLICY**

The District of North Vancouver authorizes the Screening Officer to cancel Bylaw Notices in the described circumstances.

The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:

- (a) Identity cannot be proven. For example:
  - (i) The Bylaw Notice was issued to the wrong person; or
  - The vehicle involved in the contravention had been stolen.
- (b) An exception specified in the Bylaw or a related enactment is made out;
- c) There is a poor likelihood of success at adjudication for the District. For example:
  - (i) The evidence is inadequate to show a contravention;
  - ii) The Officer relied on incorrect information in issuing the Notice;
  - (iii) The Notice was not completed properly; or
  - (iv) The Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety. For example:
  - The contravention was the result of a medical emergency.
- (e) It is not in the public interest to proceed to adjudication for one of the following reasons:
  - (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit; or
  - (ii) The Bylaw has changed since the Notice was issued, and now authorizes the
- (f) The person exercised due diligence in their efforts to comply with the Bylaw. For example:
  - (i) As a result of mechanical problems the person could not comply with the Bylaw.

#### REASON FOR POLICY

#### Whereas

- the District of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and
- the District of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and
- 3. the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the District pursuant to s. 10(2)(a)(iii) of the Local Government Bylaw Notice Enforcement Act.

the District of North Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances.

#### **AUTHORITY TO ACT**

Delegated to Staff.

Approval Date:	April 5, 2004	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

### APPENDIX A - CITY OF NORTH VANCOUVER - SCREENING POLICY

#### SCREENING OFFICER BYLAW NOTICE POLICY

WHEREAS the City of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and

WHEREAS the City of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and

WHEREAS the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the City pursuant to s. 10(2)(a)(iii) of the Local Government Bylaw Notice Enforcement Act; and

WHEREAS the City North Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances,

NOW THEREFORE the City of North Vancouver resolves to authorize the Screening Officer to cancel Bylaw Notices in the described circumstances.

- The Screening Officer is authorized to cancel and may cancel a Bylaw Notice where he 1. or she is satisfied that one or more of the following reasons exist and the person is not willing to enter a compliance agreement or a compliance agreement is not available for the offence:
  - Identity cannot be proven. For example:
    - The Bylaw Notice was issued to the wrong person; or
    - The vehicle involved in the contravention had been stolen.
  - An exception specified in the Bylaw or a related enactment is made out;
  - There is a poor likelihood of success at adjudication for the City. For example:
    - The evidence is inadequate to show a contravention;
    - The Officer relied on incorrect information in issuing the Notice;
    - The Notice was not completed properly;
  - The contravention was necessary for the preservation of health and safety. For example:
    - The contravention was the result of a medical emergency.

2

- The Notice may be cancelled if it is not in the public interest to proceed to adjudication for one of the following reasons:
  - The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
  - The person receiving the Notice does not live in the vicinity, or the vehicle is not registered in the vicinity, and the screening officer is satisfied the person is a tourist or visitor to the City and the person is not a repeat offender.
  - The person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that it is not in the public interest to proceed;
  - (iv) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.
  - The offence occurred as a result of a mechanical problem and the person could not reasonably comply with the bylaw.

#### **Encouragement to Purchase Skateboard Helmets - File: 3030-01**

PURSUANT to the report of the City Clerk dated July 15, 2004, entitled "Encouragement to Purchase Skateboard Helmets":

THAT City of North Vancouver Screening Officers be authorized to cancel tickets issued under section 408.8 of the "Street and Traffic Bylaw, 1991, No. 6234, which is:

"No person shall propel, coast ride or in any other way use roller skates or a skateboard on any street, including the roadway, lane and sidewalk, public open space, plaza, other City properties or skateboard park unless that person is properly wearing a helmet on his or her head, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice";

ON THE PROVISO THAT a proof of purchase of a helmet is provided within 14 days of the issuance of the ticket.

#### CARRIED UNANIMOUSLY

## APPENDIX B - NORTH SHORE BYLAW DISPUTE REGISTRY - OPERATIONS POLICY

### North Shore Bylaw Dispute Adjudication Registry

### **Operations Policy**

#### **Purpose**

The North Shore Bylaw Dispute Adjudication Registry (hereafter called the *Adjudication Registry*) provides a transparent and impartial process whereby disputants may challenge a Bylaw Notice issued by CNV, the District of North Vancouver, or the Municipality of West Vancouver. The Adjudication Registry is managed by the CNV in accordance with City Bylaw No. 7600.

#### **Parties Involved**

The process of disputing a notice involves five parties:

- 1. The Bylaw Officer (the CNV employee authorized to issue the notice)
- 2. The Disputant (the party disputing the notice).
- 3. The Screening Officer (the CNV employee designated under Bylaw No. 7600 to act as the Screening Officer).
- The Dispute Coordinator (the CNV employee who coordinates the activities of the Adjudication Registry).
- 5. The Adjudicator (the independent adjudicator with authority to determine if the notice is dismissed or upheld).

#### **Dispute Process**

When a notice is disputed, the Disputant enters into a two step adjudication process:

#### Adjudication Step 1: Screening Officer

The disputant contacts the Screening Officer; this communication may be by phone, in person, or in writing. The Screening Officer acts as follows:

- Reviews the notice with the Disputant (see Appendix C: Screening Checklist) and
  undertakes the appropriate investigation including communication with the Bylaw
  Officer issuing the notice to determine the validity of the notice. Data is entered
  into the AutoPROCESS system. The Screening Officer has the authority to either
  uphold or dismiss the notice in accordance with the cancellation policy set by
  Mayor and Council (See Appendix D: Screening Officer Bylaw Notice Policy).
- If the notice is dismissed, the Screening Officer cancels the notice and no further action is required by the Disputant.
- 3. If the Screening Officer upholds the notice, three options are available:
  - i. The Disputant may pay the discounted fine.
  - ii. The Disputant may go forward with adjudication.
  - iii. Where permitted, the Disputant may enter into a compliance agreement in accordance with CNV Bylaw No. 7600.

For all options, the Disputant is advised of applicable fines, fees, and surcharges.

- 4. If the Disputant chooses to go forward with adjudication, the Screening Officer prepares a file for the Dispute Coordinator that includes two copies of each of the following documents:
  - i. A report prepared by the Screening Officer based upon communication with the Disputant and quote the bylaw section.
  - ii A report prepared by the Bylaw Officer issuing the notice including rationale for issuing the notice.

#### Adjudication Step 2: Dispute Adjudication

The Dispute Coordinator receives the file from a CNV Screening Officer or other Municipal Screening Officer participating in the Adjudication Registry. Adjudication cannot proceed until the notice has been screened by a Screening Officer; the Dispute Coordinator only receives files from a Screening Officer, not from the Disputant. The Dispute Coordinator:

- Confirms that the file is complete and requests additional information if necessary.
- Liaises with the Adjudicator to set dates for the Adjudication Registry and then enters these dates into the calendar of the autoPROCESS ticket system.
- 3. Informs the Disputant of the available dates and agrees on the date and time.
- 4. Prepares a Notice of Adjudication to be sent to the Disputant and to the municipality concerned which confirms the date and time of the Adjudication Hearing along with the Disputant's preferred method of participation: in person, by phone, or through submission of documentation prior to the date of adjudication.
- 5. Coordinates with CNV departments, as necessary, to prepare for the Adjudication Registry. This includes preparing an agenda for the scheduled date of the Adjudication Registry. The agenda includes time, notice number, name of Disputant, method of participation by Disputant, and municipal authority issuing the notice.

The following CNV departments must be notified of the forthcoming adjudication dates:

- Finance-Cashier and Accounting (notices issued by other municipalities may be paid at the CNV only on the day of the Adjudication Registry).
- ii Building Services (to set up the room for the Adjudication Registry).
- iii Information Technology (to set up computers for the Adjudication Registry).
- iv. Security.
- v. Bylaw Supervisor.
- vi. The municipal authority issuing the notice, if other than the CNV.
- vii. Bylaw Manager.
- viii.Adjudication room (booking).
- ix. City Hall Receptionist
- x. City Clerk
- xi. Director Corporate Services

## APPENDIX B - NORTH SHORE BYLAW DISPUTE REGISTRY - OPERATIONS POLICY

- 6. Maintains an updated file and has this file available, as requested, for the Adjudicator. This file, which must be obtained from the municipality involved, includes the following documents:
  - i. The report prepared by the Screening Officer.
  - ii The report prepared by the Bylaw Officer.
  - iii Any additional information detailing the rationale for not dismissing the notice.
  - iv A copy of the Notice of Adjudication.
  - v A copy of the Bylaw Notice.
  - vi A printed quote of the bylaw section under which the notice was issued.
- 7. Following the Adjudication Hearing, returns the file to the CNV or other Municipal Authority with outcome of the Hearing noted.
- If a CNV notice is dismissed at the Adjudication Registry, no further action is required.
- 9. If a CNV notice is upheld at the Adjudication Registry, the CNV prepares a letter to the Disputant which states the bylaw notice number, confirms the adjudication decision, states the total fine and fees outstanding along with the date on which a surcharge will be applied along with the amount of the surcharge, provides alternative methods of payment, and states that the notice will be referred to a collection agent if left unpaid.

## APPENDIX C - Project Stakeholders - Contact Information

## **Project Stakeholders Contact Information**

(Last Updated: September 2005)

INDIVIDUAL	ORGANIZATION	CONTACT INFORMATION
Wayne Willows A/ Director	Court Services Branch, Ministry of Attorney General	(250) 356-1529 Wayne.Willows@gov.bc.ca
Kate Kimberley Senior Policy and Planning Analyst	Court Services Branch, Ministry of Attorney General	(250) 356-6680 Kate.Kimberley@gov.bc.ca
Marijke Edmondson Manager, Local Government Liaison	Local Government Advisory Services Branch, Ministry of Community Services	(250) 387-4032 Marijke.Edmondson@gov.bc.ca
Tom MacDonald Executive Director	Local Government Management Association (LGMA)	(250) 383-7032 tmacdonald@lgma.ca
Ken Vance Senior Policy Analyst	Union of British Columbia Municipalities (UBCM)	(604) 270-8226 kvance@civicnet.bc.ca
Rick Beauchamp Director of Administrative Services	District of West Vancouver	(604) 925-7003 rbeauchamp@westvancouver.ca
Dennis Back Director of Corporate Services	District of North Vancouver	(604) 990-2205 dennis_back@dnv.org
Barbara Hamilton Supervisor, Bylaw Enforcement	City of North Vancouver	(604) 904-7378 bhamilton@cnv.org



## REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, JULY 17, 2024

### **SUBJECT** Wildfire Resilient Futures Initiative Grant Application

#### **ISSUE SUMMARY**

The Capital Regional District (CRD) is applying for a one-time federal grant opportunity to increase wildfire resiliency in the capital region. Natural Resources Canada's Wildfire Resilient Futures Initiative (WRFI) includes a competitive multi-year grant opportunity. If approved, this proposal would provide support for multi-jurisdictional collaboration on wildfire mitigation initiatives across the capital region.

#### **BACKGROUND**

Natural Resource Canada's WRFI program supports activities to transform the way Canada manages wildland fire, recognizing that we need to take proactive steps to prepare for wildfires and to reduce risks before they occur. This initiative is designed to mobilize and bring together all orders of government, Indigenous peoples, public and private sectors, academia and individuals to participate and coordinate efforts to effectively live safely within wildland fire prone areas. This one-time federal grant opportunity accepted applications for just six weeks, closing in mid-May 2024.

Wildfire risk governance in the capital region is shared between First Nations, municipalities, electoral areas, Islands Trust councils, parks and protected areas, and several provincial and federal agencies. The region encompasses an extensive wildland urban interface, a range of fire-dependent ecosystems, and a long history of indigenous fire use. The current patchwork of jurisdictions can present practical barriers to cross-jurisdictional wildfire risk mitigation projects.

The proposed initiative would develop a framework for voluntary coordination between governing bodies on knowledge and resource sharing, capacity building, and risk mitigation strategies that braid Indigenous and Western landscape management approaches. If selected for funding, the CRD would facilitate workshops, place-based meetings, projects, and cross-jurisdictional training to increase the region's capacity for wildfire mitigation and response. The intention is to facilitate landscape-level wildfire mitigation approaches, such as vegetation treatments, cultural burning, and a regional wildfire table.

Given the highly competitive grant process, staff would begin planning, resourcing, and engagement activities if notified of conditional approval by Natural Resources Canada. This may occur as early as August 2024. The end date for grant funded activities is May 2028.

#### **IMPLICATIONS**

Alignment with Existing Plans & Strategies

The activities in this grant application are supported by the CRD Electoral Area Community Wildfire Resiliency Plans, which contain several recommendations on regional cooperation, vegetation treatment, and prescribed burning.

#### Financial Implications

No changes to requisition, staffing, or existing budgets are anticipated as a result of this grant application. The requested grant funding totals \$369,500 over four calendar years, or \$92,375 per year. Incremental staff and contract costs would be funded through the grant.

#### First Nations Reconciliation

First Nations used fire to steward the landscapes of the capital region for thousands of years. This initiative envisions a framework for First Nations to further their interests in land management on their traditional territories, including in the restoration of cultural fire practices.

#### Intergovernmental Implications

Wildfire risk governance in the capital region is shared between 13 municipalities, six Islands Trust Councils, three Electoral Areas, parks and protected areas, provincial and federal agencies, and 18 First Nations. This grant application would create a forum for voluntary coordination between governing bodies in resource sharing, capacity building, and multi-jurisdictional public safety projects.

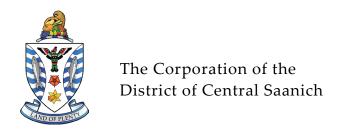
#### **CONCLUSION**

Natural Resources Canada's WRFI is offering a competitive multi-year grant opportunity that could support wildfire resilience in the capital region. If selected by the granting body, this proposal would support multi-jurisdictional collaboration on landscape-level wildfire mitigation initiatives such as vegetation management and cultural burning.

#### **RECOMMENDATION**

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

Submitted by:	Shawn Carby, CD, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P.ENG., MBA., General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



June 11, 2024 0400-60/2024

Regional Parks Committee Chair McNeil Smith 625 Fisgard Street Victoria, BC V8W 2S6

Via email: cmcneilsmith@crd.bc.ca

Dear Chair Cliff McNeil-Smith:

#### Re: Island View Beach Regional Park

At the Council meeting of June 10, 2024, the District of Central Saanich requested the following notice of motion be submitted by myself, Director Windsor to the Committee. We ask that this motion be placed on the next Regional Parks Committee agenda for consideration.

WHEREAS it is reported that the Island View Beach Regional Park receives over 325,000 visits per year;

WHEREAS the Capital Regional District has not officially updated the Island View Beach Park Management Plan since 1989;

WHEREAS the District of Central Saanich is working within its strategic plan to prioritize accessibility improvements for residents of varying ages and abilities;

THEREFORE BE IT RESOLVED that the Regional Parks Committee consider the development and potential partnership with the District and Tsawout First Nation on park accessibility improvements around three major areas:

- 1. parking facilities;
- 2. Trails and kiosks; and
- 3. Development of a wheelchair accessible foreshore (beach) access.

Should you have any questions and or concerns please do not hesitate to contact Emilie Gorman, Director of Corporate Services/Corporate Officer at <a href="mailto:emilie.gorman@csaanich.ca">emilie.gorman@csaanich.ca</a> or 250.544.4202.

Sincerely,

Director Ryan Windsor

cc: Luisa Jones, General Manager, Parks, Recreation and Environmental Services



# REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION MEETING OF THURSDAY, JULY 18, 2024

### **SUBJECT** Septage Diversion to the Saanich Peninsula Wastewater Treatment Plant

#### **ISSUE SUMMARY**

To report back to the Commission on the implications of redirecting local Saanich Peninsula septic tank effluent to the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) and to review the Commission's authority to mandate this.

#### BACKGROUND

Currently, all septic tank waste in the capital region is transported by private haulers as septage to a private treatment facility (Septage Processing Ltd. [SPL] in Langford, owned by GFL Environmental Inc. [GFL]). GFL is under contract (Septage Services Agreement - EPRO2021-002) with the Capital Regional District (CRD) to receive the region's septage from the private haulers, then treat materials to allow the liquid stream to be discharged to the CRD Core Area sewer system. Septage (also called trucked liquid waste) includes septic tank waste and other wastes that do not meet the sewer discharge requirements of CRD Bylaw No. 2922 (Sewer Use Bylaw), such as catch basin material, portable toilets, oil and grease interceptors, and high-strength business waste.

Residual solids generated in SPL's treatment process are transported to locations designed and authorized to manage wastewater residuals in accordance with provincial regulation, including GFL's composting facility in Chemainus. Currently, that facility is undergoing capital improvements and SPL residuals are deposited at Hartland Landfill under a Controlled Waste permit.

The Saanich Peninsula Wastewater Commission has received two previous staff reports discussing options for accepting septage at the Saanich Peninsula Wastewater Treatment Plant (SPWWTP). The reports of April 17, 2014 (Appendix A) and March 16, 2023 (Appendix B) were both received for information by the Commission. This report summarizes aspects of the previous reports, as well as covering the mandate and options for changes to the septage handling process on the Saanich Peninsula.

#### **ALTERNATIVES**

#### Alternative 1

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the Saanich Peninsula Wastewater Commission continue to support the existing private model for delivery of septage treatment services.

#### Alternative 2

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That staff be directed to procure a consulting firm to undertake a Feasibility Review and Business Case Analysis to be funded from the Saanich Peninsula Liquid Waste Management Planning Operating Reserve.

#### Alternative 3

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

#### **IMPLICATIONS**

#### Operational Implications

The CRD has no authority to regulate what homeowners put into their private septic system. As such, they are not subject to our source control approach to liquid waste management. The CRD does have educational programming on best practices for protecting septic systems that mirrors source control best practices.

Septic tank pump out material is much more concentrated than municipal sewage (which is 98% water), as much of the water in on-site systems is dispersed through a drain field, leaving behind a high concentration of sludge and non-biodegradable materials in a septic tank for up to five years. Therefore, the pump out material is generally aged and anaerobic, with much higher levels of ammonia, total suspended solids and biochemical oxygen demand, which would require special handling if it were received at the SPWWTP.

#### Financial Implications

The costs of accepting residential septage at the SPWWTP would be determined through a Feasibility Review and Business Case Analysis. However, as indicated in Appendix A, significant capital investment would be required to support receiving septage at the SPWWTP, including at minimum:

- a receiving station inclusive of a concrete pad, screening, grit removal equipment and metering
- an equalization tank and mixers
- a new or upgraded odour control system
- various upgrades to the existing solids stream including larger tanks and dewatering equipment; and
- upgrades to the SPWWTP access road to accommodate two-way truck traffic

In addition to the capital investment, there would also be additional operation and maintenance costs that will need to be considered. Some of the additional costs include:

- increased polymer usage
- new staff positions
- · additional tipping fees; and
- additional odor control media

The review and analysis would include consideration of offsetting a portion of these increased capital and operational costs by tipping fees charged to haulers. Tipping fee rate(s) would be determined during the review and analysis, and would consider market rates, as well as cost recovery of delivering this service.

Staff estimate the current cost for a consultant to undertake the analysis at \$100,000-150,000, but the CRD would need to proceed with a procurement process to get a more accurate costing. Funding for the analysis would be drawn from the Saanich Peninsula Liquid Waste Management Planning Operating Reserve.

#### Legal Implications

CRD Bylaw No. 3427, Saanich Peninsula Liquid Waste Management Local Service Committee, Bylaw No. 1, 1997, states ...the Commission shall establish policies governing the provision and operation of the service.... CRD Bylaw No. 2827 (Septage Disposal Bylaw) sets out the requirement for the disposal of septage at a septage disposal facility (e.g., SPL or other facilities designated by bylaw amendment) and a prohibition for the discharge of septage waste via direct or indirect connection to a sewer or drain, except at a septage disposal facility. In addition, the quality criteria for discharge in Bylaw No. 2827 assumes septage is treated prior to discharge to the sewage system.

Staff procured a legal review of the current Septage Services Agreement, and diversion of Saanich Peninsula septage from SPL would not result in a breach of the agreement. Irrespective of the agreement terms, diversion of Saanich Peninsula septage away from SPL would represent a change in the longstanding delivery model for the trucked liquid waste service, and a significant loss of business for SPL. There is a risk of creating business uncertainty for the CRD's septage services contractor by removing waste streams from the historically projected volumes and signalling the CRD's willingness to change the business model further in the future.

#### Service Delivery Implications

More than 20 years ago, the CRD opted to pursue a private model for delivery of septage treatment and trucked liquid waste services. Since the inception of the service, the SPL facility has been accepting the required septage and trucked liquid waste from the entire capital region.

In recent years, GFL has invested significant resources into its facility and has worked closely with the CRD to modify and upgrade its treatment system to ensure compliance with the Sewer Use Bylaw. At the same time, GFL continues to deliver an essential component of the liquid waste service as a centralized service, benefiting the entire region. The CRD currently does not have authority to compel or mandate homeowners or septage haulers to transport septage to a certain location for processing. Similarly, the CRD has no regulatory authority to direct private haulers to use specific receiving stations based on the geographic location of their waste pickup.

#### Regulatory Implications

In the Septage Collection Plan approved in Amendment 2 of the Saanich Peninsula Liquid Waste Management Plan (SPLWMP), septage generated on the Saanich Peninsula will be processed at the private regional facility (SPL). Any changes to septage collection and treatment would require amendment of the SPLWMP.

Similarly, any changes to the treatment process at SPWWTP, including the addition of a septage receiving facility, would require an amendment to the Operating Certificate issued by the Ministry of Environment and Climate Change Strategy, and a corresponding amendment of the SPLWMP.

#### Climate Action Implications

The review and analysis outlined in Appendix A did not explicitly consider the impacts to greenhouse gas emissions and other climate impacts.

#### CONCLUSION

The Saanich Peninsula Wastewater Commission has asked staff to report on the implications of redirecting local Saanich Peninsula septic tank effluent to the Saanich Peninsula Wastewater Treatment Plant and to review the Commission's authority to mandate this. This would result in significant operational and financial impact to the Saanich Peninsula Wastewater service and cause potential issues for the existing regional private septage treatment business model in the capital region. Evaluation of capital upgrades and consideration of triple bottom line (with an emphasis on operational impacts, climate impacts and benefits) would require a modified Feasibility Review and Business Case Analysis based on the 2014 proposed scope, at an estimated cost of \$100,000-\$150,000. While the Commission can establish policies governing the provision and operation of a service, the CRD currently does not have authority to compel or mandate homeowners or septage haulers to transport septage to a certain location for processing.

#### **RECOMMENDATION**

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the Saanich Peninsula Wastewater Commission continues to support the existing private model for delivery of septage treatment services.

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

#### **ATTACHMENTS**

Appendix A: Staff Report: Saanich Peninsula Wastewater Treatment Plant – Scope for Feasibility Review and Business Case Analysis of Receiving Septage (April 17, 2014)

Appendix B: Staff Report: Review of Septic Tank Disposal Options for Saanich Peninsula Residents (March 16, 2023)



Agenda Item #5 REPORT #SPWWC 2014 - 02

## REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION MEETING OF THURSDAY, APRIL 17, 2014

#### **SUBJECT**

## SAANICH PENINSULA WASTEWATER TREATMENT PLANT – SCOPE FOR FEASIBILITY REVIEW AND BUSINESS CASE ANALYSIS OF RECEIVING SEPTAGE

#### **ISSUE**

The Commission has requested a draft, high level Terms of Reference for a consultant to conduct a feasibility review and business case analysis for receiving septage at the Saanich Peninsula Wastewater Treatment Plant (SPWWTP).

#### **BACKGROUND**

Supplementary Letters Patent provide authority to the Capital Regional District (CRD) for disposal of septage. Currently, a private company, Septage Processing Limited (SPL) provides septage receiving, treatment and disposal services for the region under contract with the CRD at their facility in Langford. At SPL, the liquid waste receives primary treatment before the effluent is returned to the District of Langford sewer system, which then flows into the CRD Core Area sewer system. The residuals from SPL's treatment process are managed by SPL. The manner in which liquid waste is managed outside sewerage areas on the Saanich Peninsula is outlined in Section 4.4.4 of the Saanich Peninsula Liquid Waste Management Plan.

The total annual volumes of residential, commercial, institutional and industrial septage taken to SPL from Central Saanich, Sidney, North Saanich, and Salt Spring Island are shown in Table 1. It is assumed that any septage from the Tseycum and Pauqauchin First Nations would be included in the totals for North Saanich and Central Saanich, respectively.

Table 1: 2011 to 2013 Annual Septage Received a	t SPL
---	-------

Stakeholder	2011 Septage (m3)	2012 Septage (m3)	2013 Septage (m3)
Central Saanich	705	780	731
Sidney	36	51	64
North Saanich	1,512	1,519	1,490
Salt Spring Island	3,845	3,465	4,447
Total	6,098	5,815	6,732

Note: Salt Spring Island is currently receiving on-island septage at an on-island transfer station. The septage is then being hauled to SPL for treatment and disposal.

When considering whether or not to receive septage at the SPWWTP, instead of sending it to SPL in Langford, the following are some of the issues that would need to be considered:

#### Wastewater Treatment Plant Capacity

The SPWWTP is currently operating at 50% capacity, with an actual 2012 flow of 9,323 m³/day compared with a design capacity of 18,596 m³/day. If the 2013 septage volume of 6,732 m³ (18.4 m³/day) is added to the SPWWTP, the remaining capacity is reduced by 0.2%. Therefore, plant capacity could accommodate additional septage volumes.

#### Governing Bylaws and Contracts

CRD Bylaw 2439, Liquid Waste Management Saanich Peninsula Local Service Establishment Bylaw No. 1, 1996 - Currently, the service does not include the provision of septage receiving and treatment, and the participants' purchased capacity allocations only considered municipal collection system inputs. As well, an amendment to the CRD bylaw governing the Salt Spring Island liquid waste service would be required to allow septage to be trucked off-island if this was to be considered. SPL does not have exclusive rights to the region's septage; other facilities can enter into septage receiving, treatment and disposal service agreements with the CRD.

#### Infrastructure and Space Requirements for Receiving Septage

Currently, neither the configuration nor the infrastructure at the SPWWTP allows for septage receiving or pre-treatment. Construction of a septage receiving station would be required, and typically consists of a concrete pad, a screen, grit separation/removal, odour control, and equalization tanks. A location close to the headworks is preferred. The available space on the existing property is earmarked for future twinning of the plant to serve future population growth. The upgrades required for receiving septage are significant and may require the purchase of additional property.

#### **SPWWTP Treatment Process**

The SPWWTP is a conventional secondary aeration and clarification treatment plant and is designed to handle a suspended solids level of 200 mg/l, which corresponds to typical wastewater from domestic, commercial, institutional and light industry uses. The constituents of septage can be similar to domestic sewage, but are often stronger and more concentrated. For example, the level of suspended solids in septage is typically much higher than domestic sewage at 2,000-3,000 mg/l. Addition of septage could therefore, have a significant impact on the treatment process unless it is pre-treated or blended with wastewater through the use of equalization tanks. It may also be necessary to consider continuing to send higher strength commercial, institutional and industrial liquid wastes to SPL, which have a greater potential to upset the treatment process.

#### Odour Control

Odour issues are of concern with residential neighbours nearby. The existing treatment plant carbon filtration system would likely not be large enough for the increased loading that would be present if septage was added. A larger carbon filter would be required or, alternatively, a separate filter at another location.

#### Truck Traffic

The expected increase in truck traffic is between 2 to 6 septage truck trips per day if the SPWWTP is to accept septage. The existing narrow access road to the SPWWTP was not designed to handle this level of large truck traffic and does not readily accommodate two-way truck traffic safely. The plant access road would likely require upgrading to accommodate two-way truck traffic. In addition, the District of North Saanich may have concerns about increased truck traffic in the surrounding neighbourhood.

#### Tipping Fees

The current septage tipping fee at SPL is \$0.27/ imperial gallon. To be a viable option economically to private septage haulers, the tipping fee at the SPWWTP would have to be in-line with the SPL tipping fee.

#### Carbon Footprint

Receiving and treating septage from the Saanich Peninsula at the SPWWTP allows for centralized treatment of 'locally' generated liquid wastes. Rather than hauling to Langford, the hauling distance would be greatly reduced, reducing the amount of diesel fuel consumed, resulting in lower emissions and CO2 releases.

#### Feasibility Review and Business Case Analysis

Before moving forward with the concept of receiving septage at the SPWWTP, the Commission directed staff to prepare a draft, high level terms of reference and cost estimate for a consultant to prepare a feasibility review and business case analysis. The draft terms of reference follow:

- 1. Considering the issues noted above as a guide, conduct a high level feasibility review of receiving septage at the SPWWTP.
- 2. Evaluation of the impacts of septage on the current treatment process, including changes to the treatment process, impacts on odour control, increased operating costs, and accelerated replacement of equipment.
- 3. Methods for re-allocating the purchased capacity at the SPWWTP with septage included.
- 4. Provide Class "D" cost estimates for design and construction of providing a septage receiving facility at the SPWWTP including the space to accommodate the works, changes to treatment process, and road improvements required.
- 5. Provide Class "D" cost estimates for administration, operation and maintenance costs for providing a septage receiving facility at the SPWWTP.
- 6. Based on the cost estimates above, estimate the life cycle cost of the upgrade and operation.
- 7. Evaluate method of cost recovery through tipping fees, and estimated return on investment. Provide a financial framework for funding capital and operating costs considering the context of the current service funding model.
- 8. Propose amendments to the existing CRD bylaws and agreements to capture and satisfy all requirements.
- 9. Prepare a triple bottom line evaluation to understand the economic, environmental and social implications of the concept.
- 10. Prepare recommendations for the Commission's consideration.

The cost for a consultant to undertake a comprehensive analysis based on the above-noted scope is estimated at \$60,000.

#### **ALTERNATIVES**

- 1. That the Saanich Peninsula Wastewater Commission (SPWWC) direct staff to amend the 2014 capital plan to include a SPWWTP Septage Receiving and Treatment Feasibility Review and Business Case Analysis project, with a budget of \$60,000 funded from the capital reserve fund, and prepare a Request for Proposals to retain a consultant to undertake this work.
- 2. That the Saanich Peninsula Wastewater Commission receive the staff report for information.

#### **IMPLICATIONS**

<u>Alternative 1</u> – In order to receive septage at the SPWWTP, there are many issues to be addressed including those identified above. Some of the issues have significant financial and social implications, which may affect the business case for moving the concept forward. A feasibility review and business case analysis will allow the Commission to determine if there is merit in proceeding further with the concept.

Alternative 2 – Should this alternative be chosen, no further action will be taken at this time.

#### CONCLUSION

In order to receive septage at the SPWWTP, the technical, economic, social and environmental impact of doing so must be evaluated. Prior to proceeding further with this concept, the Commission would need to consider the feasibility and business case for receiving septage at the SPWWTP rather than utilizing the current regional service provider.

Saanich Peninsula Wastewater Commission – April 17, 2014
Saanich Peninsula Wastewater Treatment Plant – Scope for Feasibility Review and Business Case Analysis of Receiving Septage

4

#### **RECOMMENDATION**

That the Saanich Peninsula Wastewater Commission receive the staff report for information.

Craig Gottfred, P.Eng. Manager, Regional Wastewater Integrated Water Services

Tim Tanton, MPA, P.Eng. Senior Manager, Infrastructure Engineering Integrated Water Services Concurrence

CG:rw:mm

Ted Robbins, BSc, CTech General Manager, Integrated Water Services Concurrence



**EEP 23-13** 

# REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION MEETING OF THURSDAY, MARCH 16, 2023

#### SUBJECT Review of Septic Tank Disposal Options for Saanich Peninsula Residents

#### **ISSUE SUMMARY**

The Saanich Peninsula Wastewater Commission (SPWWC) directed staff to investigate the feasibility of delivering septic tank waste from Saanich Peninsula residents directly to the Saanich Peninsula Wastewater Treatment Plant (SPWWTP).

#### **BACKGROUND**

Septic tank waste is the liquid and solid material pumped from a septic tank. The waste consists of the liquid within the tank, surface scum, floatable material and sludge from the bottom that has accumulated since the last pump-out. All septic tank waste in the capital region is transported by private haulers as septage to a private treatment facility (Septage Processing Ltd. [SPL] in Langford) that is under contract with the Capital Regional District (CRD) to receive the region's septage for treatment before discharge to the CRD sewer system. Septage (also called trucked liquid waste) includes septic tank waste, as well as other wastes that do not meet the sewer discharge requirements of CRD Bylaw No. 2922 (Sewer Use Bylaw), such as material from catch basins, portable toilets, oil and grease interceptors, and high-strength brewery and dairy waste.

CRD Bylaw No. 2827 (Septage Disposal Bylaw) sets out the requirement for the disposal of septage at a septage disposal facility (e.g., SPL) and a prohibition for the discharge of septage waste via direct or indirect connection to a sewer or drain except at a septage disposal facility. In addition, the quality criteria for discharge in Bylaw No. 2827 assumes septage is treated prior to discharge to the sewage system.

Discharges into septic systems are not regulated by the requirements of the Sewer Use Bylaw because these systems are not connected to the CRD or municipal sewage infrastructure. CRD Bylaw No. 3479 (Onsite Sewage System Maintenance Bylaw) regulates the maintenance of septic systems in Colwood, Langford, Saanich and View Royal but not the substances discharged into septic systems. Septic system users in the other nine municipalities and three electoral areas of the capital region are served by educational programs on best practices for onsite sewage system maintenance and operation.

There are jurisdictions that accept septic tank waste at their sewage treatment plants or nearby at a transfer station. For example, Metro Vancouver and City of Calgary accept these wastes and either do pre-treatment solids removal or accept waste as a "no tip" discharge to retain solids in the truck for disposal elsewhere. In the capital region, the septage waste facility model was chosen to provide pre-treatment of these high-strength, unregulated, variable wastes before acceptance to municipal and CRD infrastructure. As with regular sewage, the waste may contain obstructive material such as fat, oil and grease, wipes, paper towels, dental floss, and other non-flushable products. The SPWWTP currently has no infrastructure or procedures in place for accepting septic tank waste.

ENVS-1845500539-8005 EPRO2023-005

#### **CONCLUSION**

In the capital region, septic tank waste is collected by private haulers who deliver the waste to a facility in Langford for pre-treatment before discharge to the CRD core area wastewater system. Septic tank waste composition is unregulated, variable in composition and due to the nature of septic tank function, may contain higher-strength waste or higher solids than residential sewage discharge to sanitary sewers. The Saanich Peninsula Wastewater Treatment Plant has no infrastructure in place to accept these wastes from septic waste haulers.

#### **RECOMMENDATION**

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

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ian Jesney, P.Eng., Acting General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ENVS-1845500539-8005 EPRO2023-005



# REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

**SUBJECT** Bylaw No. 4626: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 3, 2024

#### **ISSUE SUMMARY**

The 2024 to 2028 Financial Plan was adopted on March 13, 2024 then amended on May 8, 2024 and July 10, 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 then subsequently approved Bylaw No. 4614, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 1, 2024" on May 8, 2024 and Bylaw No. 4619, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024" on July 10, 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. 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	
Electoral Area (EA) Emergency Planning Coordination	Firesmart Community Funding and Supports Program	Operating	Grant	\$175,000	Capital Regional District Board 12-June-2024	
Beddis Water	Beddis Water Intake Project	Capital	Capital Funds on Hand, Reserve Fund, Grant	\$247,450	Beddis Water Service Commission	
	Deferral of Sky Valley Booster Pump and Second Reservoir Project	Capital	Reserve Fund	\$(53,000)	26-June-2024	

Service	Description	Budget	Funding	Net Impact	Committee / Commission Approval	
Ganges Sewer	Aeration System Improvement Design Project	Capital Funds on Hand, Reserve Fund	Capital Funds on Hand, Reserve Fund	\$71,500	Ganges Sewer Local Services Commission 27-June-2024	
Port Renfrew Sewer	Genset Upgrade Project	Capital	Reserve Fund	\$20,000	Port Renfrew Utility Services Committee 2-July-2024	
Environmental Engineering	Densification Engineering Office Space	Capital	Equipment Reserve Fund	\$150,000	Staff Recommended	
Juan de Fuca (JDF) EA Community Recreation	Port Renfrew Hall Condition Assessment and Repairs	Capital	Grant	\$75,000	JDF EA Parks and Recreation Advisory Commission 25-June-2024	
	Pool Electrical Replacement Project	Capital	Capital Funds on Hand; Grant	\$350,487	Salt Spring Island Local Community Commission 08-August-2024	
Recreation Programs	Pool Building Capital Repairs	Capital	Capital Funds on Hand; Reserve Fund	\$53,081		

The proposed Financial Plan amendment Bylaw No. 4626 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule A and Schedule B.

### **ALTERNATIVES**

#### Alternative 1

- 1. That Bylaw No. 4626, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 3, 2024", be introduced and read a first, second, and third time; and
- 2. That Bylaw No. 4626 be adopted.

### Alternative 2

That Bylaw No. 4626 be deferred pending further analysis by Capital Regional District staff.

#### **IMPLICATIONS**

Financial Implications

#### Electoral Area Emergency Planning Coordination

The CRD assists EA communities in reducing their wildfire risk through first responder coordination, public education, emergency planning and agency cross-training. The Union of BC Municipalities (UBCM) provides grant funding to support these increased wildfire resiliency activities. On June 12, 2024, the CRD Board passed a motion of support for an application to the UBCM Community Resiliency Initiative Fund for the 2024 FireSmart Community Funding and Supports Program. The grant was awarded on June 27, 2024 and provides funding of up to \$350,000 to be spent by June 30, 2025. An amendment to the operating budget is required to include \$175,000 of the grant funding that will be spent in 2024.

#### **Beddis Water**

The Beddis Intake Project is a multi-year project initiated in 2019 with an approved budget of \$238,725. An additional \$64,000 is required to complete the project due to revised construction costs. On June 26, 2024, the Beddis Water Service Commission approved a motion to increase the budget of the Beddis Water Intake Project with \$40,000 from Community Works Funding and \$24,000 from capital reserve. A revision is required in the approved 2023 budget to include the carry-forward of \$183,450 from capital funds on hand, to be spent in 2024. This results in a total change of \$247,450 for the project in 2024.

The Beddis Water Service Commission also approved a motion to amend the Beddis Water 2024 capital plan. \$53,000 will be deferred to 2025 for the Sky Valley Booster Pump and Second Reservoir Project. This will accommodate the additional funding requirement in 2024 for the amendment of the Water Intake Project.

#### **Ganges Sewer**

On June 27, 2024, the Ganges Sewer Local Service Commission approved a motion to amend the 2024 capital plan. The total budget of the Aeration System Improvement Detailed Design Project will increase by \$15,500 (\$114,500 to \$130,000), funded from the Capital Reserve. This additional funding is required to complete the project due to revised design and consultant costs. A revision is required in the 2023 budget to include the carry-forward of \$56,000 from capital funds on hand, to be spent in 2024. This results in a total change of \$71,500 for the project in 2024.

#### Port Renfrew Sewer

The generator at the Wastewater Treatment Plant is currently unable to power the entire facility during an outage. The purchase of a new generator was initiated through the Port Renfrew Sewer Genset Upgrade Project. According to installation quotes received, additional funding of \$20,000 is required to complete the project. On July 2, 2024, the Port Renfrew Utility Services Committee approved a motion to increase the project budget from \$100,000 to \$120,000, funded by the Capital Reserve.

#### **Environmental Engineering**

Workspace densification at the CRD Fisgard building has been ongoing since 2019, with phase 1 of the third floor originally planned for 2025. Due to delays on other projects and increased demand, additional workstations are required sooner than anticipated. An amendment to the Environmental Engineering Services capital budget is requested in the amount of \$150,000, subsidized by the Equipment Replacement Fund with completion set for 2024.

#### Juan de Fuca Electoral Area Community Recreation

On June 25, 2024, the JDF EA Parks and Recreation Advisory Commission approved a motion to amend the JDF EA Community Recreation capital plan. A \$75,000 Community Works Funded project was included to assess the condition of the Port Renfrew Community Centre and then undertake repairs, with work to be completed in 2024.

#### Salt Spring Island Park Land and Recreation Programs

On August 8, 2024, the Salt Spring Island Local Community Commission approved additional funding for the replacement of the electrical system at the Rainbow Recreation Centre as part of the Pool Electrical Replacement Project . A budget increase of \$42,506 is required to fund the remaining costs which include a portable generator to keep the main circulation pump in operation during an extended power outage. The requested budget increase will be funded from the Community Works Fund. A revision is required in the approved 2023 budget to include the carry-forward amount of \$307,981 from capital funds on hand, to be spent in 2024. This will result in a total change of \$350,487 for the project in 2024.

The Salt Spring Island Local Community Commission also approved additional funding of \$16,023 from the capital reserve fund to complete the Pool Building Capital Repairs Project. The extra costs will be used to assess the building envelope, develop designs and determine capital repair cost. A revision is required in the approved 2023 budget to include the carry-forward of \$37,058 from capital funds on hand, to be spent in 2024. This will result in a total change of \$53,081 for the project in 2024.

#### **CONCLUSION**

In compliance with the *LGA*, the proposed amending Bylaw No. 4626 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 and July 10, 2024.

### **RECOMMENDATION**

- 1. That Bylaw No. 4626, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 3, 2024", be introduced and read a first, second, and third time; and
- 2. That Bylaw No. 4626 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer

## **ATTACHMENT**

Appendix A: Bylaw No. 4626, with Schedule A and Schedule B

### **CAPITAL REGIONAL DISTRICT**

#### **BYLAW NO. 4626**

***:		**************************************	******
Th	e Board of the Capital Regional District in o	pen meeting assembled enacts as follows	:
1.	Bylaw No. 4603, "2024 to 2028 Financial F A and Schedule B with the attached sched		eplacing Schedule
2.	This Bylaw may be cited as "2024 to 2028	Financial Plan Bylaw, 2024, Amendment E	Bylaw No. 3, 2024".
RE	AD A FIRST TIME THIS	day of	20
RE	AD A SECOND TIME THIS	day of	20
RE	AD A THIRD TIME THIS	day of	20
AD	OPTED THIS	day of	20
СН	IAIR	CORPORATE OFFICER	

Attachment: Schedule A and Schedule B

	CAPITAL REGIONAL DISTRICT 2024 FINAN	2024 FINANCIAL PLAN  Expenditures								Sch Revenue								
		Interest & Transfers to																
		Total 2024	Operations	Principal	Deficit	Capital	Reserves	Total 2024	Prior Year	Other Services	Reserves	Other Revenue	Charges	Parcel Tax	Tax	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	-	-	90 246	-		- 12,478	12,478		
1.109 1.110	Electoral Area Admin Exp - JDF Electoral Area Admin Exp - SGI	72,645 572,636	72,645 571,536	-	-	-	1,100	72,645 572,636	-	86,867	52,688	18,921	-		- 72,399 - 414,160	72,399 414,160		
1.110	Electoral Area Admin Exp - SGI Electoral Area Admin Exp - SSI	1,397,753	1,342,753		-	20,000	35,000		48,579	683.846	52,000	5.730	-		- 659,598			
1.112	Regional Grant in Aid	1,609.336	1,609,336			20,000	33,000	1,609,336	1.569.336	000,040		40.000			- 009,090	005,050		
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	650	-		- 53,699	53,699		
1.125	SGI Economic Development Commission	155,896	155,896	-	-	-	-	155,896	27,650	-	-	1,468	-		- 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	140.051	-	-	10.055	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 1.170	Municipalities' Own Debt - M.F.A.	18,229,269	78,720 592	18,150,549 62,621	-	-	-	18,229,269	283	-	-	78,720 290	-	62.640	- 18,150,549	18,150,549 62,640		
1.170	Gossip Island Electric Power Supply Community Health	63,213 1,002,468	1,002,468	62,621	-	-	-	63,213 1,002,468	2.500	-	-	191.389	-	62,640	- 808,579			
1.224	Health Facilities - VIHA	1,776,222	741.525	-	-	-	1,034,697	1,776.222	2,500	-	-	1.776.222	-		- 000,579	000,579		
1.227	Saturna Island Medical Clinic	26,027	26,027				1,034,697	26,027	190			1,776,222			- 24.416	24,416		
1.228	Galiano Health Service	144.768	144.768				]	144,768	15			1,421			- 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			
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			
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	1,129,207	-	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	132,832	-	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	983,434 820,566	-		- 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		35,130		- 1,861,398	1,861,398		
1.311 1.312	Regional Housing Trust Fund Regional Goose Management	4,178,799 243,486	4,178,799 243,486	-	-	-	-	4,178,799 243,486	3,226,193	-	-	233,931	-		- 718,675 - 243,486	718,675 243,486		
1.312	Animal Care Services	1.737.305	1,697,212	-	-	-	40,093	1,737,305	-	-	-	1,232,435	28,330		- 243,486 - 476,540	476,540		
1.313	SGI House Numbering	10.111	10,098		13	-	40,093	10.111	-	-	-	1,232,435	20,330		- 476,540 - 9.987	9,987		
1.314	SSI Building Numbering	10,711	10,098		82			10,285				20			- 10.265	10.265		
1.317	JDF Building Numbering	13.884	13.884		02		]	13.884	84			50			- 10,203	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	40	-,,		- 6.060	6.060		
1.320	Noise Control	65,371	43,371	-	22,000		]	65,371		-	-	318	-		- 65,053	65,053		
1.322	Nuisances & Unsightly 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			
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			
1.350	Willis Point Fire Protect & Recreation	203,796	139,637		-	6,520	57,639		16,086	-	-	41,980	-		- 145,730			
1.352	South Galiano Fire Protection	606,587	355,080	141,027	-	10,190	100,290	606,587	-	-	-	1,120	-	141,027		605,467		
1.353	Otter Point Fire Protection	671,460	498,390	-	-	5,870	167,200	671,460	617	-	-	340	-		- 671,120	671,120 73,055		
1.354	Malahat Fire Protection	73,672	73,672	-	-	-	300	73,672	617	-	-	-	-	2.044	- 73,055			
1.355	Durrance Road Fire Protection  Pender Fire Protection	3,016 1,399,332	2,716 1,096,314	111,596	-	-	191,422	3,016 1,399,332	-	-	111,596	11,583	-	3,016	- - 1,276,153	3,016 1,276,153		
1.356	Pender Fire Protection  East Sooke Fire Protection	1,399,332	1,096,314	111,596 155,109	-	5,000	191,422 96.121	1,399,332	11,043	-	111,596	11,583 27.963	69.350		- 1,276,153 - 477,950	1,276,153 477.950		
1.357	Port Renfrew Fire Protection	202,438	174,186	2.898		5,000	25,354	202,438	11,043	-	-	1,340	80,698		- 477,950 - 120,400	120,400		
1.350	North Galiano Fire Protection	340,969	272,292	53,608	-	5,000	10,069	340,969	24,520	-	-	988	30,030	24,440		315,461		
1.360	Shirley Fire Protection	200.090	125.634		-	10,000	64,456	200.090	24,320	-		210		27,440	- 199.880	199.880		
1.363	Saturna Island Fire	316,453	316,453			. 0,300	0., 100	316,453	1,596	_		12,396			- 302,461	302,461		
1.369	Electoral Area Fire Services	378.064	375,564	_	_	2,500		378,064	.,500	_	171,704	120	_		- 206.240	206,240		
1.370	Juan de Fuca Emergency Program	105,295	92,415			_,500	12,880	105,295				240	-		- 105,055	105,055		
1.371	SSI Emergency Program	144,181	134,181	-	-	10,000		144,181	-	-	13,811	200	-		- 130,170	130,170		
1.372	Electoral Area Emergency Program	923,997	918,997	-	-	-	5,000	923,997	-	509,530	72,410	175,967	-		- 166,090	166,090		
1.373	SGI Emergency Program	275,218	254,718	-	-	-	20,500	275,218	-	-	25,000	2,735	-		- 247,483	247,483		
	Regional Emergency Program Support	148,016	148,016 396,051	-	-	-	-	148,016	-	-	-	7,290	-		- 140,726	140,726		
1.374 1.375		405.611					9,560	405,611			31,600	17,762			- 356.249	356,249		

	CAPITAL REGIONAL DISTRICT 2024 FINANCIAL PLAN									Schedule Revenue									
		Expenditures								Revenue									
		Total 2024	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2024	Prior Year	Recovery from Other Services		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 1.40X	SSI Search and Rescue SEAPARC	25,804 5,243,766	25,804	103,966	-	-	470,000	25,804 5,243,766	2,787	-	-	100 534,684	1,411,200	-	22,917	22,917			
1.405	JDF EA - Community Parks	233.885	4,669,800 215,635	103,900		-	18,250	233,885		-	-	912	1,411,200	-	3,297,882	3,297,882 232,973			
1.408	JDF EA - Community Parks	98,812	98,812	-		-	10,230	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 1.465	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog Saturna Island Comm. Parks	2,439,891 33,467	2,289,712 28,310	-	60,179	-	90,000 5.157	2,439,891 33,467	8,059 3,268	88,420	-	172,599 1,290	282,800	-	1,888,013 28,909	1,888,013 28,909			
1.468	Saturna Island Comm. Parks Saturna Island - Community Rec.	20,177	20,177				5, 157	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 1.495	North & South Pender Com. Rec Galiano Parks	70,816 128,309	70,816 118,309	-	-	-	10,000	70,816 128,309	366	-	20,690	818 137	-	-	69,632 107,482	69,632 107,482			
1.495	Galiano Community Recreation	43.880	43.876	-	- 1	-	10,000	43.880	-	-	20,090	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		+5,050	45,050			
1.523	Port Renfrew Refuse Disposal	110,631	92,681	-		-	17,950	110,631	-	26,440	_,, .0,000	44,815	,-50,004	-	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	-	-	-	40.454	66,034	30,000	-	11,394	30	-	-	24,610	24,610			
1.536 1.537	LWMP-Stormwater Quality Management-Core Stormwater Quality Management - Peninsula	857,441 125.095	839,287 125.095	-	-	-	18,154	857,441 125,095	-	-	90,000	90,277 4.173	-	-	677,164	677,164 120,922			
1.537	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			26.405.223	696.831	1,000	_	_		-			
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 1.925	Emergency Comm - CREST - JDF Emergency Comm - CREST - SSI	160,323 150,978	160,323 150,862		116		1	160,323 150,978	11,784			250 160			148,289 150,818	148,289 150,818			
2.610	Saanich Peninsula Water Supply	7,892,266	7,000,266	42.000	-		850,000	7,892,266				60,500	7,831,766		130,010	130,010			
2.620	SSI Highland Water System	31,988	117	31.871		_	-	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	-	-	-	12,415	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 2.630	Cedar Lane Water (SSI) Magic Lakes Estate Water System	95,342 1,009,370	67,660 741,546	12,752 215,764	-	-	14,930 52,060	95,342 1,009,370	-	-	5,000	190 11,080	72,332 418,230	17,820 580,060		17,820 580,060			
2.640	Saturna Island Water System (Lyall Harbour)	290,019	205,878	31,001			53,140	290,019			20,000	1,000	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 (Galiano)	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		-	47 450 000	17,000	129,572	-	-	-	100	104,852	24,620	-	24,620			
2.670 2.680	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 Florence Lake Water System Debt	26,026,524 19.038	15,621,033	2,411,815 19.038	-	7,346,169	647,507	26,026,524 19,038	7,288	-	-	223,780 37	25,802,744	11.713		11.713			
2.682	Seagirt Water System Debt	114,767	20,000	94,767	- 1		]	114,767	,,200		- :	-	- :	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	1,029,389	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	-	-	-	700 000	183,866	-		42,260	6,900	-	134,706		134,706			
3.71X 3.718	Core Area Wastewater Operations Peninsula Wastewater TP	34,609,974 4,993,969	33,909,974 4,007,733	-	-	-	700,000 986.237	34,609,974 4,993,969	-	630,083 154,483	420,849 180,000	28,130,868 2.576.123	-	-	5,428,174 2,083,363	5,428,174 2,083,363			
3.718	LWMP - (Peninsula) - Implementation	4,993,969 57,422	34,200	-	-	-	23,222	4,993,969 57,422	-	104,483	100,000	2,576,123	-	-	2,083,363	2,083,363			
3.750	LWMP - Core and West Shore	584,072	328.399	_	_	_	255,673	584,072	_	_		156,746	200,000	_	227,326	227,326			
3.752	LWMP - Harbour Studies	362,174	362,174					362,174	-	-	-	22,459	-	-	339,715	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	6,963,438	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	1,120,290	62,134		62,134			
3.820 3.830	Maliview Estates Sewer System Magic Lake Estates Sewer System	268,646 913,885	203,533 679,982	12,243 174,103	-	-	52,870 59,800	268,646 913,885	-	11,590	40,000	25,270 4,613	198,306 291,047	5,070 606,635		5,070 606,635			
3.830 3.830D	Magic Lake Estates Sewer System  Magic Lake Estates Sewer Debt	231,715	1,030	230,685	-	-	39,000	231,715	-	11,590	-	4,613 2,256	291,047	229,459		229,459			
3.850	Port Renfrew Sewer	135,608	114,028	230,000			21,580	135,608				1,590	66,999	67,019		67,019			
		350.000	350,000				_ 1,000	350,000	140.891			.,000	30,000	0.,010	209.109	209.109			
21.ALL 21.E.A.	Feasibility Study Reserve Fund - All	350,000	330,000	-	-	-	-1	350,000	140,891	-	-	-	-	-	209,109	209,109			

	CAPITAL REGIONAL DISTRICT 2025 FINAN	CIAL PLAN		Expenditures									Revenue			Schedule A
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025		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		927,368	1,537,996	96,590	-	12,951,265	12,951,265
1.10X 1.101	Facilities Management G.I.S.	4,774,914 668,193	4,306,664 599,563	-	-	18,630	468,250 50,000	4,774,914 668,193	-	4,554,526 524,684	-	42,487 6,150	-	-	177,901 137,359	177,901 137,359
1.101	G.I.S. Elections	65,580	90	- 1		18,630	65,490	65,580	-	524,084		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 Electoral Area Admin Exp - SSI	467,005 1,423,396	465,905 1,359,396	-	-	-	1,100 64,000	467,005 1,423,396	-	698,078	15,955	19,390 5,750	-	-	431,660 719,568	431,660 719,568
1.112	Regional Grant in Aid	1,425,590	1,009,090	- 1		- :	04,000	1,423,390		- 050,076	- :	5,750			7 19,500	7 19,500
1.114	Grant-in-Aid - Juan de Fuca	21,727	21,727	-	-	-	-	21,727	-	-	-	290	-	-	21,437	21,437
1.116 1.117	Grant-in-Aid - Salt Spring Island	52,904 111,217	52,904	-	-	-	-	52,904	-	-	-	260 1.257	-	-	52,644 109,960	52,644 109,960
1.117	Grant-in-Aid - Southern Gulf Islands Vancouver Island Regional Library	410.702	111,217 410,702				1	111,217 410,702			- :	1,257	- :		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	-	-	-	-
1.124	SSI Economic Development Commission	74,716	69,716	-	-	-	5,000	74,716	-	-	14,205	640	-	-	59,871	59,871
1.125 1.126	SGI Economic Development Commission Victoria Family Court Committee	131,794 15,797	131,794 15,797	- 1			1	131,794 15,797	-			1,550 797			130,244 15,000	130,244 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	20.652	-	-	4 000	34,344	-	-	-	100	-	-	34,244	34,244
1.137 1.138	Galiano Island Community Use Building Southern Gulf Islands Regional Library	71,318 252,969	39,665 252,969	30,653	-		1,000	71,318 252,969		-	-	293 2.679			71,025 250,290	71,025 250,290
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 1.224	Gossip Island Electric Power Supply	63,217 837,514	596 837,514	62,621	-	-	-	63,217 837,514	-	-	-	290 190.533	-	62,927	646,981	62,927 646,981
1.224	Community Health Health Facilities - VIHA	1,811,746	757,423				1,054,323	1,811,746				1,811,746			040,961	040,961
1.227	Saturna Island Medical Clinic	26,547	26,547	-	-	-	- 1,001,020	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 1.230	Pender Islands Health Care Centre Traffic Safety Commission	279,355 78,533	279,355 78,533	-	-	-	-	279,355 78,533	-	-	-	2,170 3,630	-	-	277,185 74,903	277,185 74,903
1.232	Port Renfrew Street Lighting	9.496	9.496		-	-	]	9 496	-	-		3,630	3,970	5,166		74,903 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 1.238A	Salt Spring Island Fernwood Dock Community Transit (SSI)	27,074 703.649	17,074 668,649	-	-	-	10,000 35,000	27,074 703.649	-	-	-	170 217,547	-	26,904	486,102	26,904 486,102
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 1.297	McPherson Theatre Arts Grants	785,822 3,275,458	349,589 3,274,438		-	90,000	346,233 1,020	785,822 3,275,458		15,490	40,552	35,822 178,754	-	-	750,000 3,040,662	750,000 3,040,662
1.299	Salt Spring Island Arts	129,671	129,671	_	-		1,020	129,671	_	10,430	40,002	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 1.311	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 Regional Goose Management	248,369	248,369	1			1	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 1.317	SSI Building Numbering	10,428 14,157	10,428 14.157	-	-	-	-	10,428 14,157	-	-	-	20 50	-	-	10,408	10,408
1.318	JDF Building Numbering Building Inspection	2,303,372	2.240.882		-	13,720	48,770	2.303.372	-	32,700	143,742	4.690	1,468,790	-	14,107 653,450	14,107 653,450
1.319	Soil Deposit Removal	6,312	6,312	-	-	-	-	6,312	-	-	92	40	-	-	6,180	6,180
1.320	Noise Control	44,313	44,313	-	-	-	-	44,313	-	-	-	350	-	-	43,963	43,963
1.322 1.323	Nuisances & Unsightly Premises By-Law Enforcement	58,644 602,960	58,644 551,617	-	-		51,343	58,644 602,960	-	565,660	-	450 37,300	-	-	58,194	58,194
1.323	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 1.340	Geo-Spatial Referencing System  JDF Livestock Injury Compensation	187,090 3,161	121,800 3,161	-	-	-	65,290	187,090 3.161		-	-	8,000	8,830	-	170,260 3,161	170,260 3,161
1.340	SGI Livestock Injury Compensation	3,181	3,181				]	3,181		- :		34			3,161	3,161
1.342	SSI Livestock Injury Compensation	3,161	3,161	-	-	-	-	3,161		-	-	-	-	-	3,161	3,161
1.350 1.352	Willis Point Fire Protect & Recreation	190,790	120,963	444.00=	-	6,650 10,390	63,177	190,790	-	-	-	42,150	-	444.00=	148,640	148,640
1.352	South Galiano Fire Protection Otter Point Fire Protection	629,807 687,280	362,170 508.490	141,027	-	10,390 5.990	116,220 172,800	629,807 687,280		-	-	1,120 340		141,027	487,660 686.940	628,687 686,940
1.354	Malahat Fire Protection	70,044	70,044	-	-	-	-	70,044		-	-	-			70,044	70,044
1.355	Durrance Road Fire Protection	3,019	2,719	-	-	-	300	3,019	-	-	-	-	-	3,019	-	3,019
1.356	Pender Fire Protection	1,537,418	1,213,722	111,596	-	E 000	212,100	1,537,418	-	-	111,596	11,820	70.740	-	1,414,002	1,414,002
1.357 1.358	East Sooke Fire Protection Port Renfrew Fire Protection	586,874 206,713	325,663 177,713	155,109		5,000	101,102 29,000	586,874 206,713	-			28,624 1,350	70,740 82,145		487,510 123,218	487,510 123,218
1.359	North Galiano Fire Protection	331,451	264,988	56,363	-	5,000	5,100	331,451		-	-	1,000	- OL, 140	24,440		330,451
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	-	-	0.500	-	336,613	-	-	40.440	12,753	-	-	323,860	323,860
1.369 1.370	Electoral Area Fire Services Juan de Fuca Emergency Program	332,276 124.094	329,776 111,214		-	2,500	12,880	332,276 124.094		-	43,416	120 240			288,740 123,854	288,740 123,854
1.371	SSI Emergency Program	136,629	136,629	-	-		.2,500	136,629	-	-	3,666	190	-	-	132,773	132,773
	Electoral Area Emergency Program	708,055	703,055	-	-	-	5,000	708,055	-	519,720	10,485	990		-	176,860	176,860
1.372																
1.372 1.373 1.374	SGI Emergency Program Regional Emergency Program Support	275,268 151,688	259,367 151.688	-	-	-	15,901	275,268 151.688	-	-	25,000	2,890 7.530	-	-	247,378 144.158	247,378 144,158

	CAPITAL REGIONAL DISTRICT 2025 FINAN	CIAL PLAN														Schedule A
				Expenditures									Revenue			
		Total 2025	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2025	Surplus from	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value	Requisition 2025
1.377	JDF Search and Rescue	92,232	89,232		-	- Capitai	3,000	92,232	-	-	-	22,280		- arcerrax	69,952	69,952
1.378	SSI Search and Rescue	25,804	25,804	-	-	-	-	25,804	-	-	-	100	-	-	25,704	25,704
1.40X	SEAPARC	5,389,423	4,806,057	53,966	-	-	529,400	5,389,423	-	-	-	541,857	1,440,106	-	3,407,460	3,407,460
1.405 1.408	JDF EA - Community Parks JDF EA - Community Recreation	239,440 94,470	220,430 94,470	-	-	-	19,010	239,440 94,470	-	-	-	900 22,420	-	-	238,540 72,050	238,540 72,050
1.408 1.44X	Panorama Rec. Center.	11,192,984	9,615,665	313,108	1		1,264,211	11,192,984		- :	- :	2,189,590	3,293,799		5,709,595	5,709,595
1.455	Salt Spring Island - Community Parks	1,009,980	984,480		_	_	25,500	1,009,980	-	412,660	_	32,850	-		564,470	564,470
1.458	Salt Spring Is Community Rec	397,517	388,167	-	-	-	9,350	397,517	-	-	-	10,240	275,630	-	111,647	111,647
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,797,606	2,391,731	18,375	-	-	387,500	2,797,606	-	90,190	15,000	169,790	288,450	-	2,234,176	2,234,176
1.465	Saturna Island Comm. Parks	30,801	25,554	-	-	-	5,247	30,801	-	-	-	1,650	-	-	29,151	29,151
1.468 1.475	Saturna Island - Community Rec.	15,120 98,490	15,120 79,480	-	-	-	- 19,010	15,120 98,490	-	-	-	690 300	-	-	14,430	14,430
1.475	Mayne Is. Com. Parks & Rec Mayne Is. Comm. Parks (reserve)	10,790	10,790				19,010	10,790				9,740	1,050		98,190	98,190
1.478	Mayne Is. Community Rec.	37,610	37,610	-	-	-	-	37,610	-			60		-	37,550	37,550
1.485	North & South Pender Com. Parks	187,630	159,634	-	-	-	27,996	187,630	-	-	-	2,300	-	-	185,330	185,330
1.488	North & South Pender Com. Rec	71,850	71,850	-	-	-	-	71,850	-	-	-	870	-	-	70,980	70,980
1.495	Galiano Parks	131,736	120,736	-	-	-	11,000	131,736	-	-	21,100	120	-	-	110,516	110,516
1.498 1.521	Galiano Community Recreation	44,760	44,760	-	-	-	4,926,004	44,760	-	-	2 000	30 16,010,637	26 042 024	-	44,730	44,730
1.521	SWMP -Solid Waste Disposal (Refuse Disposal) Port Renfrew Refuse Disposal	42,856,551 124,649	37,930,547 94,540	-	-	-	4,926,004	42,856,551 124,649	-	26,969	3,080	16,010,637	26,842,834	-	- 46,115	46,115
1.525	Solid Waste Disposal - Debt	2.137.816	77.150	2.060.666			30,109	2.137.816		20,909		650	2.137.166		40,115	40,115
1.531	Stormwater Quality Management - Sooke	41,338	25,284	-,,	-	-	16,054	41,338	-	-	-	86	_,,,	-	41,252	41,252
1.533	Stormwater Quality Management - SGI	42,310	42,310	-	-	-	-	42,310	-	-	-	490	-	-	41,820	41,820
1.535	Stormwater Quality Management - SSI	26,201	26,201	-	-	-	-	26,201	-	-	1,071	30	-	-	25,100	25,100
1.536	LWMP-Stormwater Quality Management-Core	777,746	761,793	-	-	-	15,953	777,746	-	-	-	87,763	-	-	689,983	689,983
1.537 1.538	Stormwater Quality Management - Peninsula	127,793	127,793	-	-	-	-	127,793	-	-	673	4,455	-	-	123,338	123,338
1.538 1.57X	Source - Stormwater Quality - Peninsula Environmental Services	60,528 27,046,748	60,528 26,106,750			90,000	849.998	60,528 27,046,748		26,848,800	105,548	1,763 92,400			58,092	58,092
1.911	911 Systems	2,626,347	1,606,948	1.011.949		30,000	7,450		-	20,040,000	100,040	2.119.045	127.195		380.107	380.107
1.912B	911 Call Answer - Municipalities		-	-	-	-		-,,	-	668,314	-	-43,540	-	-	(624,774)	(624,774)
1.913	913 Fire Dispatch	400,421	400,421	-	-	-	-	400,421	-	-	26,251	9,930	-	-	364,240	364,240
1.921	Regional CREST Contribution	2,004,353	2,004,353	-	-	-	-	2,004,353	-	-	-	101,100	-	-	1,903,253	1,903,253
1.923	Emergency Comm - CREST - SGI	191,031	191,031	-	-	-	-	191,031	-	-	-	2,100	-	-	188,931	188,931
1.924 1.925	Emergency Comm - CREST - JDF Emergency Comm - CREST - SSI	152,530 153,871	152,530 153,871	-	-	-	-	152,530 153,871	-	-	-	250 160	-	-	152,280 153,711	152,280 153,711
2.610	Saanich Peninsula Water Supply	8,591,464	7,446,514	644 950			500,000	8,591,464	-			30,500	8,560,964		155,711	155,711
2.620	SSI Highland Water System	13.878	117	13.761		-	500,000	13.878	_	-		90	0,000,004	13.788	-	13.788
2.621	Highland / Fernwood Water - SSI	596,859	384,330	117,864	-	-	94,665	596,859	-	-	-	950	511,289	84,620		84,620
2.622	Cedars of Tuam	68,215	45,362	9,353	-	-	13,500	68,215	-	-	-	90	68,125	-	-	-
2.624	Beddis Water	372,429	206,458	40,581	-	-	125,390	372,429	-	-	-	150	257,979	114,300	-	114,300
2.626	Fulford Water	280,549	175,982	44,607	-	-	59,960	280,549	-	-	-	720	213,549	66,280		66,280
2.628 2.630	Cedar Lane Water (SSI) Magic Lakes Estate Water System	109,980 1,016,859	62,037 750,132	34,008 211,137	-	-	13,935 55,590	109,980 1,016,859	-	-	-	160 10,700	87,540 426,159	22,280 580,000		22,280 580,000
2.640	Saturna Island Water System (Lyall Harbour)	276,600	192,014	25,016			59,570	276,600				1,040	131,450	144.110		144,110
2.642	Skana Water (Mayne)	95.380	59.147	1.613	_	_	34.620	95.380	_	_	_	100	67.370	27.910	_	27.910
2.650	Port Renfrew Water	172,790	135,836	9,854	-	-	27,100	172,790	-	-	-	1,150	85,000	86,640	-	86,640
2.660	Fernwood Water	7,167	53	7,114	-	-	-	7,167	-	-	-	40	-	7,127	-	7,127
2.665	Sticks Allison Water (Galiano)	70,142	56,367		-	-	13,775	70,142	-	-	-	100	64,840	5,202		5,202
2.667	Surfside Park Estates (Mayne)	142,522	119,837	5,375	-	40 500 000	17,310	142,522	-	-	-	100	115,342	27,080	-	27,080
2.670 2.680	Regional Water Supply Juan de Fuca Water Distribution	45,208,371 28,281,890	21,855,650 16,502,454	3,363,371 2,903,661	-	19,500,000 8,220,318	489,350 655,457	45,208,371 28,281,890	-	-	-	784,100 216,270	44,424,271 28,065,620	-	-	-
2.681	Florence Lake Water System Debt	19.038	10,302,434	19.038		0,220,310	000,407	19.038		- 1		37	20,000,020	19.001		19,001
2.682	Seagirt Water System Debt	146,552	-	146,552	-	_		146,552	-	-	-	-	-	146,552	-	146,552
2.691	Wilderness Mountain Water Service	192,103	147,099	27,814	-	-	17,190	192,103	-	-	10,000	110	108,423	73,570		73,570
3.700	Septage Disposal	164,192	164,192	-	-	-	-	164,192	-	-	-	164,192	-	-	-	-
3.701	Millstream Remediation Service	19,710	548	19,162	-	-	-	19,710	-	-	3,717	12,277	-		3,716	3,716
3.705	SSI Liquid Waste Disposal	1,257,482	1,079,384	148,023	-	-	30,075	1,257,482	-	-	9,000	1,640	806,050	440,792		440,792
3.707 3.71X	LWMP - On Site System Management Program Core Area Wastewater Operations	176,334 35,679,947	176,334 34,979,947	-	-	-	700,000	176,334 35,679,947	-	642,684	446,400	7,485 28,923,580	-	168,849	5,667,283	168,849 5,667,283
3.718	Peninsula Wastewater TP	5,103,255	4,412,525	38,700			652,030	5,103,255		157,580	20,000	2,721,601			2,204,074	2,204,074
3.720	LWMP - (Peninsula) - Implementation	58,681	34,880	-	-	_	23,801	58,681	-	,	20,000	2,320	-	_	56,361	56,361
3.750	LWMP - Core and West Shore	757,064	501,851				255,213	757,064	-	-	-	220,895	200,000	-	336,169	336,169
3.752	LWMP - Harbour Studies	368,640	368,640				-	368,640	-	-	-	21,658	-	-	346,982	346,982
3.755	Regional Source Control	1,664,321	1,664,148	-	-	-	173	1,664,321	-	55,000	7,453	93,303	62,424	-	1,446,141	1,446,141
3.756 3.7XX	Harbours Environmental Action	24,652,059	202,233	10,380,802	-	5,529,745	- 8,539,279	24,652,059	-	-	-	17,904,221	-	-	6,747,838	6,747,838
3.7XX 3.810	Core Area & Legacy Trunk Sewer - Debt Ganges Sewer	1,297,400	202,233 879,956	10,380,802 274,024	-	0,029,745	8,539,279 143,420	1.297.400	-	-	30,000	17,904,221 2,360	1,198,710	66,330		6,747,838
3.820	Maliview Estates Sewer System	242.847	165,316	28,196			49,335	242.847			55,550	25.230	212.192	5,425		5,425
3.830	Magic Lake Estates Sewer System	932,139	692,041	174,103	-	-	65,995	932,139	-	11,820	-	4,800	296,870	618,649		618,649
3.830D	Magic Lake Estates Sewer Debt	231,715	1,030	230,685	-	-		231,715	-	-	-	2,200	-	229,515	-	229,515
3.850	Port Renfrew Sewer	138,240	116,320	-	-	-	21,920	138,240	-	-	-	1,540	68,340	68,360	-	68,360
21.ALL	Feasibility Study Reserve Fund - All	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.			-	-	-	-	-	-	-		-	-		-	

	CAPITAL REGIONAL DISTRICT 2026 FINAN	CIAL PLAN		Expenditures									Revenue			Schedule A
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026		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 1.101	Facilities Management G.I.S.	4,951,028 682,401	4,407,013 613,401	-	-	19,000	544,015 50,000	4,951,028 682,401		4,726,085 535,178	-	42,778 6,270	-	-	182,165 140,953	182,165 140,953
1.101	G.I.S. Elections	273,261	273,261	- 1		19,000	50,000	273,261		535,178	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 1.111	Electoral Area Admin Exp - SGI	478,241	477,141	-	-	-	1,100	478,241		714 120	10,171	19,710	-	-	448,360	448,360
1.112	Electoral Area Admin Exp - SSI Regional Grant in Aid	1,454,646	1,390,646				64,000	1,454,646		714,139	-	5,770		-	734,737	734,737
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 1.119	Grant-in-Aid - Southern Gulf Islands Vancouver Island Regional Library	111,326 418.891	111,326 418.891	-	-	-	-	111,326 418.891		-	-	1,257 650	-	-	110,069 418,241	110,069 418,241
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	-	-		-
1.124	SSI Economic Development Commission	75,134	70,134	-	-	-	5,000	75,134		-	13,415	650	-	-	61,069	61,069
1.125 1.126	SGI Economic Development Commission Victoria Family Court Committee	133,952 15,797	133,952 15,797	-	-	-	-	133,952 15,797		-	-	1,580 797	-	-	132,372 15,000	132,372 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	-	_	021,000	321,000
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 1.141	Southern Gulf Islands Regional Library Salt Spring Island Public Library	262,963 800,147	262,963 623,576	146,651	-		29,920	262,963 800,147		· -	-	2,747 1,700		-	260,216 798,447	260,216 798,447
1.15X	Municipalities' Own Debt - M.F.A.	16,371,186	75,440	16,295,746	_		20,020	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
1.224	Community Health	845,152	845,152	-	-	-		845,152		-	-	190,552	-	-	654,600	654,600
1.226 1.227	Health Facilities - VIHA Saturna Island Medical Clinic	1,847,981 27,134	773,693 27,134			-	1,074,288	1,847,981 27,134			-	1,847,981 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 1.234	Port Renfrew Street Lighting SSI Street Lighting	9,656 33,092	9,656 33,092			-	3	9,656 33,092			-	370 40	4,050	5,236	33,052	5,236 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 Fernwood Dock	33,622	17,622	-	-	-	16,000	33,622		-	-	170	-	33,452	-	33,452
1.238A 1.238B	Community Transit (SSI)	758,467 184,517	709,947 53,549	28,968	-	-	48,520 102,000	758,467	-	-	-	219,857	-	-	538,610	538,610 184,087
1.238B 1.280	Community Transportation (SSI) Regional Parks	21,924,294	15,734,780	28,968		280,908		184,517 21.924.294		79,089	20,000	430 938,488	648,248		184,087 20,238,469	20,238,469
1.290	Royal Theatre	580,000	100,000	2,404,207		105,000	375,000	580,000		75,005	20,000	330,400	040,240	_	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	3,342,894 132,251	-	-	-	1,040	3,343,934 132,251		15,860	41,589	178,754 90	-	-	3,107,731	3,107,731
1.299	Salt Spring Island Arts Climate Action and Adaptation	132,251 2,326,611	132,251			792,961	60,250	2,326,611		-	352,117	657.352		-	132,161 1,317,142	132,161 1,317,142
1.310	Land Banking & Housing	4,555,666	2,175,077	2,376,439		732,301	4,150	4,555,666		462,755	- 502,117	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	-	-	-	44.054	253,359		-	-	4 004 400		-	253,359	253,359
1.313 1.314	Animal Care Services SGI House Numbering	1,816,170 10,498	1,775,119 10,498		1		41,051	1,816,170 10,498			- :	1,281,120 145	29,480		505,570 10,353	505,570 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 1.320	Soil Deposit Removal Noise Control	6,434 45,710	6,434 45,225			-	485	6,434 45,710			94	40 350		-	6,300 45,360	6,300 45,360
1.322	Nuisances & Unsightly 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	4= 00-	-	1,348,532	1,348,532
1.325 1.330	Electoral Area Services - Planning Regional Growth Strategy	906,373 347,134	830,603 337,134	-	-		75,770 10,000	906,373 347,134		34,520	35,543	2,230 17,380	45,000	-	789,080 329,754	789,080 329,754
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 Willis Point Fire Protect & Recreation	3,164 193,940	3,164 123,425	-	-	6,780	63.735	3,164 193,940		-	-	42,330	-	-	3,164 151,610	3,164 151,610
1.352	South Galiano Fire Protection	654,187	369,396	141,027		10,600	133,164	654,187				1,120		141,027	512,040	653,067
1.353	Otter Point Fire Protection	703,194	518,784		-	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 1.356	Durrance Road Fire Protection Pender Fire Protection	3,021 1.610.053	2,721 1,289,662	94 931	-		300 225,460	3,021 1.610.053		-	94,931	12 060	-	3,021	1,503,062	3,021 1,503,062
1.356	East Sooke Fire Protection	598,710	332,428	155,109		5,000	106,173	598,710			94,931	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		337,429		-	-	1,010	-	24,440		336,419
1.360 1.363	Shirley Fire Protection Saturna Island Fire	208,170 341,782	130,740 341,782	-	-	10,000	67,430	208,170 341,782		-	-	210 13,010	-	-	207,960 328,772	207,960 328,772
1.363	Saturna Island Fire Electoral Area Fire Services	341,782	341,782 337.141	-	-	2,500	6,970	341,782 346,611			-	13,010	-	-	328,772 346,491	328,772 346,491
1.370	Juan de Fuca Emergency Program	126,325	113,445			2,300	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	-		_	-11	155.244	-	-	-	7.670	-	-	147,574	147.574

	CAPITAL REGIONAL DISTRICT 2026 FINAN	CIAL PLAN														Schedule A
				Expenditures									Revenue			
		Total 2026	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2026		Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value	Requisition 2026
1.377	JDF Search and Rescue	92,672	89,672		Dencit -	- Capitai	3,000	92,672	riioi ieai		Reserves -	22,720		raicei iax	69,952	69,952
1.378	SSI Search and Rescue	25,804	25,804	-	-	-	-	25,804			-	100	-	-	25,704	25,704
1.40X	SEAPARC	5,506,523	4,912,567	53,966	-	-	539,990	5,506,523			-	552,587	1,468,920	-	3,485,016	3,485,016
1.405	JDF EA - Community Parks	244,229	225,144	-	-	-	19,085	244,229		-	-	920	-	-	243,309	243,309
1.408 1.44X	JDF EA - Community Recreation Panorama Rec. Center.	96,360 11,754,386	96,360 9,796,963	590,608	-	-	1,366,815	96,360 11,754,386			52,785	22,860 2,234,439	3,365,440	-	73,500 6,101,722	73,500 6,101,722
1.455	Salt Spring Island - Community Parks	1,031,877	1,006,377	390,000			25,500	1,031,877		420,910	32,763	33,520	3,303,440	-	577,447	577,447
1.458	Salt Spring Island Community Fand	405,433	396,533	-	-	-	8,900	405,433		- 120,010		10,440	281,130	-	113,863	113,863
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,909,474	2,424,808	107,666	-	-	377,000	2,909,474		91,990	-	173,190	294,220	-	2,350,074	2,350,074
1.465	Saturna Island Comm. Parks	31,414	26,067	-	-	-	5,347	31,414			-	1,680	-	-	29,734	29,73
1.468	Saturna Island - Community Rec.	15,420	15,420	-	-	-	-	15,420		-	-	700	-	-	14,720	14,72
1.475 1.476	Mayne Is. Com. Parks & Rec Mayne Is. Comm. Parks (reserve)	100,450 11,000	81,440 11,000			-	19,010	100,450 11,000				300 9,930	1,070	-	100,150	100,15
1.478	Mayne Is. Community Rec.	38,360	38,360			-	- 1	38,360				60	1,070	-	38,300	38,300
1.485	North & South Pender Com. Parks	200,640	162,856	-	-	-	37,784	200,640				2,340		-	198,300	198,300
1.488	North & South Pender Com. Rec	73,280	73,280	-	-	-	-	73,280			-	880	-	-	72,400	72,400
1.495	Galiano Parks	135,225	123,225	-	-	-	12,000	135,225			21,530	120	-	-	113,575	113,575
1.498	Galiano Community Recreation	45,650	45,650	-	-	-	-	45,650			-	30	-	-	45,620	45,620
1.521 1.523	SWMP -Solid Waste Disposal (Refuse Disposal) Port Renfrew Refuse Disposal	40,868,883 127,048	40,205,763 96,442	-	-	-	663,120	40,868,883 127,048		27,508	314,312	15,950,917 52,500	24,603,654	-	47.040	47,040
1.523 1.525	Port Renfrew Refuse Disposal Solid Waste Disposal - Debt	127,048 2.726.996	96,442 20.650	2.706.346	-	-	30,606	127,048 2.726.996		- 21,508	-	52,500 650	2.726.346	-	47,040	47,040
1.523	Stormwater Quality Management - Sooke	42,162	25,790	-,.00,040	- 1		16,372	42,162				86	-,.20,040		42,076	42,076
1.533	Stormwater Quality Management - SGI	43,155	43,155	-	-	-		43,155			-	500	-	-	42,655	42,655
1.535	Stormwater Quality Management - SSI	26,399	26,399	-	-	-	-	26,399			769	30	-	-	25,600	25,600
1.536	LWMP-Stormwater Quality Management-Core	791,544	775,272	-	-	-	16,272	791,544			-	87,763	-	-	703,781	703,781
1.537	Stormwater Quality Management - Peninsula	130,261	130,261	-	-	-	-	130,261		-	-	4,455	-	-	125,806	125,806
1.538 1.57X	Source - Stormwater Quality - Peninsula Environmental Services	61,699 27,566,902	61,699 26,762,881	-	-	-	804,021	61,699 27,566,902		27,429,699	682 44,803	1,763 92 400	-	-	59,254	59,254
1.911	911 Systems	2,642,748	1,622,769	1.011.949		-	8,030	2,642,748		- 27,429,099	44,003	2.098.466	124.651	-	419.631	419.631
1.912B	911 Call Answer - Municipalities	2,042,740	1,022,709	1,011,545		-	6,030	2,042,740		- 654,948		-44,410	124,031	-	(610,538)	(610,538)
1.913	913 Fire Dispatch	413,050	413,050	-	-	-	-	413,050			2,280	10,110	-	-	400,660	400,660
1.921	Regional CREST Contribution	2,102,272	2,102,272	-	-	-	-	2,102,272			-	103,080	-	-	1,999,192	1,999,192
1.923	Emergency Comm - CREST - SGI	194,835	194,835	-	-	-	-	194,835			-	2,140	-	-	192,695	192,695
1.924	Emergency Comm - CREST - JDF	155,570	155,570	-	-	-	-	155,570		-	-	250 160	-	-	155,320	155,320
1.925 2.610	Emergency Comm - CREST - SSI Saanich Peninsula Water Supply	156,940 9,432,066	156,940 7,958,640	923.426	-	-	550,000	156,940 9,432,066			-	30,500	9,401,566	-	156,780	156,780
2.620	SSI Highland Water System	13.879	118	13.761		-	330,000	13.879				90	5,401,300	13.789		13.789
2.621	Highland / Fernwood Water - SSI	757.650	410,255	267.300	_		80,095	757,650			_	960	646,680	110,010		110,010
2.622	Cedars of Tuam	115,473	42,023	64,450	-	-	9,000	115,473			-	90	115,383	-	-	-
2.624	Beddis Water	462,508	197,550	134,958	-	-	130,000	462,508			-	150	313,768	148,590		148,590
2.626	Fulford Water	343,777	177,599	131,273	-	-	34,905	343,777				730	260,857	82,190		82,190
2.628 2.630	Cedar Lane Water (SSI)	154,560	81,429	50,806	-	-	22,325	154,560			20,000	160	106,550	27,850		27,850
2.630	Magic Lakes Estate Water System Saturna Island Water System (Lyall Harbour)	1,064,968 308,108	805,362 189,983	165,861 62.095			93,745 56,030	1,064,968 308,108			40,000	10,730 1,060	434,238 146,581	580,000 160,467		580,000 160,467
2.642	Skana Water (Mavne)	100.150	60.074	11.618			28.458	100.150				100	70.740	29.310		29.310
2.650	Port Renfrew Water	215,683	131,223	66,940	-	-	17,520	215,683				1,130	106,253	108,300	-	108,300
2.660	Fernwood Water	4,164	54	4,110	-	-	-	4,164			-	40	-	4,124	-	4,124
2.665	Sticks Allison Water (Galiano)	71,526	57,471	-	-	-	14,055	71,526			-	100	66,120	5,306		5,306
2.667	Surfside Park Estates (Mayne)	192,372	132,155	50,292	-	-	9,925	192,372		-	-	100	155,714	36,558	-	36,558
2.670	Regional Water Supply	48,709,758	22,420,426	4,790,195	-	21,000,000		48,709,758			-	901,100	47,808,658	-	-	-
2.680 2.681	Juan de Fuca Water Distribution Florence Lake Water System Debt	30,670,985 19.038	17,359,324	3,176,048 19.038	-	9,522,047	613,566	30,670,985 19.038			-	190,270 37	30,480,715	19.001	-	19,001
2.682	Seagirt Water System Debt	146,552		146,552	- 1			146,552				-		146,552		146,552
2.691	Wilderness Mountain Water Service	195,211	141,830	39,331	-	-	14,050	195,211			4,000	110	113,851	77,250		77,250
3.700	Septage Disposal	167,427	167,427	-	-	-	-	167,427			-	167,427	-	-	-	-
3.701	Millstream Remediation Service	-	-	-	-	-	-	-			-	-	-	-	-	-
3.705	SSI Liquid Waste Disposal	1,358,256	1,087,423	241,148	-	-	29,685	1,358,256			15,000	1,660	822,170	519,426		519,426
3.707	LWMP - On Site System Management Program	178,753	178,753	-	-	-	4 000 000	178,753			450.000	7,485	-	171,268		171,268
3.71X 3.718	Core Area Wastewater Operations Peninsula Wastewater TP	36,594,594 5,549,495	35,394,594 4,572,978	292,837	-	-	1,200,000 683,680	36,594,594 5,549,495		- 655,540 - 160,730	152,830 135,000	29,898,875 2,902,723	-	-	5,887,349 2,351,042	5,887,349 2,351,042
3.720	LWMP - (Peninsula) - Implementation	59,851	35,574	232,037	- 1		24,277	59,851		- 100,730	133,000	2,902,723		-	57,531	57,531
3.750	LWMP - Core and West Shore	1,437,035	1,177,119				259,916	1,437,035				474,384	204,000	_	758,651	758,651
3.752	LWMP - Harbour Studies	376,071	376,071				-	376,071			-	21,658	-	-	354,413	354,413
3.755	Regional Source Control	1,738,632	1,738,455	-	-	-	177	1,738,632		- 55,000	51,593	93,303	63,672	-	1,475,064	1,475,064
3.756	Harbours Environmental Action				-			-			-		-	-		
3.7XX	Core Area & Legacy Trunk Sewer - Debt	26,028,065	281,915	11,605,326	-	5,529,745		26,028,065			-	18,836,582	1 200 500	72.300	7,191,483	7,191,483
3.810 3.820	Ganges Sewer Maliview Estates Sewer System	1,381,262 258,087	841,594 168,599	426,418 43,913	-	-	113,250 45,575	1,381,262 258,087			-	2,370 25,230	1,306,592 227,052	72,300 5.805	-	72,300 5,805
3.820	Magic Lake Estates Sewer System  Magic Lake Estates Sewer System	990,770	745,912	174,103			45,575 70,755	990,770		12,060	40,000	4,880	302,810	631,020	_	631,020
3.830D	Magic Lake Estates Sewer System  Magic Lake Estates Sewer Debt	231.715	1,030	230,685	- 1		70,733	231,715		- 12,000		2,220		229,495		229,495
3.850	Port Renfrew Sewer	141,010	118,640		-	-	22,370	141,010			-	1,570	69,710	69,730	-	69,730
21.ALL	Feasibility Study Reserve Fund - All	-	-	-	-	-	-	-			-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.	-	-	-	-	-	-	-			-	-	-	-	-	-

	CAPITAL REGIONAL DISTRICT 2027 FINAN	NCIAL PLAN		Expenditures									Revenue			Schedule A
		Total 2027	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2027		Recovery from Other Services	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		180,000	1,555,706	98,870	-	13,573,785	13,573,785
1.10X 1.101	Facilities Management G.I.S.	5,133,536 696,435	4,508,741 627,055	-	-	19,380	624,795 50,000	5,133,536 696,435		4,903,935 545,882	-	43,072 6,390	-	-	186,529 144,163	186,529 144,163
1.103	Elections	66,080	590			19,300	65,490	66,080		. 343,002	500	90			65,490	65,490
1.104	U.B.C.M.	14,078	14,078	-	-	-	-	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 1.111	Electoral Area Admin Exp - SGI Electoral Area Admin Exp - SSI	489,241 1,571,004	488,141 1,506,504	-	-	-	1,100 64,500	489,241 1,571,004		729,932	5,136 85,000	20,035 5,790		-	464,070 750,282	464,070 750,282
1.112	Regional Grant in Aid	1,571,004	1,300,304				04,300	1,371,004		. 125,532	65,000	3,790			730,202	730,202
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 1.119	Grant-in-Aid - Southern Gulf Islands Vancouver Island Regional Library	111,436 427,243	111,436 427,243	-		-		111,436 427,243			-	1,257 660		-	110,179 426.583	110,179 426,583
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		-	-	-	149,360	149,360			-	149,360	-	-	-	-
1.124	SSI Economic Development Commission	75,535	70,535	-	-	-	5,000	75,535			12,585	660	-	-	62,290	62,290
1.125 1.126	SGI Economic Development Commission Victoria Family Court Committee	136,153 15,797	136,153 15,797	-		-		136,153 15,797			-	1,610 797		-	134,543 15,000	134,543 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	339,366	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 1.138	Galiano Island Community Use Building Southern Gulf Islands Regional Library	74,189 268,233	41,316 268,233	30,653	-	-	2,220	74,189 268,233			-	290 2.807	-	-	73,899 265,426	73,899 265,426
1.130	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
1.224 1.226	Community Health Health Facilities - VIHA	596,138 1,884,942	596,138 790,342	-	-	-	1,094,600	596,138 1,884,942			-	145,571 1,884,942	-	-	450,567	450,567
1.220	Saturna Island Medical Clinic	27,739	27,739				1,094,600	27,739			- :	1,004,942			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 1.232	Traffic Safety Commission	81,646 9.825	81,646 9.825	-	-	-	-	81,646 9.825			-	3,770 380	4 420	- E 21E	77,876	77,876 5.315
1.232	Port Renfrew Street Lighting SSI Street Lighting	33,671	33,671					33,671				40	4,130	5,315	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
1.236	Salt Spring Island Fernwood Dock	36,162	18,162	-	-	-	18,000	36,162			-	170	-	35,992		35,992
1.238A 1.238B	Community Transit (SSI) Community Transportation (SSI)	773,624 214.272	724,164 54,457	57,815	-	-	49,460 102,000	773,624 214,272			-	224,241 430		-	549,383 213,842	549,383 213,842
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 1.299	Arts Grants Salt Spring Island Arts	3,412,964 134,882	3,411,903 134,882	-	-	-	1,061	3,412,964 134,882		16,240	42,168	178,754 90		-	3,175,802 134,792	3,175,802 134,792
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 1.313	Regional Goose Management 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	_			42,000	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 1.318	JDF Building Numbering	14,735 2,343,536	14,735 2,279,516	-	-	14,280	- 49,740	14,735 2,343,536		34,020	4,452	50 4,770	1,528,150	-	14,685 772,144	14,685 772,144
1.318	Building Inspection Soil Deposit Removal	2,343,536 6,556	2,279,516 6,556			14,280	49,740	2,343,536 6,556		34,020	4,452 86	4,770	1,528,150	-	772,144 6,430	772,144 6.430
1.320	Noise Control	47,303	46,128	_		-	1,175	47,303			-	350	-	_	46,953	46,953
1.322	Nuisances & Unsightly 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	700.000	38,790	-	-	4 000 000	1.388.988
1.324 1.325	Regional Planning Services Electoral Area Services - Planning	2,293,416 943,522	2,290,916 867,752				2,500 75,770	2,293,416 943.522		100,040 35.211	736,628 48.311	67,760 2,250	45,000		1,388,988 812.750	812.750
1.330	Regional Growth Strategy	354,681	344,681	_			10,000	354,681		. 55,211	40,011	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 1.341	JDF Livestock Injury Compensation	3,168 3,188	3,168 3,188	-	-	-	-	3,168 3.188		-	-	-	-	-	3,168 3,154	3,168 3,154
1.341	SGI Livestock Injury Compensation SSI Livestock Injury Compensation	3,188	3,168					3,188		: :		34	- :	- :	3,154	3,154
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 1.354	Otter Point Fire Protection	718,546	529,316	-	-	6,230	183,000	718,546		-	-	340	-	-	718,206	718,206
1.354	Malahat Fire Protection  Durrance Road Fire Protection	72,872 3,024	72,872 2,724				300	72,872 3,024						3,024	72,872	72,872 3,024
1.356	Pender Fire Protection	1,598,303	1,360,405	-	-	-	237,898	1,598,303			-	12,310		- 0,024	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  North Galiano Fire Protection	215,561 343,591	185,061	56.363	-	- e 000	30,500 6.410	215,561 343,591			-	1,390	85,668	24.440	128,503 318,131	128,503
1.359	North Galiano Fire Protection Shirley Fire Protection	343,591 212,330	275,818 133,365	50,363		5,000 10,000	68,965	212,330				1,020 210		24,440	318,131 212.120	342,571 212,120
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 1.371	Juan de Fuca Emergency Program	128,591 141,654	115,711 141.654	-	-	-	12,880	128,591 141.654		-	3,327	240 190	-	-	128,351 138,137	128,351 138,137
1.371	SSI Emergency Program Electoral Area Emergency Program	741,034	736,034	-	-	-	5,000	741,034		540,708	1,535	1,010		-	138,137 197,781	138,137
1.373	SGI Emergency Program	250,388	243,887				6,501	250,388			1,000	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		<u> </u>		19,690	-		390,258	390,258

	CAPITAL REGIONAL DISTRICT 2027 FINAN	NCIAL PLAN		Evnandituras				1				Davanua			Schedule A
				Expenditures								Revenue			
		Total 2027	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2027	Recovery from Other Services	Transfers from Reserves	Other Revenue	Fees & Charges	Parcel Tax	Property Value Tax	Requisition 2027
1.377	JDF Search and Rescue	93,122	90,122	-	-		- 3,000	93,122		-	23,170	-	-	69,952	69,952
1.378	SSI Search and Rescue	25,804	25,804	-	-			25,804	-	-	100		-	25,704	25,704
1.40X 1.405	SEAPARC	5,622,710 249,123	5,017,954 229,828	53,966	-		- 550,790 - 19,295	5,622,710 249,123		-	563,527 940	1,498,274	-	3,560,909	3,560,909 248,183
1.408	JDF EA - Community Parks JDF EA - Community Recreation	98,280	98,280	-	-		- 19,295	98,280		-	23,310		-	74,970	74,970
1.44X	Panorama Rec. Center.	12,000,462	10,015,701	590,608	-		- 1,394,153	12,000,462		-	2,280,382	3,438,694	-	6,281,386	6,281,386
1.455	Salt Spring Island - Community Parks	1,053,634	1,028,134	-	-		25,500	1,053,634	429,330	-	34,190	-	-	590,114	590,114
1.458	Salt Spring Is Community Rec	413,542	404,892	-	-		- 8,650	413,542	-	-	10,650	286,740	-	116,152	116,152
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,956,369	2,476,703	107,666	-		372,000	2,956,369	93,830	-	176,650	300,100	-	2,385,789	2,385,789
1.465 1.468	Saturna Island Comm. Parks Saturna Island - Community Rec.	32,039 15,720	26,590 15,720	-	-		- 5,449	32,039 15,720		-	1,710 710	-	-	30,329	30,329 15,010
1.475	Mayne Is. Com. Parks & Rec	102,450	83,440				- 19,010	102,450			300			102,150	102,150
1.476	Mayne Is. Comm. Parks (reserve)	11,220	11,220		-			11,220			10,130	1,090	-		-
1.478	Mayne Is. Community Rec.	39,130	39,130	-	-			39,130		-	60	-	-	39,070	39,070
1.485	North & South Pender Com. Parks	214,560	166,142	-	-		- 48,418	214,560	-	-	2,380	-	-	212,180	212,180
1.488	North & South Pender Com. Rec	74,740	74,740	-	-			74,740		-	890	-	-	73,850	73,850
1.495	Galiano Parks Galiano Community Recreation	138,777 46,560	125,777 46,560	-	-		- 13,000	138,777 46,560		21,970	120 30	-	-	116,687 46,530	116,687 46,530
1.521	SWMP -Solid Waste Disposal (Refuse Disposal)	40,434,649	39,771,529				- 663,120	40,434,649		119,671	15,900,431	24,414,547		46,530	46,530
1.523	Port Renfrew Refuse Disposal	129,488	98,375		- :		- 31,113	129,488	28,058	113,071	53,450			47,980	47,980
1.525	Solid Waste Disposal - Debt	2,765,453	3,500	2,761,953	-			2,765,453		-	-	2,765,453	-	,500	,500
1.531	Stormwater Quality Management - Sooke	43,003	26,301		-		16,702	43,003		-	86		-	42,917	42,917
1.533	Stormwater Quality Management - SGI	44,016	44,016	-	-			44,016		-	510	-	-	43,506	43,506
1.535	Stormwater Quality Management - SSI	26,589	26,589	-	-			26,589	-	449	30	-	-	26,110	26,110
1.536	LWMP-Stormwater Quality Management-Core	805,613	789,016	-	-		- 16,597	805,613	-	-	87,763	-	-	717,850	717,850
1.537 1.538	Stormwater Quality Management - Peninsula Source - Stormwater Quality - Peninsula	132,775 62,918	132,775 62,918	-	-			132,775 62,918		716	4,455 1,763	-	-	128,320	128,320 60,439
1.57X	Environmental Services	27,918,208	27,023,182				- 895,026	27,918,208	27,764,679	61,129	92,400			00,439	00,439
1.911	911 Systems	2,661,338	1,640,329	1.011.949			9,060	2,661,338	. 27,701,070	01,120	2.078.369	122.158		460.811	460.811
1.912B	911 Call Answer - Municipalities	-,,	-	-	-		,		641,849	-	-45,300	-	-	(596,549)	(596,549)
1.913	913 Fire Dispatch	451,030	442,935	-	-		- 8,095	451,030		-	10,300	-	-	440,730	440,730
1.921	Regional CREST Contribution	2,163,064	2,163,064	-	-			2,163,064	-	-	105,100	-	-	2,057,964	2,057,964
1.923	Emergency Comm - CREST - SGI	198,711	198,711	-	-			198,711		-	2,180	-	-	196,531	196,531
1.924	Emergency Comm - CREST - JDF	158,680	158,680	-	-			158,680		-	250	-	-	158,430	158,430
1.925 2.610	Emergency Comm - CREST - SSI Saanich Peninsula Water Supply	160,070 10,296,106	160,070 8,609,805	1.136.301	-		550,000	160,070 10,296,106			160 6,500	10,289,606		159,910	159,910
2.620	SSI Highland Water System	11.325	118	11.207	-		- 550,000	11.325		-	90	10,203,000	11.235		11.235
2.621	Highland / Fernwood Water - SSI	966,510	406,786	477,699	-		82,025	966,510			820	822,680	143,010		143,010
2.622	Cedars of Tuam	147,347	42,445	95,902	-		9,000	147,347		-	90	147,257			-
2.624	Beddis Water	552,290	229,629	186,061	-		- 136,600	552,290		-	150	369,370	182,770		182,770
2.626	Fulford Water	428,720	180,954	205,691	-		42,075	428,720		-	740	324,420	103,560		103,560
2.628	Cedar Lane Water (SSI)	165,280	68,427	63,533	-		- 33,320	165,280		-	160	130,310	34,810		34,810
2.630 2.640	Magic Lakes Estate Water System Saturna Island Water System (Lyall Harbour)	1,033,238 314,125	780,895 193,685	150,603 62.095	-		- 101,740 - 58,345	1,033,238 314,125			10,760 940	442,478 149,505	580,000 163,680		580,000 163,680
2.642	Skana Water (Mavne)	105.157	59.968	18.946			- 26.243	105.157			100	74.277	30.780		30.780
2.650	Port Renfrew Water	250,151	146,814	80,607	-		- 22,730	250,151		13,000	1,140	116,881	119,130		119,130
2.660	Fernwood Water	3,401	54	3,347	-			3,401		-	40	-	3,361	-	3,361
2.665	Sticks Allison Water (Galiano)	72,940	58,595	-	-		- 14,345	72,940		-	100	67,428	5,412		5,412
2.667	Surfside Park Estates (Mayne)	266,667	124,513	136,669	-		5,485	266,667		7,000	100	210,214	49,353	-	49,353
2.670	Regional Water Supply	53,187,300	22,738,009	6,940,171	-	23,000,000		53,187,300	-	-	784,600	52,402,700	-	-	-
2.680	Juan de Fuca Water Distribution Florence Lake Water System Debt	32,242,622 19.038	18,481,360	3,205,713 19.038	-	9,933,712	621,837	32,242,622 19.038		-	179,270 37	32,063,352	19,001	-	19,001
2.682	Seagirt Water System Debt	146,552		146,552				146,552			-		146,552		146,552
2.691	Wilderness Mountain Water Service	205,031	150,628	34,568	_		19,835	205,031		10,000	110	116,121	78,800		78,800
3.700	Septage Disposal	170,727	170,727		-			170,727		-	170,727		-	-	-
3.701	Millstream Remediation Service	-	-	-	-					-	-	-	-	-	-
3.705	SSI Liquid Waste Disposal	1,375,111	1,088,822	245,899	-		40,390	1,375,111	-	-	1,680	838,610	534,821		534,821
3.707	LWMP - On Site System Management Program	181,557	181,557	-	-			181,557		-	7,485	-	174,072		174,072
3.71X 3.718	Core Area Wastewater Operations	37,663,832	36,263,832	272.450	-		- 1,400,000	37,663,832	- 668,656	304,290	30,636,988 2,997,965	-	-	6,053,898	6,053,898
3.718	Peninsula Wastewater TP LWMP - (Peninsula) - Implementation	5,620,238 61,044	4,532,432 36,281	372,456	-		- 715,350 - 24,763	5,620,238 61,044	163,950	30,000	2,997,965	-	-	2,428,323	2,428,323 58,724
3.750	LWMP - (Peninsula) - Implementation LWMP - Core and West Shore	1,448,684	1,183,972	-	-		264,712	1,448,684		-	477,223	208,080	-	763,381	763,381
3.752	LWMP - Harbour Studies	383,639	383,639				201,712	383,639		-	21,658	-	_	361,981	361,981
3.755	Regional Source Control	1,729,177	1,728,997	-	-		- 180	1,729,177	- 55,000	11,362	93,303	64,946	-	1,504,566	1,504,566
3.756	Harbours Environmental Action	0	0	-	-					-	-	-	-		-
3.7XX	Core Area & Legacy Trunk Sewer - Debt	27,033,368	177,935	12,642,809	-	5,529,745		27,033,368		-	19,541,701	-	-	7,491,667	7,491,667
3.810	Ganges Sewer	1,475,221	882,435	433,246	-		159,540	1,475,221		25,000	2,380	1,371,921	75,920		75,920
3.820	Maliview Estates Sewer System	284,391	179,639	57,157	-		47,595	284,391		10,000	25,230	242,950	6,211		6,211
3.830 3.830D	Magic Lake Estates Sewer System  Magic Lake Estates Sewer Debt	984,770 231,715	735,089 1,030	93,471 230,685	-		- 156,210	984,770 231,715	12,300	15,000	4,960 2,240	308,870	643,640 229,475		643,640 229,475
3.850	Port Renfrew Sewer	143,828	121,013	230,085	-		- 22,815	143,828		-	1,600	71,103	71,125		71,125
		0,520	.2.,510		_			,020		-	.,000	,.05	, 120	_	,125
21.ALL	Feasibility Study Reserve Fund - All														

	CAPITAL REGIONAL DISTRICT 2028 FINAN	CIAL PLAN		Expenditures									Revenue			Schedule A
							T		0	D	T		F 0		D	Dlalelan
		Total 2028	Operations	Interest & Principal	Deficit	Capital	Transfers to Reserves	Total 2028		Recovery from Other Services	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		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. Flections	711,158 65.580	641,388	-	-	19,770		711,158 65,580		556,800	-	6,510 90	-	-	147,848	147,848 65,490
1.103 1.104	U.B.C.M.	14,361	14,361				65,490	14,361				90	1		65,490 14,271	14,271
1.109	Electoral Area Admin Exo - 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 1.117	Grant-in-Aid - Salt Spring Island Grant-in-Aid - Southern Gulf Islands	53,228 111,549	53,228 111.549	-	-	-	-	53,228 111,549			-	260 1.257	-	-	52,968	52,968
1.117	Vancouver Island Regional Library	435,758	435,758				]	435,758				670	1		110,292 435,088	110,292 435,088
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	-	-		
1.124	SSI Economic Development Commission	75,947	70,947	-	-		5,000	75,947			11,735	670	-	-	63,542	63,542
1.125	SGI Economic Development Commission	138,277	138,277	-	-	-	-	138,277			-	1,640	-	-	136,637	136,637
1.126	Victoria Family Court Committee	15,797	15,797	-	-	-	-	15,797			-	797	-	-	15,000	15,000
1.128	Greater Victoria Police Victim Services	349,254 339,366	349,254	-	-	-	-	349,254 339,366			-	14,634	-	-	334,620	334,620
1.129 1.133	Vancouver Island Regional Library - Debt Langford E.A Greater Victoria Public Library	36,444	1,100 36,444	338,266	-	-	-	36,444			-	339,366 100	-	-	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	50,055			2,040	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 1.227	Health Facilities - VIHA Saturna Island Medical Clinic	1,922,639 28.332	807,382 28.332	-	-	-	1,115,257	1,922,639 28.332			-	1,922,639	-	-	26,792	26,792
1.227	Saturna Island Medical Clinic Galiano Health Service	28,332 156,698	28,332 156,698				]	156,698				1,540 200	1		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 1.238A	Salt Spring Island Fernwood Dock	38,723 789,087	18,723 738,662	-	-	-	20,000 50,425	38,723 789,087			-	170 228,712	-	38,553	560,375	38,553 560,375
1.238A 1.238B	Community Transit (SSI) Community Transportation (SSI)	243,204	738,662 56.405	84,799			102,000	789,087 243,204				430	1		242,774	242,774
1.280	Regional Parks	26,044,108	16,404,697	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	5,704,207	_	109,000	371,000	580.000		. 02,204	20,000	343,700	-		580,000	580,000
1.295	McPherson Theatre	785,822	349,589	-	-	94,000		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 1.311	Land Banking & Housing Regional Housing Trust Fund	4,544,422	2,163,753	2,376,439	-	-	4,230	4,544,422		368,314	-	719,925	2,000	-	3,454,183	3,454,183
1.311	Regional Housing Trust Fund 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				- 1,120	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 Nuisances & Unsightly Premises	48,946 62,206	47,081 62,206	-	-	-	1,865	48,946 62,206			-	350 480	-	-	48,596 61,726	48,596 61,726
1.322	By-Law Enforcement	641.861	590,698	-	-	-	51,163	641,861		602,301	-	39,560	-	-	01,720	01,720
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 1.342	SGI Livestock Injury Compensation	3,191 3,171	3,191 3,171	-	-	-	-	3,191 3,171			-	34	-	-	3,157 3,171	3,157
1.342	SSI Livestock Injury Compensation Willis Point Fire Protect & Recreation	200,420	3,171 128,545	-	-	7,060	64,815	3,171 200,420			-	42,690	-	-	157,730	3,171 157,730
1.350	South Galiano Fire Protection	674.877	384 300	141.027		11.030	138.520	674.877				42,690	- 1	141,027	532.730	673.757
1.353	Otter Point Fire Protection	734,095	540,045	,027	-	6,350		734,095			-	340		,027	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		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		623,101			-	30,691	75,060	-	517,350	517,350
1.358	Port Renfrew Fire Protection	219,834	188,834	56.363	-	- -	31,000	219,834			-	1,410	87,370	24.440	131,054	131,054
1.359	North Galiano Fire Protection Shirley Fire Protection	349,872 216,570	281,399 136,063	50,363	-	5,000 10.000	7,110 70,507	349,872 216,570			-	1,030 210	-	24,440	324,402 216,360	348,842 216,360
1.363	Saturna Island Fire	347,127	347,127			10,000	70,307	347,127			- 1	13,540			333,587	333.587
1.369	Electoral Area Fire Services	360,613	352,375	-	-	1,918		360,613			-	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			3,145	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	-	-	-	20.200	162,409			-	7,950	-	-	154,459	154,459 401,960
1.375	Hazardous Material Incident Response	422,030	401,634	-	-	-	20,396	422,030			-	20,070	-	-	401,960	

	CAPITAL REGIONAL DISTRICT 2028 FINAN	ICIAL PLAN														Schedule A
				Expenditures									Revenue			
		Total 2028	Operations	Interest &	Deficit	Capital	Transfers to	Total 2028		Recovery from		Other Revenue	Fees & Charges	Parcel Tax	Property Value	Requisition 2028
1.377	JDF Search and Rescue	93.582	90.582	Principai -	Deficit -	Сарітаі .	Reserves 3,000	93.582	Prior Year	Other Services	Reserves	23.630	Cnarges -	Parcel lax	69.952	69.952
1.378	SSI Search and Rescue	25,804	25,804	-	-			25,804			-	100	-	-	25,704	25,704
1.40X	SEAPARC	5,759,642	5,143,876	53,966	-		561,800	5,759,642			-	574,667	1,527,520	-	3,657,455	3,657,455
1.405	JDF EA - Community Parks	254,110	234,725	-	-		19,385	254,110			-	960	-	-	253,150	253,150
1.408 1.44X	JDF EA - Community Recreation Panorama Rec. Center.	100,240 12,272,029	100,240 10,259,384	590,608	-		1,422,037	100,240 12,272,029			-	23,770 2,327,451	3,513,594	-	76,470 6,430,984	76,470 6,430,984
1.455	Salt Spring Island - Community Parks	1,076,320	1,050,820	390,006			25,500	1,076,320		- 437,920		34,880	3,513,594		603,520	603,520
1.458	Salt Spring Is Community Rec	421,793	413,563		-		8,230	421,793		- 401,320		10,860	292,470		118,463	118,463
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	3,001,613	2,524,947	107,666	-		369,000	3,001,613		95,710	-	180,190	306,100	-	2,419,613	2,419,613
1.465	Saturna Island Comm. Parks	32,676	27,124	-	-		5,552	32,676			-	1,740	-	-	30,936	30,936
1.468	Saturna Island - Community Rec.	16,030	16,030	-	-			16,030			-	720	-	-	15,310	15,310
1.475 1.476	Mayne Is. Com. Parks & Rec Mayne Is. Comm. Parks (reserve)	104,490 11,440	85,480 11,440	-	-		19,010	104,490 11,440			-	300 10,330	1,110	-	104,190	104,190
1.478	Mayne Is. Community Rec.	39,910	39,910					39,910		: :		10,330	1,110		39,850	39,850
1.485	North & South Pender Com. Parks	229,450	169,491	_	_		59,959	229,450			_	2,420	_		227,030	227,030
1.488	North & South Pender Com. Rec	76,230	76,230	-	-		-	76,230			-	900	-	-	75,330	75,330
1.495	Galiano Parks	142,361	128,361	-	-		14,000	142,361			22,410	120	-	-	119,831	119,831
1.498	Galiano Community Recreation	47,490	47,490	-	-		-	47,490			4.001.00	30	04.400 = -	-	47,460	47,460
1.521 1.523	SWMP -Solid Waste Disposal (Refuse Disposal)	41,079,081	40,415,961	-	-		663,120	41,079,081			1,031,363	15,859,171	24,188,547	-	49.040	40.040
1.523	Port Renfrew Refuse Disposal Solid Waste Disposal - Debt	131,980 2,791,453	100,350	2.791.453	-		31,630	131,980 2,791,453		- 28,620	-	54,420	2.791.453		48,940	48,940
1.531	Stormwater Quality Management - Sooke	43,844	26,808	2,731,400			17,036	43,844				86	2,731,433		43,758	43,758
1.533	Stormwater Quality Management - SGI	44,894	44,894		-			44,894				520	-		44,374	44,374
1.535	Stormwater Quality Management - SSI	26,790	26,790	-	-		-	26,790			130	30	-	-	26,630	26,630
1.536	LWMP-Stormwater Quality Management-Core	821,761	804,832	-	-		16,929	821,761			-	87,763	-	-	733,998	733,998
1.537	Stormwater Quality Management - Peninsula	135,198	135,198	-	-		-	135,198			-	4,455	-	-	130,743	130,743
1.538 1.57X	Source - Stormwater Quality - Peninsula Environmental Services	64,141 28,595,888	64,141 27,657,704	-	-		938,184	64,141 28.595.888		- 28,442,102	730 61,386	1,763 92,400	-	-	61,648	61,648
1.911	911 Systems	2,682,196	1,659,692	1.011.949			10,555	2,682,196		- 20,442,102	01,300	2.058.734	119.715		503.747	503.747
1.912B	911 Call Answer - Municipalities	2,002,130	1,000,002	1,011,545			10,000	2,002,130		- 629,012		-46,200	115,715		-582,812	-582,812
1.913	913 Fire Dispatch	486,480	456,968	-	-		29,512	486,480			-	10,490	-	-	475,990	475,990
1.921	Regional CREST Contribution	2,206,210	2,206,210	-	-		-	2,206,210			-	107,150	-	-	2,099,060	2,099,060
1.923	Emergency Comm - CREST - SGI	202,668	202,668	-	-		-	202,668			-	2,220	-	-	200,448	200,448
1.924	Emergency Comm - CREST - JDF	161,850	161,850	-	-		-	161,850			-	250	-	-	161,600	161,600
1.925 2.610	Emergency Comm - CREST - SSI Saanich Peninsula Water Supply	163,262 11,170,003	163,262 9,386,207	1,183,796	-		600,000	163,262 11,170,003			-	160 3,500	11,166,503	-	163,102	163,102
2.620	SSI Highland Water System	11,170,003	9,300,207	1,103,790			000,000	11,170,003				3,300	11,100,303			
2.621	Highland / Fernwood Water - SSI	1,102,371	414,481	659,810	-		28,080	1,102,371				830	937,081	164,460	-	164,460
2.622	Cedars of Tuam	168,780	38,828	120,952	-		9,000	168,780			-	90	168,690		-	
2.624	Beddis Water	648,310	230,264	395,609	-		22,437	648,310			-	150	428,840	219,320		219,320
2.626	Fulford Water	490,412	184,344	269,593	-		36,475	490,412			-	700	370,622	119,090		119,090
2.628 2.630	Cedar Lane Water (SSI) Magic Lakes Estate Water System	196,000 1,041,690	69,363 796,765	109,337 78,945	-		17,300 165,980	196,000 1,041,690			-	160 10,800	154,070 450,890	41,770 580,000		41,770 580,000
2.640	Saturna Island Water System (Lyall Harbour)	320,413	197,618	62,095			60,700	320,413				960	152,503	166,950		166,950
2.642	Skana Water (Mayne)	107.263	61.169	18.946	_		27.148	107.263			_	100	75.763	31,400		31,400
2.650	Port Renfrew Water	256,043	134,454	89,974	-		31,615	256,043			-	1,150	126,233	128,660	-	128,660
2.660	Fernwood Water	-	-	-	-		-	-			-	-	-	-	-	-
2.665	Sticks Allison Water (Galiano)	74,381	59,746		-		14,635	74,381			-	100	68,761	5,520		5,520
2.667 2.670	Surfside Park Estates (Mayne)	270,058 58,394,753	119,889 23,065,843	136,669 7,809,608	-	27,000,000	13,500 519,302	270,058 58,394,753			-	100 666,100	218,624 57,728,653	51,334	-	51,334
2.670	Regional Water Supply Juan de Fuca Water Distribution	33,289,391	23,065,843 19,776,516	7,809,608 2,948,889	-	9,933,712		58,394,753 33,289,391			-	179,270	33,110,121	-	-	-
2.681	Florence Lake Water System Debt	19.038	13,770,310	2,946,669		5,555,712	000,274	19.038				37		19.001		19,001
2.682	Seagirt Water System Debt	146,552	-	146,552	-		_	146,552			-	-	-	146,552		146,552
2.691	Wilderness Mountain Water Service	202,870	147,418	13,667	-		41,785	202,870			4,000	50	118,440	80,380	-	80,380
3.700	Septage Disposal	174,093	174,093	-	-	-	-	174,093			-	174,093	-	-	-	-
3.701	Millstream Remediation Service	4 400 450	4 400 500	- 045.000	-		-	4 400 150			-	4 700	-	-	-	-
3.705 3.707	SSI Liquid Waste Disposal	1,402,452 185,014	1,103,503 185,014	245,899	-		53,050	1,402,452 185,014			-	1,700 7,485	855,380	545,372 177,529		545,372 177,529
3.707 3.71X	LWMP - On Site System Management Program Core Area Wastewater Operations	38,298,901	36,798,901	-	-		1,500,000	38,298,901		- 682,031	100,780	31,310,274	-	177,529	6,205,816	6,205,816
3.718	Peninsula Wastewater TP	5,902,008	4,727,652	427,306			747,050	5,902,008		- 167,220	130,000	3,096,506			2,508,282	2,508,282
3.720	LWMP - (Peninsula) - Implementation	62,260	37,013	-	-		25,247	62,260			-	2,320	-	-	59,940	59,940
3.750	LWMP - Core and West Shore	1,460,563	1,190,962				269,601	1,460,563			-	480,117	212,240	-	768,206	768,206
3.752	LWMP - Harbour Studies	390,879	390,879				:	390,879				21,658		-	369,221	369,221
3.755 3.756	Regional Source Control Harbours Environmental Action	1,762,620	1,762,436	-	-		184	1,762,620		- 55,000	13,415	93,303	66,245	-	1,534,657	1,534,657
3.756 3.7XX	Harbours Environmental Action  Core Area & Legacy Trunk Sewer - Debt	28,795,726	138,110	23,656,745	-	5,529,745	-528,874	28,795,726			-	20,777,819	-	-	8,017,907	8,017,907
3.810	Ganges Sewer	1,479,188	874,832	433,246		0,020,740	171,110	1,479,188				2,390	1,399,358	77,440		77,440
3.820	Maliview Estates Sewer System	279,375	173,058	57,157	-		49,160	279,375			-	25,230	247,810	6,335		6,335
3.830	Magic Lake Estates Sewer System	989,150	734,515	63,788	-		190,847	989,150		- 12,550	-	5,040	315,050	656,510		656,510
3.830D	Magic Lake Estates Sewer Debt	231,715	1,030	230,685	-	-		231,715			-	2,260		229,455		229,455
3.850	Port Renfrew Sewer	146,706	123,436	-	-		23,270	146,706			-	1,630	72,528	72,548	-	72,548
21.ALL	Feasibility Study Reserve Fund - All	1	-	-	-		-	-			-	-	-	-	-	-
21.E.A.	Feasibility Study Reserve Fund - E.A.		-				-								-	-



## **CAPITAL REGIONAL DISTRICT**

## **CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2024	2025	2026	2027	2028	TOTAL
EXPENDITURE						
Buildings	31,932,581	30,892,500	4,086,500	1,237,000	4,749,500	72,898,081
Equipment	35,809,847	10,947,405	11,057,859	4,352,920	3,795,636	65,963,667
Land	11,162,000	6,457,000	5,342,000	5,270,000	5,230,000	33,461,000
Engineered Structures	178,863,717	129,237,926	100,450,875	86,460,400	80,030,500	575,043,418
Vehicles	8,593,000	3,308,750	2,920,000	3,802,000	3,438,000	22,061,750
_	266,361,145	180,843,581	123,857,234	101,122,320	97,243,636	769,427,916
SOURCE OF FUNDS						
Capital Funds on Hand	89,086,512	30,409,541	29,952,483	28,368,745	29,961,120	207,778,401
Debenture Debt	84,414,500	110,095,478	66,763,356	51,910,000	41,215,000	354,398,334
ERF	13,412,247	7,313,893	5,698,778	6,479,897	6,243,136	39,147,951
Grants (Federal, Provincial)	22,724,902	10,856,701	5,479,117	4,610,278	9,065,000	52,735,998
Reserve Fund	50,101,984	19,152,968	15,763,500	9,753,400	10,759,380	105,531,232
Other	6,621,000	3,015,000	200,000	-	-	9,836,000
<del>-</del>	266,361,145	180,843,581	123,857,234	101,122,320	97,243,636	769,427,916



## 2024 - CAPITAL EXPENDITURE PLAN

	Making a differencetogether			CAPITAL EXPEN	DITURE			Ι		SO	URCE OF FUNDING			
					Engineered			Capital	Debenture	Equipment			Capital	
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
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
-	Real Estate	1,500					1,500			1,500				1,500
-	Human Resources	6,576					6,576			6,576			-	6,576
-	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	323,333		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
	GM - Planning & Protective Services	-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				-	5,5,5,552		-				-
-	Corporate Emergency	8,000					8,000			8,000				8,000
	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
-	Facilities and Risk	,	,	1,090,000	25,000		1,115,000	825,000					290,000	1,115,000
	Corporate Satellite Facilities			25,000	20,000		25,000	525,555					25,000	25,000
1.109	JDF Admin. Expenditures	2,000		20,000			2,000			2,000			20,000	2,000
	SGI Admin. Experiences	6,600					6,600			6,600				6,600
	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	430,200		1,352,500			1,352,500	47,500		5,200		700,000	605,000	1,352,500
	Galiano Island Community Use Building			12,000			12,000	47,500				700,000	12,000	12,000
	SSI Public Library			90,000			90,000				70,000		20,000	90,000
	Health Facilities - VIHA	440,000		3,155,000			3,595,000	615,000			70,000	375,000	2,605,000	3,595,000
1.226	SGI Small Craft Harbour Facilities	440,000		3,155,000	-									
					482,000		482,000	247,000				20,000	215,000	482,000
-	SSI Small Craft Harbour (Fernwood Dock)				70,000		70,000	50,000			-		70,000	70,000
	Community Transit (SSI)	55.000			110,000		110,000	50,000			60,000		-	110,000
-	Community Transportation (SSI)	55,000	4.770.000	445.000	420,000	5.000.000	475,000	45,000	-	4.540.000	210,000	70.000	220,000	475,000
	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
	Royal Theatre	-		867,000			867,000	-			-	350,000	517,000	867,000
-	McPherson Theatre	57,000		275,000			332,000						332,000	332,000
-	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
	Building Inspection	60,500	125,000				185,500			185,500				185,500
	ByLaw Services	2,500	100,000				102,500			102,500				102,500
	Regional Planning Services	44,000					44,000			44,000				44,000
	Community Planning	49,355			325,000		374,355			49,355	325,000			374,355
	Geo-Spatial Referencing	190,000					190,000			190,000				190,000
	Willis Point Fire	155,500		15,000			170,500	-		11,500	108,000		51,000	170,500
-	South Galiano Fire	29,000	420,000				449,000			429,000			20,000	449,000
	Otter Point Fire	15,000	-	40,000			55,000			15,000			40,000	55,000
	Pender Island Fire	60,000	-	18,000			78,000	-		60,000			18,000	78,000
	East Sooke Fire	51,551	300,000				351,551			324,551			27,000	351,551
-	Port Renfrew Fire	51,000		30,000	5,000		86,000			51,000			35,000	86,000
	North Galiano Fire	-					-			-				-
	Shirley Fire Department	10,000					10,000			10,000				10,000
	JDF Emergency Program	4,100					4,100						20,000	20,000
1.371	SSI Emergency Program	20,000					20,000			2,500				2,500
1.372	Emergency Planning Coordination	2,500	-				2,500						25,000	25,000
1.373	SGI Emergency Program	25,000					25,000			75,000				75,000



## 2024 - CAPITAL EXPENDITURE PLAN

	Making a differencetogether			CAPITAL EXPEN	IDITURE					SOI	URCE OF FUNDING			
					Engineered			Capital	Debenture	Equipment			Capital	
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
1.375	Hazardous Material Incident Response	75,000	-				75,000			92,000				92,000
1.377	JDF Search and Rescue	92,000					92,000	379,000		100,000	260,000			739,000
1.405	JDF EA Community Parks & Recreation		100,000		589,000	50,000	739,000	69,300	-	234,700	778,000		764,500	1,846,500
1.408	JDF EA Community Recreation				75,000		75,000	390,000	5,201,500	776,072	2,104,408		1,119,000	9,590,980
1.40X	SEAPARC	429,000		295,500	1,122,000	-	1,846,500	40,000		45,000	440,000		-	525,000
1.44x	Panorama Recreation	869,072	57,000	3,836,500	4,828,408		9,590,980			5,000	100,000		137,500	242,500
1.455	SSI Community Parks	15,000	90,000		420,000		525,000	345,039	-	51,300	869,406	450,000	181,023	1,896,768
1.458	SSI Community Recreation	40,000			202,500		242,500	5,000					33,000	38,000
1.459	SSI Park Land & Rec Programs	453,687	30,000	948,081	450,000	15,000	1,896,768	20,000			30,000		27,000	77,000
1.465	Saturna Island Community Parks		_		38,000		38,000	33,808			700,000	200,000	298,944	1,232,752
1.475	Mayne Island Community Parks	15,000		53,000	9,000		77,000	25,808		2,616			18,114	46,538
1.485	Pender Island Community Parks	45,000			1,157,752	30,000	1,232,752	15,600,000	14,213,000	1,103,000			23,693,000	54,609,000
1.495	Galiano Community Parks	2,616			43,922		46,538				292,500		12,000	304,500
1.521	Environmental Resource Management	603,000		350,000	53,656,000		54,609,000			6,000				6,000
1.523	Port Renfrew Refuse Disposal				304,500		304,500			295,000				295,000
1.575	Environmental Administration Services	6,000					6,000			1,739,000	-			1,739,000
1.576	Environmental Engineering Services	190,000	105,000				295,000	380,000		354,600				734,600
1.577	IW - Environmental Operations	125,000	1,614,000				1,739,000			-				-
1.578	Environmental Protection	514,600	220,000				734,600		6,000,000	200,000			5,663,028	11,863,028
1.579	Environmental Water Quality	30,000					30,000	20,000						20,000
1.911	911 Call Answer	-					-	155,500	913,000		40,000		142,500	1,251,000
2.610	Saanich Peninsula Water Supply	850,000			11,013,028		11,863,028	5,000	-		42,000		8,000	55,000
2.620	Highland Water (SSI)				20,000		20,000	183,450	340,000		40,000		59,000	622,450
2.621	Highland & Fernwood Water (SSI)				1,251,000		1,251,000	7,000	220,000		90,000		88,000	405,000
2.622	Cedars of Tuam Water (SSI)				55,000		55,000		448,000				20,000	468,000
2.624	Beddis Water (SSI)				622,450		622,450	15,000					145,000	160,000
2.626	Fulford Water (SSI)	103,000			302,000		405,000	268,000	88,000		30,000		15,000	401,000
2.628	Cedar Lane Water (SSI)				468,000		468,000	30,000	-		-		30,000	60,000
2.630	Magic Lake Estates Water (Pender)	15,000			145,000		160,000		-		275,000		20,000	295,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	66,000			335,000		401,000						5,000	5,000
2.642	Skana Water (Mayne)	10,000			50,000		60,000		-				15,000	15,000
2.650	Port Renfrew Water	20,000			275,000		295,000	42,407,750	7,300,000	1,361,000	6,000,000	4,450,000		61,518,750
2.665	Sticks Allison Water (Galiano)				5,000		5,000	16,058,750	4,500,000	1,165,000			1,020,000	22,743,750
2.667	Surfside Park Estates (Mayne)	-			15,000		15,000	250,000	2,000,000					2,250,000
2.670	Regional Water Supply	18,697,750	1,991,000	8,740,000	27,760,000	4,330,000	61,518,750		-		45,000		5,000	50,000
2.680	JDF Water Distribution	578,750	1,365,000	80,000	20,720,000		22,743,750	920,000			117,000			1,037,000
2.682	Seagirt Water System	-			2,250,000		2,250,000	20,000	120,000		-		140,000	280,000
2.691	Wilderness Mountain Water Service				50,000		50,000		<u> </u>	905,000			1,910,000	2,815,000
3.701	Millstream Site Remediation			2		1,037,000	1,037,000	375,000	27,271,000	855,000	450,000		3,818,000	32,769,000
3.705	SSI Septage / Composting			30,000	250,000		280,000	56,000	<u>-</u>		712,625		287,375	1,056,000
3.718	Saanich Peninsula Wastewater	570,000			2,245,000		2,815,000		100,000		850,000		100,000	1,050,000
3.750	L.W.M.P Core and West Shore				1,000,000		1,000,000	1,400,000	-		4,200,000		60,000	5,660,000
3.798C	Debt - Core Area Wastewater Treatment Program	550,000	77.000		32,219,000		32,769,000	40,000			175,000		20,000	235,000
3.810	Ganges Sewer Utility (SSI)	646,500	77,000		332,500		1,056,000						30,000	30,000
3.820	Maliview Sewer Utility (SSI)	00.000			1,050,000		1,050,000		-	4.400			1,000,000	1,000,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			5,600,000		5,660,000			4,100	75.000			4,100
3.850	Port Renfrew Sewer	25 222 247	0.500.000	24 000 504	235,000	44 400 000	235,000	00 000 540	04 444 500	40 440 047	75,000	0.004.005	F0 404 001	75,000
Total		35,809,847	8,593,000	31,932,581	178,863,717	11,162,000	266,361,145	89,086,512	84,414,500	13,412,247	22,724,902	6,621,000	50,101,984	266,361,145

Schedule B

Making a c	lifference	tonether

CAPITAL EXPENDITURE SOURCE OF FUNDING Engineered Capital Debenture Equipment Capital Structures Service # Service Name Equipment Vehicles Buildings Land TOTAL Funds on Hand Debt Repl Fund Other Reserves TOTAL 1.011 91 500 91 500 91 500 Board Expenditures 91 500 1.014 3,288 3,288 3,288 3,288 CAO / Corporate Services 1.015 Real Estate 6,765 1.016 Human Resources 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 1,876,551 100,000 1,976,551 1,824,551 152,000 1,976,551 Information Technology 1.024 GM - Planning & Protective Services 1.025 6,000 6,000 6,000 6,000 Corporate Emergency 1.027 First Nations Relations 160.000 160.000 10 000 150 000 160 000 1.105 Facilities Management 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 SGI Admin. Expenditures 69,900 69,900 69,900 1.111 4.900 65.000 SSI Admin, Expenditures Corporate Communications 4,932 4,932 4,932 4,932 10,000 10,000 10,000 1.123 10.000 Family Court Building 1.137 Galiano Island Community Use Building 1.141 SSI Public Library -955,000 1,030,000 370,000 1,030,000 1.226 Health Facilities - VIHA 75.000 660.000 1.235 SGI Small Craft Harbour Facilities 304,000 304,000 179,000 125,000 304,000 SSI Small Craft Harbour (Fernwood Dock) 130,000 1.236 130.000 55,000 130.000 75,000 1.238A 60,000 60,000 50,000 10,000 60,000 Community Transit (SSI) 1.238B 1,327,000 1,327,000 320 000 840,000 167 000 1,327,000 Community Transportation (SSI) 350,000 10,720,015 5,000,000 16,723,415 13,067,515 418,400 270,000 2,967,500 1.280 Regional Parks 68,400 585,000 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 McPherson Theatre 15,000 300,000 315,000 315,000 315,000 1.295 1.297 Arts Grants and Development 1.309 Climate Action and Adaptation 792.961 792,961 211,483 581,478 792,961 1.310 5,000 16,100,000 16,105,000 16,100,000 5,000 16,105,000 Land Banking and Housing 5,000 30,000 1.313 Animal Care Services 25,000 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 4,000 4,000 4,000 4,000 Regional Planning Services 3,290 3,290 3,290 3,290 1.325 Community Planning 1.335 Geo-Spatial Referencing 60,000 60,000 60,000 60,000 44,750 44,750 12,280 7,500 24,970 44,750 1.350 Willis Point Fire 1.352 South Galiano Fire 45,200 85,000 130,200 95,200 35,000 130,200 1.353 15,000 55,000 40,000 55,000 Otter Point Fire 40.000 15.000 -1.356 5,000 5,000 5,000 5,000 Pender Island Fire 1.357 19,512 19,512 19,512 East Sooke Fire 19,512 16,000 1.358 Port Renfrew Fire 16,000 10,000 26,000 10,000 26,000 150,000 North Galiano Fire 150,000 150,000 150,000 1 360 Shirley Fire Department 1.370 JDF Emergency Program 1.371 SSI Emergency Program 1.372 **Emergency Planning Coordination** 1.373 SGI Emergency Program 1.375 Hazardous Material Incident Response 1.377 JDF Search and Rescue -100,000 100,000 2025 - CAPITAL EXPENDITURE PLAN Schedule B

Making a differencetogether		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
					Engineered			Capital	Debenture	Equipment			Capital	'
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
1.405	JDF EA Community Parks & Recreation		-		-	100,000	100,000	-	700,000	171,650	-		756,000	1,627,650
1.408	JDF EA Community Recreation				-		-	-	-	411,612	-		545,000	956,612
1.40X	SEAPARC	417,150		710,500	-	500,000	1,627,650	-		30,000	40,000		60,000	130,000
1.44x	Panorama Recreation	486,612	-	400,000	70,000		956,612			5,000	-		7,500	12,500
1.455	SSI Community Parks	60,000	-		70,000		130,000	-	1,500,000	30,000	-	-	105,000	1,635,000
1.458	SSI Community Recreation	10,000			2,500		12,500	727					34,498	35,225
1.459	SSI Park Land & Rec Programs	40,000	-	1,500,000	45,000	50,000	1,635,000	-			-		25,000	25,000
1.465	Saturna Island Community Parks				35,225		35,225	12,500			625,000	300,000	175,000	1,112,500
1.475	Mayne Island Community Parks	-		-	25,000		25,000	-		1,000			11,000	12,000
1.485	Pender Island Community Parks	20,000			1,092,500	=	1,112,500	225,000	7,650,000	355,000			6,600,000	14,830,000
1.495	Galiano Community Parks	1,000			11,000		12,000				-		30,000	30,000
1.521	Environmental Resource Management	355,000		-	14,475,000		14,830,000			6,000				6,000
1.523	Port Renfrew Refuse Disposal				30,000		30,000			95,000				95,000
1.575	Environmental Administration Services	6,000					6,000			808,500	-			808,500
1.576	Environmental Engineering Services	40,000	55,000				95,000	-		325,600				325,600
1.577	IW - Environmental Operations	125,000	683,500				808,500			1,000,000				1,000,000
1.578	Environmental Protection	145,600	180,000				325,600		3,000,000	200,000			1,504,000	4,704,000
1.579	Environmental Water Quality	-					-	-						-
1.911	911 Call Answer	1,000,000					1,000,000	-	1,895,000		=		86,500	1,981,500
2.610	Saanich Peninsula Water Supply	300,000			4,404,000		4,704,000	-	870,000		-		15,000	885,000
2.620	Highland Water (SSI)				-		-	-	1,582,000		-		145,000	1,727,000
2.621	Highland & Fernwood Water (SSI)				1,981,500		1,981,500	-	1,295,000		=		25,000	1,320,000
2.622	Cedars of Tuam Water (SSI)				885,000		885,000		274,000				-	274,000
2.624	Beddis Water (SSI)				1,727,000		1,727,000	-					22,000	22,000
2.626	Fulford Water (SSI)	-			1,320,000		1,320,000	-	580,000		-		-	580,000
2.628	Cedar Lane Water (SSI)				274,000		274,000	-	150,000		-		15,000	165,000
2.630	Magic Lake Estates Water (Pender)	-			22,000		22,000		916,667		1,233,333		25,000	2,175,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			580,000		580,000						-	-
2.642	Skana Water (Mayne)	115,000			50,000		165,000		500,000				20,000	520,000
2.650	Port Renfrew Water	260,000			1,915,000		2,175,000	19,359,500	16,700,000	685,250	1,500,000	1,000,000		39,244,750
2.665	Sticks Allison Water (Galiano)				-		-	8,172,500	3,700,000	905,000			920,000	13,697,500
2.667	Surfside Park Estates (Mayne)	20,000			500,000		520,000	-	-					-
2.670	Regional Water Supply	2,312,500	685,250	3,390,000	32,050,000	807,000	39,244,750		200,000		200,000		10,000	410,000
2.680	JDF Water Distribution	232,500	905,000	40,000	12,520,000		13,697,500	-			-			-
2.682	Seagirt Water System	-			-		-	-	2,280,000		-		-	2,280,000
2.691	Wilderness Mountain Water Service				410,000		410,000		3,600,000	200,000			100,000	3,900,000
3.701	Millstream Site Remediation					-	-	-	18,090,000	700,000	-		1,000,000	19,790,000
3.705	SSI Septage / Composting			-	2,280,000		2,280,000	-	2,624,296		3,322,890		270,000	6,217,186
3.718	Saanich Peninsula Wastewater	1,050,000			2,850,000		3,900,000		501,000		1,139,000		35,000	1,675,000
3.750	L.W.M.P Core and West Shore		<u> </u>		9,000,000		9,000,000	100,000	-		200,000		-	300,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			19,790,000		19,790,000	-			-		15,000	15,000
3.810	Ganges Sewer Utility (SSI)	-	-		6,217,186		6,217,186						-	-
3.820	Maliview Sewer Utility (SSI)				1,675,000		1,675,000		9,000,000				-	9,000,000
3.830	Magic Lake Sewer Utility (Pender)	-			300,000		300,000			-				-
3.850	Port Renfrew Sewer				15,000		15,000				-			-
Total		10,947,405	3,308,750	30,892,500	129,237,926	6,457,000	180,843,581	30,409,541	110,095,478	7,313,893	10,856,701	3,015,000	19,152,968	180,843,581



	Making a differencetogether	2020 - OAI ITAL L		CAPITAL EXPEND	NITURE			I		Si	OURCE OF FUNDING			Scriedule B
				CAI IIAE EAI EIVE	Engineered			Capital	Debenture	Equipment	OURCE OF TONDING		Capital	
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
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	-					-			-				-
1.370	JDF Emergency Program	-					-						-	-
1.371	SSI Emergency Program	-					-			2,500				2,500
1.372	Emergency Planning Coordination	2,500	-				2,500						-	-
1.373	SGI Emergency Program	-					-			-				-
1.375	Hazardous Material Incident Response	-	-				-			-				-
1.377	JDF Search and Rescue	-					-	-		=	=			=



#### 2026 - CAPITAL EXPENDITURE PLAN

Schedule B

	Making a differencetogether	CAPITAL EXPENDITURE					SOURCE OF FUNDING							
					Engineered			Capital	Debenture	Equipment			Capital	
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
1.405	JDF EA Community Parks & Recreation		-		-	-	-	-	1,850,000	166,500	1,400,000		478,000	3,894,500
1.408	JDF EA Community Recreation				-		-	-	-	398,380	-		310,000	708,380
1.40X	SEAPARC	1,671,500		2,223,000	-	-	3,894,500	-		15,000	-		10,000	25,000
1.44x	Panorama Recreation	383,380	15,000	310,000	-		708,380			5,000	-		7,500	12,500
1.455	SSI Community Parks	15,000	-		10,000		25,000	-	-	40,000	-	-	75,000	115,000
1.458	SSI Community Recreation	10,000			2,500		12,500	-					-	-
1.459	SSI Park Land & Rec Programs	40,000	-	25,000	-	50,000	115,000	-			-		4,000	4,000
1.465	Saturna Island Community Parks		,		-		-	-	,	,	-	-	15,000	15,000
1.475	Mayne Island Community Parks	4,000		-	-		4,000	-		1,000			3,000	4,000
1.485	Pender Island Community Parks	-			15,000	-	15,000	200,000	2,000,000	385,000			7,400,000	9,985,000
1.495	Galiano Community Parks	1,000	,		3,000		4,000	,	,	,	-		27,500	27,500
1.521	Environmental Resource Management	385,000		-	9,600,000		9,985,000			6,000				6,000
1.523	Port Renfrew Refuse Disposal				27,500		27,500			95,000				95,000
1.575	Environmental Administration Services	6,000					6,000			755,000	-			755,000
1.576	Environmental Engineering Services	40,000	55,000				95,000	-		172,000				172,000
1.577	IW - Environmental Operations	125,000	630,000				755,000			-				-
1.578	Environmental Protection	122,000	50,000				172,000		3,000,000	200,000	,		500,000	3,700,000
1.579	Environmental Water Quality	-					-	-						-
1.911	911 Call Answer	-					-	-	3,750,000		-		-	3,750,000
2.610	Saanich Peninsula Water Supply	300,000			3,400,000		3,700,000	-	465,000		-		-	465,000
2.620	Highland Water (SSI)				-		-	-	305,000		-		138,000	443,000
2.621	Highland & Fernwood Water (SSI)				3,750,000		3,750,000	-	1,125,000		-		-	1,125,000
2.622	Cedars of Tuam Water (SSI)				465,000		465,000		95,000				10,000	105,000
2.624	Beddis Water (SSI)				443,000		443,000	-					145,000	145,000
2.626	Fulford Water (SSI)	-			1,125,000		1,125,000	-	-		-		-	=
2.628	Cedar Lane Water (SSI)				105,000		105,000	-	127,262		546,858		-	674,120
2.630	Magic Lake Estates Water (Pender)	-			145,000		145,000		200,000		=		10,000	210,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-						-	-
2.642	Skana Water (Mayne)	674,120			-		674,120		1,500,000				-	1,500,000
2.650	Port Renfrew Water	10,000			200,000		210,000	19,742,000	28,400,000	773,000	2,000,000	=		50,915,000
2.665	Sticks Allison Water (Galiano)				-		-	8,215,000	1,100,000	774,000			20,000	10,109,000
2.667	Surfside Park Estates (Mayne)	-			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		-		-		-	-
2.680	JDF Water Distribution	175,000	774,000	40,000	9,120,000		10,109,000	-			-			-
2.682	Seagirt Water System	-			-		-	-	82,500		40,000		10,000	132,500
2.691	Wilderness Mountain Water Service				-		-		1,120,000	400,000			100,000	1,620,000
3.701	Millstream Site Remediation					-	-	-	6,075,000	400,000	-		1,000,000	7,475,000
3.705	SSI Septage / Composting			-	132,500		132,500	-	118,594		355,781		-	474,375
3.718	Saanich Peninsula Wastewater	1,270,000			350,000		1,620,000		230,000		45,000		10,000	285,000
3.750	L.W.M.P Core and West Shore				-		-	-	-		-		-	
3.798C	Debt - Core Area Wastewater Treatment Program	-			7,475,000		7,475,000	-			-		-	-
3.810	Ganges Sewer Utility (SSI)	-	-		474,375		474,375						-	-
3.820	Maliview Sewer Utility (SSI)				285,000		285,000		-				-	-
3.830	Magic Lake Sewer Utility (Pender)	-			-		-			-				-
3.850	Port Renfrew Sewer	1			-		-				-			-
	T STATE OF THE STA													



#### 2027 - CAPITAL EXPENDITURE PLAN

	Making a differencetogether	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
					Engineered			Capital	Debenture	Equipment			Capital	
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
1.011 Board E	xpenditures	-					-			-				-
1.014 CAO / C	Corporate Services	20,133					20,133			20,133				20,133
1.015 Real Est	tate	-					-			-				-
1.016 Human F	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 Informat	ion Technology	180,000	-	-			180,000	130,000		50,000				180,000
1.024 GM - Pla	anning & Protective Services	2,318					2,318			2,318				2,318
1.025 Corpora	te Emergency	-					-			-				-
<del>                                     </del>	tions Relations	4,932					4,932			4,932				4,932
1.105 Facilities	s Management	10,000	75,000				85,000			85,000				85,000
1.106 Facilities	s and Risk			140,000	-		140,000	-					140,000	140,000
	te Satellite Facilities			-			-						-	-
1.109 JDF Adr	min. Expenditures	-					-			-				-
<b></b>	nin. Expenditures	-					-			-				-
<b>—</b>	nin. Expenditures	10,900	-				10,900			10,900				10,900
<u> </u>	te Communications	3,288					3,288			3,288			-	3,288
H	Court Building	,		-			-	-		·		-	-	-
	Island Community Use Building			-			-						-	_
<del>                                     </del>	lic Library						-				-		-	-
-	facilities - VIHA	-		-	-		-	-				-	-	-
H	all Craft Harbour Facilities				50,000		50,000	-				-	50,000	50,000
	all Craft Harbour (Fernwood Dock)				10,000		10,000				-		10,000	10,000
<b>—</b>	nity Transit (SSI)				60,000		60,000	-			50,000		10,000	60,000
<b>-</b>	nity Transportation (SSI)	-			1,100,000		1,100,000	-	315,000		700,000		85,000	1,100,000
1.280 Regiona	* ' '	62,800	485,000	545,000	14,385,000	5,000,000	20,477,800	-	15,000,000	547,800	<u> </u>	-	4,930,000	20,477,800
1.290 Royal Tr		-	·	<u> </u>			-	_		<u> </u>	-	-	-	-
L .	son Theatre	-		190,000			190,000						190,000	190,000
1.297 Arts Gra	ants and Development	-		<u> </u>			-							-
<b>———</b>	Action and Adaptation	164,023					164,023	43,745			120,278			164,023
<b>—</b>	inking and Housing	-		-		-	-	,	-	_	<u> </u>			-
<b>—</b>	Care Services	5,000	25,000	_	-		30,000	-		30,000				30,000
<b>———</b>	Inspection	6,000	60,000				66,000			66,000				66,000
1.323 ByLaw S		2,500	25,000				27,500			27,500				27,500
<del> </del>	Il Planning Services	3,000	<u> </u>				3,000			3,000				3,000
	nity Planning	2,700			-		2,700			2,700	-			2,700
	atial Referencing	10,000					10,000			10,000				10,000
1.350 Willis Po		13,500		-			13,500	-		13,500	-		-	13,500
<b>———</b>	aliano Fire	9,700					9,700			9,700			-	9,700
1.353 Otter Po	pint Fire	20,000	-	40,000			60,000			20,000			40,000	60,000
<b>—</b>	Island Fire	98,000	-	10,000			108,000	5,000		98,000			5,000	108,000
1.357 East Soc	oke Fire	18,850	582,000	·			600,850			600,850			-	600,850
-	nfrew Fire	16,000	·	-	-		16,000			16,000			-	16,000
	aliano Fire	-					-			-				-
	Fire Department	-					-							-
<b>—</b>	ergency Program	-					-						-	_
	ergency Program	-					-			70,000				70,000
	ncy Planning Coordination	-	70,000				70,000			-,			-	-
<b>—</b>	ergency Program	-	·				-			300,000				300,000
	ous Material Incident Response	_	300,000				300,000			-				-
	,						,. /*							

Schedule B

Schedule B

	2	
Making a d	ifference	together

CAPITAL EXPENDITURE SOURCE OF FUNDING Engineered Capital Debenture Equipment Capital Structures Service # Service Name Equipment Vehicles Buildings Land TOTAL Funds on Hand Debt Repl Fund Grants Other Reserves TOTAL 1.377 JDF Search and Rescue 1.405 JDF EA Community Parks & Recreation 280.000 398.850 118.850 JDF EA Community Recreation 304,000 385,000 689,000 1.40X SEAPARC 139,850 232,000 27,000 398,850 15,000 10,000 25,000 1 44x 304 000 385 000 689 000 7 500 12 500 5 000 Panorama Recreation 1.455 15,000 10,000 25,000 40,000 50,000 90,000 SSI Community Parks 1.458 SSI Community Recreation 10,000 2,500 12,500 1.459 SSI Park Land & Rec Programs 40,000 50,000 90,000 ---1.465 Saturna Island Community Parks 25,000 25,000 1.475 Mayne Island Community Parks 5,900 5,900 1.485 1,250,000 1,985,000 Pender Island Community Parks 25.000 25.000 350.000 385.000 -1.495 Galiano Community Parks 5,900 5,900 1.521 Environmental Resource Management 385,000 1,600,000 1,985,000 9,000 9,000 1.523 Port Renfrew Refuse Disposal 40,000 40,000 9,000 9,000 740,000 740,000 1.575 Environmental Administration Services 1.576 Environmental Engineering Services 40,000 40,000 97,000 97,000 125,000 740,000 1.577 IW - Environmental Operations 615,000 -1,100,000 1.578 97.000 97.000 600.000 300.000 Environmental Protection 200.000 1.579 Environmental Water Quality 1.911 911 Call Answer 2,665,000 40,000 45,000 2,750,000 2.610 Saanich Peninsula Water Supply 100 000 1 000 000 1 100 000 435 000 20 000 5,000 460 000 2.620 Highland Water (SSI) 3,120,000 40,000 10,000 3,170,000 2.621 Highland & Fernwood Water (SSI) 2,750,000 2,750,000 1,125,000 40,000 10,000 1,175,000 675.000 2 622 Cedars of Tuam Water (SSI) 460 000 460 000 5 000 680 000 2.624 Beddis Water (SSI) 3,170,000 3,170,000 75,000 75,000 1,175,000 2.626 Fulford Water (SSI) 1,175,000 -2.628 680,000 680,000 Cedar Lane Water (SSI) 75,000 200,000 10,000 210,000 2.630 Magic Lake Estates Water (Pender) 75,000 2.640 Lyall Harbour Boot Cove Water (Saturna) 2.642 Skana Water (Mayne) 2.650 10,000 200,000 210,000 16,750,000 855,000 3,600,000 42,417,500 Port Renfrew Water 21,212,500 Sticks Allison Water (Galiano) 6,977,500 710,000 20,000 7,707,500 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 2.680 JDF Water Distribution 182,500 710,000 40,000 6,775,000 7,707,500 2.682 Seagirt Water System 2.691 Wilderness Mountain Water Service 400,000 200,000 450,000 1,050,000 3.701 Millstream Site Remediation -10,275,000 750,000 1,000,000 12,025,000 3.705 SSI Septage / Composting 3.718 Saanich Peninsula Wastewater 250.000 800.000 1.050.000 3.750 L.W.M.P. - Core and West Shore 3.798C Debt - Core Area Wastewater Treatment Program 12,025,000 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 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

Making a difference...together CAPITAL EXPENDITURE SOURCE OF FUNDING Engineered Capital Debenture Equipment Capital Structures Service # Service Name Equipment Vehicles Buildings Land TOTAL Funds on Hand Repl Fund Grants Other Reserves TOTAL 1.011 Board Expenditures CAO / Corporate Services 14,796 14,796 14,796 14,796 1.014 Real Estate 1,500 1,500 1,500 1,500 6,576 1.016 6,576 6,576 6,576 Human Resources 1.017 38,549 38,549 38,549 38,549 Finance 1.018 Health & Capital Planning Strategies 1,500 1,500 1,500 1,500 1.022 Information Technology 94,000 94,000 49,000 94,000 --45.000 GM - Planning & Protective Services 1.024 1,644 1,644 1,644 1,644 1.025 Corporate Emergency 5,000 5,000 5,000 5,000 1.027 1,644 1,644 1,644 First Nations Relations 1,644 Facilities Management 10.000 10.000 10.000 10,000 1.105 1.106 Facilities and Risk 140,000 140,000 140,000 140,000 Corporate Satellite Facilities JDF Admin. Expenditures 1.109 1.110 SGI Admin. Expenditures 5,000 5,000 5,000 5,000 SSI Admin. Expenditures 6,100 6,100 6,100 6,100 3,288 1.118 Corporate Communications 3,288 3,288 3,288 1.123 Family Court Building 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 1.236 SSI Small Craft Harbour (Fernwood Dock) 10,000 10,000 10,000 10,000 60,000 10,000 1.238A Community Transit (SSI) 60,000 50,000 60,000 1.238B | Community Transportation (SSI) 1,570,000 1,570,000 -410,000 1,015,000 145,000 1,570,000 14,185,000 20,947,400 787,400 2.000.000 3,160,000 1.280 74,400 938.000 750.000 5.000.000 15,000,000 20,947,400 Regional Parks 1.290 Royal Theatre 16,500 16,500 16,500 16,500 McPherson Theatre 16,500 -16,500 16,500 16,500 1.297 Arts Grants and Development 1.309 Climate Action and Adaptation Land Banking and Housing 1.313 Animal Care Services 5,000 25,000 30,000 30,000 30,000 1.318 Building Inspection 1.323 2,500 25,000 27,500 27,500 27,500 ByLaw Services 1.324 Regional Planning Services 10,000 10,000 10,000 10,000 1.325 Community Planning 10,000 10,000 10,000 10,000 1.335 Geo-Spatial Referencing 1.350 Willis Point Fire 11,500 11,500 11,500 11,500 1.352 South Galiano Fire 10,000 10,000 10,000 10,000 1.353 800,000 Otter Point Fire 20,000 820,000 820,000 820,000 1.356 Pender Island Fire 15,000 15,000 120 14,880 15,000 14,000 1.357 East Sooke Fire 14.000 14,000 14,000 -1.358 Port Renfrew Fire 16,000 16,000 16,000 16,000 1.359 North Galiano Fire 1.360 Shirley Fire Department -1.370 JDF Emergency Program 1.371 SSI Emergency Program Emergency Planning Coordination 1.373 SGI Emergency Program 1.375 Hazardous Material Incident Response

2028 - CAPITAL EXPENDITURE PLAN Schedule B

	Making a differencetogether CAPITAL EXPENDITURE						SOURCE OF FUNDING							
					Engineered			Capital	Debenture	Equipment			Capital	
Service #	Service Name	Equipment	Vehicles	Buildings	Structures	Land	TOTAL	Funds on Hand	Debt	Repl Fund	Grants	Other	Reserves	TOTAL
1.377	JDF Search and Rescue	-					-	-		-	-			-
1.405	JDF EA Community Parks & Recreation		-		-	-	-	-	-	109,800	-		256,000	365,800
1.408	JDF EA Community Recreation				-		-	-	-	520,239	-		3,560,000	4,080,239
1.40X	SEAPARC	176,300		189,500	-	-	365,800	-		15,000	-		10,000	25,000
1.44x	Panorama Recreation	520,239	-	3,560,000	-		4,080,239			5,000	-		7,500	12,500
1.455	SSI Community Parks	15,000	-		10,000		25,000	-	-	40,000	-	-	50,000	90,000
1.458	SSI Community Recreation	10,000			2,500		12,500	-					-	-
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000	-			-		-	-
1.465	Saturna Island Community Parks				-		-	-			-	-	25,000	25,000
1.475	Mayne Island Community Parks	-		-	-		-	-		-			33,000	33,000
1.485	Pender Island Community Parks	-			25,000	-	25,000	-	-	385,000			1,250,000	1,635,000
1.495	Galiano Community Parks	-			33,000		33,000				-		-	-
1.521	Environmental Resource Management	385,000		-	1,250,000		1,635,000			6,000				6,000
1.523	Port Renfrew Refuse Disposal				-		-			105,000				105,000
1.575	Environmental Administration Services	6,000					6,000			840,000	-			840,000
1.576	Environmental Engineering Services	40,000	65,000				105,000	-		111,100				111,100
1.577	IW - Environmental Operations	500,000	340,000				840,000			-				-
1.578	Environmental Protection	111,100	-				111,100		300,000	200,000			350,000	850,000
1.579	Environmental Water Quality	-					-	-						-
1.911	911 Call Answer	-					-	-	2,665,000		-		-	2,665,000
2.610	Saanich Peninsula Water Supply	-			850,000		850,000	-	-		-		-	-
2.620	Highland Water (SSI)				-		-	-	2,780,000		-		-	2,780,000
2.621	Highland & Fernwood Water (SSI)				2,665,000		2,665,000	-	1,125,000		-		-	1,125,000
2.622	Cedars of Tuam Water (SSI)				-		-		645,000				-	645,000
2.624	Beddis Water (SSI)				2,780,000		2,780,000	<u>-</u>					60,000	60,000
2.626	Fulford Water (SSI)	-			1,125,000		1,125,000	-	-		-		-	-
2.628	Cedar Lane Water (SSI)				645,000		645,000	<u>-</u>	-		-		-	-
2.630	Magic Lake Estates Water (Pender)	-			60,000		60,000		-		-		-	-
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-						-	-
2.642	Skana Water (Mayne)	-			-		-		-				-	-
2.650	Port Renfrew Water	-			-		-	22,988,000	4,900,000	495,000	6,000,000	-		34,383,000
2.665	Sticks Allison Water (Galiano)				-		-	6,928,000	-	750,000			165,000	7,843,000
	Surfside Park Estates (Mayne)	-			-		-	-	-					-
2.670	Regional Water Supply	1,033,000	495,000	40,000	32,635,000	180,000	34,383,000		-		-		-	-
2.680	JDF Water Distribution	133,000	750,000	40,000	6,920,000		7,843,000	-			-			-
2.682	Seagirt Water System	-			-		-	-	-		-		-	-
-	Wilderness Mountain Water Service				-		-		2,600,000	380,000			250,000	3,230,000
3.701	Millstream Site Remediation					-	-	-	10,750,000	400,000	-		1,000,000	12,150,000
3.705	SSI Septage / Composting			-	-		-	-	-		-		-	-
3.718	Saanich Peninsula Wastewater	430,000			2,800,000		3,230,000		-		-		-	-
3.750	L.W.M.P Core and West Shore				-		-	-	40,000		-		165,000	205,000
	Debt - Core Area Wastewater Treatment Program	-			12,150,000		12,150,000	-			-		-	-
	Ganges Sewer Utility (SSI)	-	-		-		-						-	-
3.820	Maliview Sewer Utility (SSI)				-		-		-				-	-
	Magic Lake Sewer Utility (Pender)	-			205,000		205,000			-				-
	Port Renfrew Sewer				-		-				-			-
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



# REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

#### SUBJECT Award of Contract: Construction Services for Hartland Landfill – Cell 5A Liner

#### **ISSUE SUMMARY**

To seek Board approval to award Contract 30.22.06-04 for Construction Services for Hartland Landfill Cell 5A Liner.

#### BACKGROUND

The Hartland Landfill is currently filling Phase 2 Cell 3, which will reach capacity between October 2024 and January 2025. Airspace creation has been ongoing for the last three years to prepare the subgrade for Cells 4, 5 and 6 of the landfill, which are located at the north end of the site within the approved landfilling boundary. Cell 4 construction is underway and will be complete by October 2024, with landfilling in Cell 4 expected to begin in November 2024. Cell 4 has approximately 1.5 - 2 years of capacity before the next cell (Cell 5A) is required. Construction of the liner system for Cell 5A will take approximately one year and must begin in Q4 2024 to ensure continuous landfilling services are available to the region, once Cell 4 reaches capacity. Cell 5A provides 5-7 years of landfilling space to allow time to construct Cell 5B, Cell 6 and numerous other critical landfill infrastructure elements to achieve the maximum filling potential of Phase 2 through to 2050.

The cell and transition liner contract scope of work is made up of the following elements:

- liner system consisting of a groundwater pore pressure relief drainage layer, geosynthetic clay liner and a leachate collection layer
- provisional items:
  - supplying up to 3,000 m<sup>3</sup> of clay for construction of the liner
  - production of 25,000m<sup>3</sup> of aggregate for landfill operations
- a contingency of 20% to cover variable volume pay items in the contract and to perform other smaller civil upgrades required to start placing refuse into cell 5A
- all work under this contract must be completed by October 31, 2025

The CRD issued an Invitation to Tender on BC Bid on July 30, 2024 and the tender closed on August 26, 2024. Four bids were received and evaluated with the criteria and results as follows:

		Hall	Respondent	Respondent	Respondent
	Weight	Constructors	В	С	D
Qualifications	10%	10%	0%	9%	6%
Past Performance	10%	10%	5%	4%	7%
Safety	10%	7%	5%	5%	7%
Lowest Price	60%	60%	50%	35%	20%
Potential Cost Increase to CRD	10%	8%	3%	3%	6%
Total Score		95%	63%	56%	46%

All bids were found to be complete and accurate. Based on the pre-established scoring criteria, the best scoring proponent is Hall Constructors, which is the bid with the lowest bid price and the best overall value. Detailed figures will be released on BC Bid no later than 72 days from contract award.

#### **ALTERNATIVES**

#### Alternative 1

That Contract 30.22.06-04, Construction Services for Hartland Landfill Cell 5A Liner, be awarded to Hall Constructors in the amount of \$6,435,118.62.

#### Alternative 2

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

#### **IMPLICATIONS**

#### Financial Implications

The cell and transition liner scope of work included in the Invitation to Tender is covered in two capital projects in the approved 2024-2028 Five-year Environmental Resource Management Capital Budget, as detailed in the table below.

Project	Description	2024	2025	Total
Number		Available		
24-05	Hartland Cell 5 Liner Construction	\$2,000,000	\$2,900,000	\$4,900,000
24-06	Cell 1, 2 & 3 Transition Liner		\$2,000,000	\$2,000,000
	Total	\$2,000,000	\$4,900,000	\$6,900,000

There are sufficient funds in the 2024 budget to cover Contractor work that will be completed after award and up to December 31, 2024. The 2025 capital budget (from the Board-approved 2024-2028 Five-year Capital Budget plan) has sufficient funds to cover the balance of the full Contract award value.

#### CONCLUSION

Landfilling at Hartland has been taking place in Phase 2 Cell 3 for many years and is expected to reach its maximum capacity between October 2024 and January 2025. Preparation of Phase 2 Cell 4 is nearing completion and will provide 1.5 - 2 years of capacity before transition into Cell 5A must occur, which requires construction to begin on the Cell 5A liner in 2024 to ensure continuous landfill service to the region. An invitation to tender was issued for construction of the Cell 5A liner system that resulted in four experienced companies providing compliant bids. Following an evaluation by staff, the low bidder has been identified as providing the best overall value to the CRD and staff recommend awarding the contract to the low bidder.

#### RECOMMENDATION

That Contract 30.22.06-04, Construction Services for Hartland Landfill Cell 5A Liner, be awarded to Hall Constructors in the amount of \$6,435,118.62.

Submitted by:	Stephen May, P.Eng., Senior Manager, Facilities Management & Engineering Services
Concurrence:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



# REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

#### SUBJECT Short-term Biosolids Management Plan – September Update

#### **ISSUE SUMMARY**

To provide a monthly update to the Board on the status of short-term options for biosolids management.

#### **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 was 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.

#### **Short-term Biosolids Management Plan Implementation**

Cement Kiln in Richmond, BC: Consistent shipment of biosolids was achieved in July and August, with the majority of biosolids produced (approximately 80%) sent to the cement kiln for use as an alternative fuel. Short shutdowns of the kiln, and minor operational issues, prevented some biosolids from being transported; these biosolids were mixed with sand at Hartland and shipped to the Cassidy quarry.

Land Reclamation in Cassidy, BC: In July, the quarry paused receiving biosolids while stockpiled material was mixed into biosolids growing medium and placed on closed areas of the site, in accordance with the *Organic Matter Recycling Regulation* and with the mine's reclamation plan. The quarry resumed receiving material in August. With regular shipments to the cement kiln, staff anticipate sufficient contingency capacity at the quarry for the remainder of 2024. However, the Cassidy site is currently not able to receive biosolids during periods of significant wet weather. Staff are actively exploring possible solutions and potential contingency options.

Landfilling at Hartland Landfill: There was no landfilling of biosolids in July or August. 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 Ministry of Environment and Climate Change Strategy (ENV) conducted a review of the Organic

ENVS-2017537726-706 EPRO2024-020

Matter Recycling Regulation (OMRR), including an evaluation of emerging contaminants of concern in the context of land application. The OMRR Technical Working Group report was issued August 21, 2024 (Appendix A). The report presents five key messages but maintains that land application, in accordance with OMRR, is a beneficial use of biosolids, and adhering to provincial regulation ensures protection of human health and the environment.

#### **Long-term Biosolids Management Strategy Implementation**

The draft long-term strategy was submitted on June 18, 2024 for regulatory review; the CRD has not yet received a response from the Province.

*Tier 1:* A Request for Proposals (RFP) for an advanced thermal demonstration plant was issued on July 10 and, as of drafting this report, will close on September 11. Staff anticipate reviewing submissions and developing the contract with the successful bidder for Board review and approval in the coming months. Staff have also requested a pre-meeting with ENV to discuss the regulatory permitting process for the demonstration facility and anticipate this will occur late in 2024.

Tier 2: Staff issued a broad Request for Expressions of Interest for biosolids management under Tier 2 of the Long-term Biosolids Management Strategy in August. The RFEOI closes on October 31 and submission review is planned for November, with the intent of building a portfolio of management options in accordance with the Long-term Strategy by Q2, 2025. Staff issued a separate RFP seeking biosolids management options that are available immediately to provide an additional contingency beneficial use for biosolids during the coming winter months. This RFP closes on September 27.

#### **CONCLUSION**

The Capital Regional District continues to implement the Short-term Biosolids Management Plan while operationalizing a Long-term Biosolids Management Strategy. The short-term program has seen improvements in reliability and consistency over the past two months; however, additional options are required to ensure the continued beneficial use of biosolids. Staff have initiated processes to identify and procure Tier 2 contingency options in accordance with the Long-term Strategy, with the goal of ensuring reliable regulatory compliance in the coming years.

#### **RECOMMENDATION**

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

Submitted by:	Peter Kickham, M.E.T., R.P.Bio., Manager, Regulatory Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

#### **ATTACHMENT**

Appendix A: Organic Matter Recycling Regulation – Technical Working Group Report 2024

ENVS-2017537726-706 EPRO2024-020

# ORGANIC MATTER RECYCLING REGULATION

**TECHNICAL WORKING GROUP REPORT 2024** 





# Table of Contents

Purpose	2
Background	2
Recycling Organic Matter	2
The Organic Matter Recycling Regulation	3
Biosolids and Compost	3
Updating the Organic Matter Recycling Regulation	5
Contaminants of Emerging Concern	5
Technical Working Groups	7
2015 Technical Working Group	7
2022 Technical Working Group	7
Key Message 1 – Each Compost and Biosolids Product is Unique	8
Key Message 2 – Importance of Source Control	9
Key Message 3 – Our Understanding is Constantly Evolving	9
Key Message 4 –Identifying and Managing CECs Requires a Strategy	9
Key Message 5 – Provide Context for Clear, Factual, Easily Understood	
Information	10
Acknowledgements	10
References	12



## **Purpose**

This document provides a summary of the discussions and recommendations of the technical working group formed by the Ministry of Environment and Climate Change Strategy to share scientific information on the management and use of biosolids and compost. To aid the reader and provide necessary context, a brief description of organic matter and the Organic Matter Recycling Regulation are also included.

# **Background**

### Recycling Organic Matter

Organic matter is a major component of soil health. The organic matter in soil improves water retention and reduces the potential for erosion. Soil organic matter also stores and slowly releases nutrients, such as nitrogen, phosphorus and sulfur, which plants need to grow (Quideau et al., 2021). These properties make organic matter essential for soil function, soil fertility, and crop yield. The organic matter in soil also plays an important role in the carbon cycle including storing carbon in soil which helps fight climate change (Krzic et al., 2021). Some of the most important sources of organic matter are recycled organic waste.

Organic waste is unprocessed waste from homes, businesses, and institutions. Examples include food scraps, yard and garden trimmings, food soiled paper products and biosolids. Organic waste can be transformed into organic products that have beneficial uses. This happens through processes such as composting or digestion. These products are a valuable source of organic matter and can be added to soil or used as fertilizers through proven best management practices.

Currently, 40% of the material sent to landfills in B.C. is organic waste (Ministry of Environment and Climate Change Strategy, 2022). When organic waste is sent to a landfill, it takes up landfill space and generates methane, which is a powerful greenhouse gas. In response, many B.C. communities have a full or partial ban on disposing organic waste into their landfills. Instead of sending this material to a landfill, these communities support recycling organic waste and creating high-quality compost, soil amendments and fertilizers.



#### The Organic Matter Recycling Regulation

The <u>Organic Matter Recycling Regulation</u> (OMRR) ensures the protection of human health and the environment while supporting the recycling of organic matter. The OMRR accomplishes these goals by regulating the construction and operation of composting facilities, as well as the production, distribution, sale, storage, use, and land application of biosolids and compost in the province. Implemented in 2002, the OMRR was developed over a six-year process. This process involved a peer review group of experts from throughout North America and extensive research.

#### **Biosolids and Compost**

Both biosolids and compost are nutrient-rich products resulting from the recycling of organic matter. These products can be used to improve soil quality and help plants grow. The OMRR sets the regulatory requirements that allow for the beneficial use of these products.

Biosolids are the products created at the end of the multi-step wastewater treatment process. The process begins when wastewater leaves our homes and businesses and makes its way to a treatment plant. Wastewater is treated using microorganisms at room temperature or higher temperatures over many days to remove pathogens and reduce odours. The OMRR defines which treatment processes can be used and sets out requirements that must be met to reduce pathogens and vector attraction. For example, this includes making the solids less desirable as food to animals such as insects, birds, or rodents. In addition, the treated solids must meet quality criteria, for example having concentrations of metals under specified maximum amounts. Only after the treated solids are confirmed to meet the standards set out in the regulation can they be referred to as Class A or Class B biosolids.

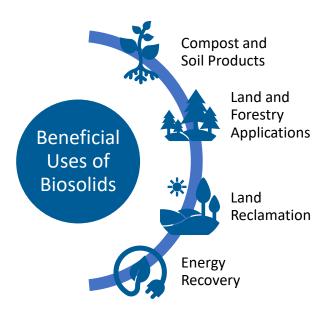
The beneficial use of biosolids aligns with the Canadian Council of Ministers of the Environment's (CCME) approach to biosolids management. Released in 2012, the Canada-wide Approach for the Management of Wastewater Biosolids recognizes that biosolids contain valuable nutrients and organic matter that can be beneficially reused if mandatory quality and management standards, such as those in the OMRR, are met. The CCME identified energy production, compost and soil products, agricultural land and forestry applications, and land reclamation as potential beneficial use options for biosolids (CCME, 2012a).

Composting is a controlled biological treatment process that involves different microorganisms decomposing organic waste, such as food and yard waste, into



compost. The OMRR regulates commercial composting facilities by requiring plans and specifications be developed by qualified professionals. These include the design of the facility, collection of the leachate (i.e., liquid that flows from the piles of solid material and carries away some of the contents), odour management, and closure of the facility. Like biosolids, the OMRR also sets requirements for reducing pathogens and vector attraction and quality criteria such as metal concentrations and foreign matter in compost.

The most common method of using biosolids and compost is to apply them to land to improve soil quality. Land application of these products has been practiced for decades across Canada and involves spreading the product on the soil surface or incorporating the product into the soil. When applied to land, both biosolids and compost enhance soil fertility, improve soil structure, and close the loop on nutrient and carbon cycles. Land application occurs at different types of sites including grazing lands, forests, mine reclamation sites, brownfield sites, and golf courses. The OMRR ensures protection of human health and the environment by setting requirements such as minimum setbacks from water sources and roads, and by requiring qualified professionals to prepare plans and confirm the land application was done according to the plan. In addition, the OMRR requires that other provincial regulators, including the Agricultural Land Commission and the local medical health officer, are notified prior to land application for some sites. Medical health officers also have the authority to set further requirements on land application.





## Updating the Organic Matter Recycling Regulation

The OMRR has gone through several regulatory reviews since it was enacted in 2002 under the joint authorities of the *Environmental Management Act* and the *Public Health Act*. The Ministry of Environment and Climate Change Strategy (the ministry) has published four policy intentions papers (October 2006, July 2011, September 2016, and September 2018) describing proposed revisions to the regulation. In addition to these, the ministry issued a project update in June 2022.

The regulatory reviews have indicated opportunities to update the OMRR to:

- better align requirements with present day practices, advances in science, and evolving standards in other jurisdictions;
- promote best achievable technology and practices;
- improve clarity regarding requirements and expected end results; and
- enhance transparency and Indigenous participation through increased information sharing and better engagement around organic matter management in British Columbia.

Revising the OMRR is intended to continue to support a circular economy, reduce the emission of greenhouse gases, and preserve landfill space by supporting the diversion and recycling of organic waste. The ministry has proposed greater information sharing and transparency on regulated activities to support engagement with Indigenous peoples and to align with the Declaration of Rights for Indigenous Peoples Act. To support this, the ministry is developing a digital tool to show information about compost facilities and land application activities, as well as future reporting for contaminants of emerging concern (CECs).

The proposed amendments align the OMRR with our current scientific knowledge to ensure ongoing protection of human health and the environment. These amendments will update quality standards for biosolids and compost, revise requirements for compost facility enclosure and leachate management, and enable the ministry to require sampling and analysis for CECs.

# **Contaminants of Emerging Concern**

Contaminants of emerging concern is a term used for a broad category of chemicals, including both naturally occurring and human-made substances, which are not currently regulated but may be considered for future regulation (Pena-Pereira et al., 2021; Yadav et al., 2021). CECs can be defined in contrast with legacy



contaminants. Legacy contaminants, such as heavy metals, have been well researched and are managed through established regulations, whereas CECs have limited regulatory oversight because the body of research explaining their suspected risks typically does not have a long history and relies instead on recent scientific studies (Landis et al., 2018).

We are exposed to a range of CECs in our everyday lives. Human-made chemicals are used for various purposes including agriculture, healthcare, industry, and transportation. These chemicals can be found in products such as pesticides, cosmetics, personal and household care products, textiles, and pharmaceuticals (Gavrilescu et al., 2015).

Research has shown that both biosolids and compost can contain CECs (O'Connor et al., 2022; Pozzebon & Seifert, 2023). Because biosolids are the end-product of wastewater treatment processes, CECs that withstand those treatment processes can collect in biosolids (Venkatesan & Halden, 2020). CECs are understood to end up in compost from a variety of sources including the processing of food waste contaminated with CECs such as herbicides, and through the contamination of the waste stream (Kenny, 2021).

However, the presence of a contaminant is not enough to determine the risk posed. Whether the contaminant results in a negative impact on an organism depends on many other factors including the nature of the contaminant, the nature of the organism, the amount of the contaminant the organism is exposed to, how the organism was exposed to the contaminant, and other environmental conditions (McCarty et al., 2020). Some CECs can be identified in biosolids but occur at concentrations below natural soil background levels and at a level of exposure level that is far below what humans are exposed to in their own homes (Brown et al., 2020). CECs, such as per- and polyfluoroalkyl substances (PFAS) and microplastics, have been shown to resist degradation, stay in the environment for long periods of time, and bioaccumulate in organisms. CECs with these characteristics pose higher concerns and require regulatory attention.

In the 2016 and 2018 intentions papers and 2022 project update, the ministry signaled its intention to enable the director to require sampling of biosolids for CECs as part of the planned revisions to the OMRR. An improved monitoring and reporting regime will provide additional data on the constituents of biosolids. This data, together with the most recent scientific knowledge will help inform future regulatory efforts that protect human health and the environment. One possible



use of this data could be to inform efforts to prevent CECs from entering wastewater at their source and monitor the effectiveness of those efforts.

# **Technical Working Groups**

A technical working group (TWG) is a collection of experts who have been brought together to exchange information and develop recommendations on a specific topic. Over the last decade, the ministry has formed two TWGs to exchange scientific information on composting and biosolids production and waste management practices.

#### 2015 Technical Working Group

In response to questions concerning the land application of biosolids, the ministry formed a technical working group in 2015 to complete a scientific review of biosolids. The 2015 TWG included technical and scientific staff from within the provincial government, the First Nations Health Authority, Interior Health, academia, and industry professionals.

The 2015 TWG activities included a review of the scientific and academic literature on the land application of biosolids; which helped in developing a sampling plan for contaminants of emerging concern for both biosolids and soils where biosolids were applied.

The literature review and technical reports developed by the 2015 TWG are available on the <u>ministry's website</u>, in <u>addition to the sampling project for CECs</u> conducted by the <u>ministry</u>. In 2016 the ministry announced a review of the OMRR, resulting in the 2018 intentions paper.

## 2022 Technical Working Group

A new technical working group was formed in the fall of 2022. The membership of the 2022 TWG included some members from the 2015 TWG as well as new members with new perspectives. Members were drawn from federal, provincial, and local government staff, academia, industry practitioners and qualified professionals.

The 2022 TWG had a limited scope. Many of the proposed updates to the OMRR described in the intentions paper released in 2018 and the project update released in 2022 predated the formation of the 2022 TWG. For example, the 2022 TWG was not engaged on the ministry's planned initiatives to improve transparency and



enhance Indigenous engagement through increased information sharing and better engagement. The scope of the 2022 TWG focused on drawing from their scientific, regulatory, and practical expertise in managing organic matter. The focus of the 2022 TWG was to:

- identify new scientific information on biosolids and compost constituents and management; and
- share new information on biosolids and compost quality, specific to CECs, which may have arisen since the 2015 TWG.

The 2022 TWG met seven times, ending in September 2023. These meetings included presentations and discussions on:

- the proposed amendments to the OMRR;
- research on the ecological impacts of land applying biosolids and compost;
- CECs, including per- and polyfluoroalkyl substances (PFAS) and microplastics;
- · communicating with the public; and,
- approaches taken by other jurisdictions.

During the 2022 TWG, the ministry heard the following key messages.

# Key Message 1 – Each Compost and Biosolids Product is Unique

Biosolids and compost products are unique to their origin. Different wastewater treatment plants have different sources of inputs (e.g., industrial vs. residential) and may use different treatment processes which results in a unique biosolids product (CCME, 2012b). Likewise, because different compost facilities accept different organic feedstocks and can employ a variety of composting processes, each facility produces compost that is distinct to the facility.

In addition to their unique characteristics, biosolids and compost are land applied to an equally unique receiving environment: soil. Soil is a complex habitat which is home to tremendous biological diversity (Walley et al., 2021). Therefore, an OMRR land application plan, which is a site-specific tailored plan, is prepared for each biosolids or compost application. The plan considers the characteristics of the product that will be applied to the land, as well as the particular aspects of the receiving environment.



## Key Message 2 – Importance of Source Control

The quality of biosolids and compost is directly related to their inputs. The constituents of the wastewater that is received by a treatment plant will impact the quality of the biosolids produced at that plant. Similarly, if the feedstock received at a compost facility is contaminated (e.g., plastic bags), the quality of the compost will be impacted. As such, the 2022 TWG advocated for regulations that focus on preventing contamination at the source. This recommendation included advocating for regulations at the federal level to control the introduction of these contaminants into Canada, and regulations at the provincial level that target sources of contamination. This recommendation also extends to public information campaigns to encourage responsibility for what we personally add to the wastewater system or place in organics recycling or green waste bins for treatment at a composting facility.

#### Key Message 3 – Our Understanding is Constantly Evolving

Advancing science will continue to evolve our understanding. The 2022 TWG stressed the challenges in keeping pace with evolving science due to continued advances in testing methods and instrumentation. These advances have allowed the detection of concentrations of substances in biosolids that were previously too minute to detect. Further, methods to reduce and treat pollutants, including CECs, are also evolving. The 2022 TWG recommended that the ministry devote resources to monitoring the scientific literature and be transparent about which research the ministry has used to inform policy.

# Key Message 4 – Identifying and Managing CECs Requires a Strategy

The 2022 TWG recommended that the ministry develop a comprehensive and transparent strategy for identifying and managing CECs. This strategy should consider not only whether a contaminant can be found, but also whether it poses a risk. The strategy should be scientifically sound and should have a clear goal.

The ministry is working to update the OMRR to provide more tools to increase sampling, monitoring, and reporting for CECs in the environment and in biosolids. However, the 2022 TWG stressed that the presence of a CEC does not equate to an unacceptable risk. The 2022 TWG recommended the ministry focus on understanding the potential impacts on plants and organisms posed by CECs. To improve our understanding, the 2022 TWG strongly recommended putting more confidence in field-based studies rather than laboratory based or spiked studies



(i.e., studies in which increasing amounts of the chemical being studied are added to uncontaminated or artificial soils in a laboratory setting). While both field and laboratory studies work to advance our understanding, studies in the field more accurately reflect real-life scenarios.

In addition, the TWG recommended being transparent about how the monitoring data would be used once it is collected. During the working group, the strategy used by Michigan's Department of Environment, Great Lakes, and Energy (Michigan) was discussed as an example. Michigan required wastewater treatment plants to sample and report the concentrations of select PFAS chemicals in their biosolids. Using a threshold-based ranking, Michigan was able to identify which wastewater treatment plants were receiving wastewater impacted by industrial activities and set additional requirements for those biosolids.

## Key Message 5 – Provide Context for Clear, Factual, Easily Understood Information

The 2022 TWG was asked to provide comments on the composting and biosolids information provided to the public on the ministry's website. The 2022 TWG suggested starting with an explanation for "why" we compost and use biosolids to provide context for regulatory requirements.

The 2022 TWG recommended developing communication materials that are factual, science-based, and easily understandable for those who might be hearing about biosolids for the first time, and that the appropriate context be included. The TWG also suggested that the United States Environmental Protection Agency's web page on biosolids (<a href="https://www.epa.gov/biosolids">https://www.epa.gov/biosolids</a>) may provide a good example to follow. This web page includes four sections: basic information about biosolids, laws and regulations, technical resources for biosolids managers, and opportunities for the public to learn more and provide feedback.

# <u>Acknowledgements</u>

The ministry would like to acknowledge the contributions of the various groups that shared their technical expertise and provided input during the technical working group and aided in the development of this report.

- Members from Academia, including:
  - Dr. Lynda McCarthy, Professor, Department of Chemistry and Biology at Toronto Metropolitan University



 Dr. Gordon Price, Professor, Department of Engineering at Dalhousie University

#### • Government of Canada

- o Environment and Climate Change Canada
  - Shirley Anne Smyth, P.Eng., M.Eng., Wastewater Science Unit,
     Science & Technology Branch

#### Local Governments

- City of Kamloops
  - Dan Steinke, P.Chem, Wastewater Treatment Plant Process
     Operator
- o City of Kelowna
  - o Jose Garcia, MASc., PAg, Compost Operations Supervisor
- Metro Vancouver

## • Industry Practitioners and Qualified Professionals, including:

- o EverGen Infrastructure Corp.
  - Scott Kerr, CCP
- o Ramo
  - o John Lavery, PAg
- SYLVIS Environmental Services
  - o Mike Van Ham, P.Ag, RPF, RPBio ret.

#### Government of British Columbia

- Ministry of Environment and Climate Change Strategy
- Ministry of Health



# References

- Brown, S., Ippolito, J. A., Hundal, L. S., & Basta, N. T. (2020). Municipal biosolids A resource for sustainable communities. *Current Opinion in Environmental Science & Health*, *14*, 56–62. https://doi.org/10.1016/j.coesh.2020.02.007
- Canadian Council of Ministers of the Environment. (2012a). Canada-wide approach for the management of wastewater biosolids. Canadian Council of Ministers of the Environment. PN 1477.
- Canadian Council of Ministers of the Environment. (2012b). *Guidance document for the beneficial use of municipal biosolids, municipal sludge and treated septage.*Government of Canada Publications.
- Gavrilescu, M., Demnerová, K., Aamand, J., Agathos, S., & Fava, F. (2015). Emerging pollutants in the environment: Present and future challenges in biomonitoring, ecological risks and bioremediation. *New Biotechnology*, 32(1), 147–156. https://doi.org/10.1016/j.nbt.2014.01.001
- Krzic, M., Walley, F.L., Diochon, A., Pare, M.C., & Farrell, R.E. (Eds.) 2021. *Digging into Canadian soils: An introduction to soil science*. Pinawa, MB: Canadian Society of Soil Science. https://openpress.usask.ca/soilscience/
- Landis, W. G., Sofield, R. M., & Yu, M.-H. (2018). *Introduction to environmental toxicology: Molecular substructures to ecological Landscapes* (5th ed.). CRC Press.
- Kenny, S. (2021, August 18). *Emerging issues in food waste management: Persistent chemical contaminants*. Science Inventory.

  https://cfpub.epa.gov/si/si\_public\_record\_Report.cfm?dirEntryId=353978&Lab=OSAPE
- McCarty, L. S., Borgert, C. J., & Burgoon, L. D. (2020). Evaluation of the inherent toxicity concept in environmental toxicology and risk assessment. *Environmental Toxicology and Chemistry*, *39*(12), 2351–2360. https://doi.org/10.1002/etc.4881
- Ministry of Environment and Climate Change Strategy. (2022, August 31). *Food and organic waste*. Province of British Columbia. https://www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste
- O'Connor, J., Mickan, B. S., Siddique, K. H. M., Rinklebe, J., Kirkham, M. B., & Bolan, N. S. (2022). Physical, chemical, and microbial contaminants in food waste management for Soil Application: A Review. *Environmental Pollution*, *300*, 118860. https://doi.org/10.1016/j.envpol.2022.118860
- Organic Matter Recycling Regulation. (2002). B.C. Reg. 18/2002.



- Pena-Pereira, F., Bendicho, C., Pavlović, D. M., Martín-Esteban, A., Díaz-Álvarez, M., Pan, Y., Cooper, J., Yang, Z., Safarik, I., Pospiskova, K., Segundo, M. A., & Psillakis, E. (2021). Miniaturized analytical methods for determination of environmental contaminants of emerging concern A review. *Analytica Chimica Acta*, *1158*, 238108. https://doi.org/10.1016/j.aca.2020.11.040
- Pozzebon, E. A., & Seifert, L. (2023). Emerging environmental health risks associated with the Land Application of Biosolids: A scoping review. *Environmental Health*, *22*(1). https://doi.org/10.1186/s12940-023-01008-4
- Quideau, S., Simpson, M., & Gillespie, A. (2021). Soil organic matter. In M. Krzic, F. Walley, A. Diochon, M. Pare, & R. Farrell (Eds.), *Digging into Canadian soils: An introduction to soil science* (pp. 66–99). essay, Canadian Society of Soil Sciences. Retrieved from
  - https://openpress.usask.ca/soilscience/chapter/soil-organic-matter/.
- Venkatesan, A. K., & Halden, R. U. (2020). Using national sewage sludge data for chemical ranking and prioritization. *Current Opinion in Environmental Science* & *Health*, *14*, 10–15. https://doi.org/10.1016/j.coesh.2019.10.006
- Walley, F., Krzic, M., Diochan, A., Pare, M., & Farrell, R. (2021). Introduction. In M. Krzic, F. Walley, A. Diochan, M. Pare, & R. Farrell (Eds.), *Digging into Canadian soils: An introduction to soil science* (pp. 3–12). essay, Canadian Society of Soil Science. Retrieved from https://openpress.usask.ca/soilscience/chapter/introduction/.
- Yadav, D., Rangabhashiyam, S., Verma, P., Singh, P., Devi, P., Kumar, P., Hussain, C. M., Gaurav, G. K., & Kumar, K. S. (2021). Environmental and health impacts of contaminants of emerging concerns: Recent treatment challenges and approaches. *Chemosphere*, 272, 129492. https://doi.org/10.1016/j.chemosphere.2020.129492



# REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

#### **SUBJECT** Service Planning 2025

#### **ISSUE SUMMARY**

To provide the Capital Regional District (CRD) Board with an overview of the proposed service planning process for 2025.

#### **BACKGROUND**

The CRD Board approved the 2023-2026 Board Priorities on March 8, 2023. Subsequently, staff developed the 2023-2026 CRD Corporate Plan which was approved by the CRD Board on April 12, 2023.

The CRD Corporate Plan outlines the work the organization needs to deliver over the four-year term, along with the critical regional, sub-regional and local services, to meet the region's most important needs (i.e., Community Needs) and advance the Board's Vision and Priorities. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the five-year financial plan.

The CRD's annual service plans, known as Community Need Summaries, provide an overview of the operational and strategic context, service levels, initiatives, and performance data for each Community Need. They also provide details of the initiatives, associated timing, and service levels required to advance the work.

Traditionally, committees and commissions review the Community Need Summaries in September and October and recommend advancing them to the Committee of the Whole meeting in the fall. This information is then presented to the CRD Board for approval alongside the provisional budget. In years when a general local election has been called, an abridged process is followed, with Community Need Summaries presented directly to the Committee of the Whole. The Corporate Planning Framework is highlighted in Appendix A.

Staff continuously look for ways to improve the quality of information shared with the CRD Board. Through service planning for 2024, a commitment was made to enhance long-range forecasts for the coming years. To respond to this commitment, staff propose presenting a multi-year roadmap of planned initiatives for 2025 and beyond. By grouping initiatives thematically, staff aim to provide the CRD Board with a more transparent and accountable view of upcoming activities and changes in the short and medium term. These thematic bundles will be presented directly to the Committee of the Whole as one cohesive package of information.

#### **IMPLICATIONS**

#### Alignment with Existing Plans & Strategies

The Community Needs structure laid out in the 2023-2026 CRD Corporate Plan was developed to help transparently explain the 200+ services provided by the CRD in a manner that is accessible and easy to understand. This structure mostly, but not wholly, aligns with the committee and commission oversight and delegated authority over services. For a handful of services, some of the content is reviewed by multiple committees and/or commissions, creating reporting overlaps.

In other cases, responsibility for the service authority and operational oversight rests with different committees. For example, the First Nations Relations service authority has been delegated to the Finance Committee, which is responsible for Legislative & General Government Service which funds the First Nations Relations division, while operational oversight rests with the First Nations Committee.

Grouping proposed future initiatives into thematic bundles will help better demonstrate the benefits to the organization of advancing new and upcoming initiatives. Bringing the comprehensive package of information, including all Community Need Summaries, directly to the Committee of the Whole to present a cohesive, whole-organization view will also help address any governance misalignment. This approach has previously been followed in general local election years without issue. This approach also allows the Community Need Summaries to be considered along with broader budget context which has not been the case where standing committees have endorsed Community Need Summaries in advance of provisional budget.

#### Service Delivery Implications

Each Community Need Summary includes information about the existing services, operational considerations, new initiatives and performance.

#### Financial Implications

Consistent with previous years, the financial implications of the Community Need Summaries, core service level adjustments and new initiatives will be addressed in the CRD Financial Plan Provisional Approval report, which will be presented at the same meeting of the Committee of the Whole scheduled for October 30, 2024. Last year staff also included a five-year forecast of staffing level changes for the first time. This will also be provided this year.

Since 2023, staff have brought forward an operating and capital budget report in the fall to committees and commissions for most services with an annual budget of \$5M or more. These budgets represent approximately 80% of the total CRD operating budget. This process is unchanged. Regional and sub-regional commissions will also consider the financial implications of the relevant proposed programs of work.

#### **CONCLUSION**

CRD staff are progressing initiatives identified in the 2023-2026 CRD Corporate Plan, including the Board Priorities. The CRD Board and commissions with delegated authorities determine resourcing through the annual review and approval of the provisional financial plan. To support decision-making, staff provide recommendations on funding, timing and service levels through the service and financial planning processes. To enhance the existing process, staff are proposing to amend the process to bring forward a comprehensive bundle of initiatives roadmaps to the Committee of the Whole meeting on October 30, 2024.

#### RECOMMENDATION

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

Submitted by:	Fran Delgadillo Lopez, Manager, Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

#### **ATTACHMENT**

Appendix A: Corporate Planning Framework

# Corporate Planning Framework





Every four years, the Board sets the strategic priorities, policicies and direction that guide the activities of the organization. Board members, other elected officials and, in some cases, First Nations and ratepayers sit on various committees and commissions that receive public input.



Public input happens throughout the planning cycle, through customer satisfaction surveys, financial plan consulting, user statistics, advisory body reports and other public engagement activities. This input drives the Board's Strategic Priorities.





# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

<u>SUBJECT</u> Bylaws No. 4590, 4591, 4594, and 4595 – Electoral Area Economic Development Services

#### **ISSUE SUMMARY**

To broaden the scope of electoral area economic development services.

#### **BACKGROUND**

Electoral area economic development falls under the same service authority, operated by Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990". Salt Spring Island and the Southern Gulf Islands Electoral Areas operate economic development commissions responsible for coordination of economic development and feasibility work, but with uncertain authority regarding other activities which could be considered "promotion" of economic development. The Juan de Fuca Electoral Area has the right to have such a commission but does not operate one currently.

With the Salt Spring Island Local Community Commission ("SSI LCC") taking over SSI economic development, and the interest by the Southern Gulf Islands Community Economic Sustainability Commission in a potential broadband project, any uncertainty relating to the scope of the economic development services should be resolved and the services' authority and funds formally separated.

The SSI LCC and the SGI CESC have both reviewed the proposed change to the service authority, with the SSI LCC endorsing it by resolution and the SGI CESC receiving the report for information without objection. This report is brought forward to alert the Electoral Area Directors of the change and the advance the service changes forward to the CRD Board for approval.

#### **ALTERNATIVES**

#### Alternative 1

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

- 1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time;
- 2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024", be read a first, second, and third time;
- 3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time;
- 4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time;
- 5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
- 6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

#### Alternative 2

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

#### <u>IMPLICATIONS</u>

#### Service Delivery Implications

The current service authority can be interpreted as only funding the limited operation of economic development commissions, or alternatively, funding the broader "promotion of economic development". This uncertainty has led to certain projects being unable to be funded unless they can be somehow tied to a commission's work program. Moving to an explicit "promotion" power will allow a broader range of activities, subject always to restrictions on assistance to business. It will empower the commissions to identify opportunities for community partnerships and contracted services that will benefit the communities they serve.

The proposed change will allow each commission to determine what it considers to be the "promotion of economic development", in line with the establishing bylaw, guidance provided by CRD, and statutory restrictions. CRD electoral area staff will advise on what is "promotion" and what would otherwise be the realm of another CRD service or be better characterized as "direct" economic development or "assistance" to business, with the final decision on funding resting with the applicable commission.

#### Promotion of Economic Development

The power described by the *Local Government Act* is the "promotion" of economic development. Commissions will be required to exercise judgement in determining what is "promotion" and what is not. A definition is included in the draft bylaws describing what is not "promotion" – those activities that are non-seasonal and more than three years. For example, those activities which are seasonal (such as coordinating a fair, summer tourism promotion, or certain types of seasonal beautification efforts to public spaces) would be permitted to run longer than three years, but activities which are non-seasonal and more than three years – those projects which are "direct" economic development – could only be run on a pilot or trial basis. Longer-term delivery would require service creation or a grant-in-aid to a third party.

Examples of what has been considered "promotion" to date include:

- Pilot programs for industry or worker coordination under three years;
- Seasonal funding to tourism societies to increase service levels;
- Contracts for service for research or coordination (housing feasibility, rental coordination, encouragement of business);
- Workshops and advisory services, promotional programs, marketing strategies, consideration of economic diversification and resiliency; and
- Improvement of public spaces, or private spaces where there is a secured public right to utilize the space.

Examples of what would not be considered "promotion" to date include:

- graffiti removal from private property;
- improving, beautifying, or maintaining private property;
- security cameras or surveillance equipment;

- where ongoing funding is requested to support a business undertaking (e.g. contribution of funds to make business viable); and
- funding of Citizens' On Patrol-style initiatives, mental health outreach, or social work.

Ultimately the decision on what is "promotion" is up to the commission exercising the power. If a commission were to engage outside this authority such a decision may be challenged in BC Supreme Court. All such projects are subject to the restriction on assistance to business as set out in the *Local Government Act*.

#### Financial Implications

Currently, funds are primarily used to pay for the operation of economic development commissions, conduct feasibility work, and undertake pilot projects. It is not anticipated there will be additional financial implications from the separation of the services, as each service currently holds funds from their electoral area for their own benefit. Separation will prevent future issues should a service undertake a telecommunication project and generate revenue (e.g. revenues raised in one electoral area should be to the benefit of that electoral area). Modernizing the establishing bylaws will also permit services to raise funds not only by requisition, but also by way of gift, grant, or enterprise.

Promotion of economic development is a regional district service which does not require a maximum requisition in its establishing bylaw, per s. 339(2) of the *Local Government Act*. This annual amount is set by the CRD Board's budget, with a recommendation provided by the Electoral Area directors and the economic development commissions. The ultimate authority over budget and requisition is left to the CRD Board by bylaw.

#### Legal Implications

As "promotion of economic development" services are exempt from a need for a maximum requisition, and the service can be created without borrowing, only Electoral Area Director consent to creation of the service or amendment to the existing service is required, rather than more expensive processes such a referendum or alternative approval process. Annual budget amounts are set by bylaw of the regional board, and act as a control to the absence of a maximum requisition.

#### CONCLUSION

Bylaws have been prepared to move from a model of economic development focused on funding economic development commissions to the actual coordination and promotion of economic development. Endorsing this model will modernize the delivery of economic development services in the electoral areas and broaden the available projects within the scope of the services.

#### RECOMMENDATION

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

- 1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time;
- 2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990,

- Amending Bylaw No. 2, 2024", be read a first, second, and third time;
- 3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time;
- 4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time;
- 5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
- 6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Steven N. Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management							
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer							
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer							
Concurrence: Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer								

#### **ATTACHMENTS**

- Appendix A: Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024"
- Appendix B: Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024"
- Appendix C: Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024"
- Appendix D: Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024"
- Appendix E: Redlined Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990"

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4590

\*

# A BYLAW TO AMEND THE ECONOMIC DEVELOPMENT COMMISSION ESTABLISHING BYLAW NO. 1, 1990

#### WHEREAS:

- A. By the adoption of the Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", the Board of the Capital Regional District established the funding of economic development commissions as an extended service;
- B. The Board of the Capital Regional District wishes to establish separate services for the promotion of economic development in the Southern Gulf Islands, the Juan de Fuca, and the Salt Spring Island electoral areas, and desires to amend the Bylaw No. 1824 by removing the Southern Gulf Islands Electoral Area, and the Juan de Fuca electoral area, as participating areas in that service;
- C. Concurrently with the adoption of this Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 4591, the Board of the Capital Regional District has adopted Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands), 2024", and Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca), 2024", establishing separate promotion of economic development services in the Southern Gulf Islands and Juan de Fuca electoral areas;
- D. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- E. The directors for Salt Spring Island, the Southern Gulf Islands, and the Juan de Fuca electoral areas, have provided participating area approval by consenting in writing to the adoption of this Bylaw under section 347(2) of the *Local Government Act*.

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

#### **Amendment to Service Area**

1. Section 2 of Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", is amended by deleting the text of that section and replacing it with the following:

"The boundaries of the Service Area are the boundaries of the Salt Spring Island Electoral Area (the "Service Area")."

#### **Participating Area**

2. Section 3 of Bylaw No. 1824 is amended by deleting the text of that section and replacing it with the following:

"The participating area for this service is the Salt Spring Island Electoral Area."

CRD Bylaw No. 4590 Page 2

## Citation

CHAIR	CORPORATE OFFICER			
ADOPTED THIS	_	day of		
ADOPTED THIS	th	day of		
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 347(2) OF THE LOCAL GOVERNMENT ACT	th	day of		
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of		
READ A THIRD TIME THIS	th	day of		
READ A SECOND TIME THIS	th	day of		
READ A FIRST TIME THIS	th	day of		
Establishing Bylaw No. 1, 1990, Amending B			velopment Co	mmission

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 4591

\*

# A BYLAW TO AMEND THE ECONOMIC DEVELOPMENT COMMISSION ESTABLISHING BYLAW NO. 1, 1990

#### WHEREAS:

- A. By the adoption of the Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, the Board of the Capital Regional District established the Economic Development Commission service as an extended service of the Capital Regional District;
- B. The Board of the Capital Regional District wishes to amend the Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, to clarify that the Service includes the authority to undertake a variety of initiatives for the promotion of economic development in the Service Area;
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and;
- D. The Salt Spring Island Electoral Area Electoral Area Director has provided participating area approval by consenting in writing to the adoption of this amendment to Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824.

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

- 1. Sections 4, 5, and 6 of Economic Development Commission Establishing Bylaw No. 1, 1990, Capital Regional District Bylaw No. 1824, are deleted and replaced with the following:
  - "4.1 The service established by this Bylaw includes the promotion of economic development in the Service Area, which may include but is not limited to:
    - (a) the preparation of an economic development strategy for the Service Area;
    - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
    - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area:
    - (d) providing services and programs which facilitate and promote economic development within the Service Area; and

CRD Bylaw No. 4591 Page 2

(e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.

- 4.2 "Promotion of economic development" does not include:
  - (a) Assistance to business, commercial, or industrial undertakings, unless authorized by law;
  - (b) Activities for hands-on economic development services, where nonseasonal and longer than a three-year period; and
  - (c) Activities unrelated or unconnected to promotion.
- 5. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.
- 6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
  - (d) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
  - (e) fees and charges imposed under section 397 of the *Local Government Act*;
  - (f) revenues raised by other means authorized by the *Local Government Act* or another Act;
  - (g) revenues received by way of agreement, enterprise, gift, grant or otherwise."

CRD Bylaw No. 4591 Page 3

# Citation

2.	This Bylaw may be cited for all purpose Establishing Bylaw No. 1, 1990, Amending			velopment	Commission
READ	A FIRST TIME THIS	th	day of		
READ	A SECOND TIME THIS	th	day of		
READ	A THIRD TIME THIS	th	day of		
	OVED BY THE INSPECTOR OF CIPALITIES THIS	th	day of		
UNDE	VED PARTICIPATING AREA APPROVAL R SECTION 347(2) OF THE L GOVERNMENT ACT	th	day of		
ADOP <sup>-</sup>	TED THIS	th	day of		
CHAIR	3	COR	PORATE OFFIC	ER	

## CAPITAL REGIONAL DISTRICT BYLAW NO. 4594

\*

# A BYLAW TO ESTABLISH THE SOUTHERN GULF ISLANDS ELECTORAL AREA ECONOMIC DEVELOPMENT SERVICE

\*

### WHEREAS:

- A. Under section 332 of the *Local Government Act*, a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Capital Regional District wishes to establish a service for the promotion of economic development in the Southern Gulf Islands Electoral Area;
- C. Section 275(1)(c) of the *Local Government Act* provides that a Regional District may operate the service of providing capital financing for high-speed internet service to an area without access to high-speed internet service, and the Board of the Capital Regional District considers that the provision of high-speed internet service is essential to the promotion of economic development within the Southern Gulf Islands Electoral Area;
- D. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- E. The Southern Gulf Islands Electoral Area Director has provided participating area approval by consenting in writing under s. 347(2) of the *Local Government Act*.

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

### **Service**

- 1. The service established by this Bylaw is a service for the promotion of economic development in the Service Area, which may include but is not limited to:
  - (a) the preparation of an economic development strategy for the Service Area;
  - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
  - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
  - (d) providing services and programs which facilitate and promote economic development within the Service Area;
  - (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic

CRD Bylaw No. 4594 Page 2

development;

(f) providing capital financing for high-speed internet service within the Service Area; and

- (g) the use of revenue earned under an agreement with the recipient of capital financing for high-speed internet service to fund economic development initiatives within the Service Area.
- 2. "Promotion of economic development" does not include:
  - a. Assistance to business, commercial, or industrial undertakings, unless authorized by law;
  - b. Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
  - c. Activities unrelated or unconnected to promotion.
- 3. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.

### **Boundaries**

4. The boundaries of the Service Area are the boundaries of the Southern Gulf Islands Electoral Area (the "Service Area").

# **Participating Areas**

5. The participating area for this service is the Southern Gulf Islands Electoral Area.

### **Cost Recovery**

- 6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
  - (a) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
  - (b) fees and charges imposed under section 397 of the Local Government Act;
  - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
  - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

CRD Bylaw No. 4594 Page 3

# Citation

7. This Bylaw may be cited for all purposes as "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024".

CHAIR		CORPORATE OFFICER	
ADOPTED THIS	th	day of	20
RECEIVED PARTICIPATING AREA APPROVAL UNDER S. 347(2) OF THE LOCAL GOVERNMENT ACT THIS	th	day of	20
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20
READ A THIRD TIME THIS	th	day of	20
READ A SECOND TIME THIS	th	day of	20
READ A FIRST TIME THIS	th	day of	20

## CAPITAL REGIONAL DISTRICT BYLAW NO. 4595

\*

# A BYLAW TO ESTABLISH THE JUAN DE FUCA ELECTORAL AREA ECONOMIC DEVELOPMENT SERVICE

### WHEREAS:

- A. Under section 332 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Capital Regional District wishes to establish a service for the promotion of economic development in the Juan de Fuca Electoral Area;
- C. The approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*; and
- D. The Juan de Fuca Electoral Area Director has provided participating area approval by consenting in writing under s. 347(2) of the *Local Government Act*.

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

### Service

- 1. The service established by this Bylaw is a service for the promotion of economic development in the Service Area, which may include but is not limited to:
  - (a) the preparation of an economic development strategy for the Service Area;
  - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses:
  - (c) liaising with other levels of government, community leaders, the private sector and other stakeholders in relation to economic development within the Service Area;
  - (d) providing services and programs which facilitate and promote economic development within the Service Area; and
  - (e) grants and other forms of financial assistance to community organizations, in support of community programs and activities that will promote economic development.

CRD Bylaw No. 4595 Page 2

- 2. "Promotion of economic development" does not include:
  - a. Assistance to business, commercial, or industrial undertakings, unless authorized by law;
  - b. Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
  - c. Activities unrelated or unconnected to promotion.
- 3. The Regional District may enter into contracts with external parties to deliver the Service within the Service Area.

### **Boundaries**

4. The boundaries of the Service Area are the boundaries of the Juan de Fuca Electoral Area (the "Service Area").

# **Participating Areas**

5. The participating area for this service is the Juan de Fuca Electoral Area.

# **Cost Recovery**

- 6. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:
  - (a) property value taxes imposed in accordance with Division 3 of Part 14 of the *Local Government Act*;
  - (b) fees and charges imposed under section 397 of the Local Government Act;
  - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
  - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

CRD Bylaw No. 4595 Page 3

# Citation

6.	This Bylaw may be cited for all purposplaw (Juan de Fuca) No. 1, 2024".	oses as "Ed	conomic Development Se	ervice Establishing
REA	O A FIRST TIME THIS	th	day of	20
REAL	D A SECOND TIME THIS	th	day of	20
REA	O A THIRD TIME THIS	th	day of	20
	ROVED BY THE INSPECTOR IUNICIPALITIES THIS	th	day of	20
APP	EIVED PARTICIPATING AREA ROVAL UNDER S. 347(2) OF THE AL GOVERNMENT ACT THIS	th	day of	20
ADO	PTED THIS	th	day of	20
CHA	R	_ <del>[</del>	CORPORATE OFFICER	

#### CAPITAL REGIONAL DISTRICT BYLAW NO. 1824

# A BYLAW TO CONVERT THE ECONOMIC DEVELOPMENT COMMISSION FUNCTION FOR ALL OF THE ELECTORAL AREAS OF THE REGIONAL DISTRICT

**WHEREAS** by Letters Patent, Division XXV, dated June 7<sup>th</sup>, 1979, the Capital Regional District was granted the function of providing Economic Development Commissions for all of the Capital Regional District;

**AND WHEREAS** the Board of the Capital Regional District wishes to exercise the function granted to it by the Letters Patent in accordance with Part 24 of the *Municipal Act* subject to terms and conditions contained in the Letters Patent and including most of the powers granted by the Letters Patent;

**AND WHEREAS** the Board of the Capital Regional District wishes to proceed under section 767 of the *Municipal Act* and establish the service as an extended service by bylaw under section 767(4), 789, 790, and 794 of the *Municipal* Act;

**AND WHEREAS** the Board of the Capital Regional District has obtained the consent of at least two-thirds of participants as required under section 802(1)(b) of the *Municipal* Act;

**AND WHEREAS** the Lieutenant Governor in Council has, by regulation, granted power to the Capital Regional District to establish and operate the Extended Service established by this bylaw;

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

- The function of Economic Development Commission granted by Letters Patent dated June 7<sup>th</sup>, 1979, is hereby established as an Extended Service.
- The boundaries of the Service Area are the boundaries of the Salt Spring Island Electoral
   Area (the "Service Area"). The boundaries of the Service Area shall be the boundaries of
   the Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands.

(4590)

 The Electoral Areas of Langford, Sooke, Saltspring Island and Outer Gulf Islands include the participating areas for this service The participating area for this service is the Salt Spring Island Electoral Area.

<u>(4590)</u>

- 4. The annual operating costs for the service and debt servicing costs shall be recovered:
  - (a) By the imposition of fees and other charges by bylaw;
    - (b) The balance after deducting the revenue obtained form the fees or other charges shall be recovered by the requisition of money under sections 809. And 809.1 of the *Municipal Act* to be collected by a property value tax in the applicable Service Area to be levied and collected under sections 810.1(1).

UNOFFICIAL CONSOLIDATION - FOR DISCUSSION ONLY

- 5. The annual net cost attributable to this Service shall be apportioned to an borne by the participating Electoral Areas or parts thereof for which the Regional Board has provided an Economic Development Commission under Section 6, on the basis of the operating costs provided to such Electoral Area or part thereof, by the Regional Board in the annual budget of the Regional Board for the applicable year.
- 6. (1) The Regional Board may, by bylaw, undertake the establishment, maintenance, and operation of an Economic Development Commission on behalf of one or more of the participating Electoral Areas and may in that bylaw:
  - (a) Fix the terms and conditions under which the Commission shall operate;
  - (b) Specify the composition of the Commission, including the number, qualifications, term of office and the manner in which the Regional Board shall appoint members thereto; and
  - (c) Limit the maximum amount that may be expended for annual operating costs for the establishment, maintenance and operation of the Economic Development Commission authorized by the bylaw in the actual amount or the amount equal to the amount that could be raised by a property value tax rate specified in the bylaw applied as provided in Section 4(b).
  - (2) Before exercising the powers under subsection (1) the Regional Board shall obtain the written consent of the Director for each Electoral Area participating in the establishment, maintenance and operation of the Economic Development Commission and shall, by bylaw, a copy of which shall be deposited in the Office of the Inspector of Municipalities, name the participating Electoral Areas and in the event of a defined portion of an Electoral Area being designated as a participant, such defined portion shall be defined by a map or metes and bounds description in the said bylaw.
- 4.1 The service established by this Bylaw includes the promotion of economic developments in the Service Area, which may include but is not limited to:
  - (a) the preparation of an economic development strategy for the Service Area;
  - (b) coordinating economic development activities within the Service Area, including marketing programs to encourage new businesses and the retention of existing businesses;
  - (c) liaising with other levels of government, community leaders, the private sector andother stakeholders in relation to economic development within the Service Area;
  - (d) providing services and programs which facilitate and promote economic development within the Service Area; and
  - (e) grants and other forms of financial assistance to community organizations, insupport of community programs and activities that will promote economic development.
- 4.2 "Promotion of economic development" does not include:

Formatted: Indent: Left: 0"

Formatted: Indent: Left: -0.5"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0.5"

CRD Bylaw No. 4591 Page 3

Assistance to business, commercial, or industrial undertakings, unless authorized by law;

- (a) Activities for hands-on economic development services, where non-seasonal and longer than a three-year period; and
- (b) Activities unrelated or unconnected to promotion.
- The Regional District may enter into contracts with external parties to deliver the Services within the Service Area.
- As provided in section 378 of the Local Government Act, the annual cost of providing the
   Service shall be recovered by one or more of the following:
  - (a) property value taxes imposed in accordance with Division 3 of Part 14 of the Local
     Government Act;
  - (b) fees and charges imposed under section 397 of the Local Government Act;
  - (c) revenues raised by other means authorized by the Local Government Act or another Act;
  - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

(4591)

This Bylaw may be cited as the "Economic Development Commission Establishing Bylaw No. 1, 1990.".

CONSENTED TO by at least two-thirds of the electoral area directors of Langford, Sooke, Saltspring Island and Outer Gulf Islands.

READ A FIRST TIME THIS	9 <sup>th</sup>	day of	May,	1990
READ A SECOND TIME THIS	9 <sup>th</sup>	day of	May,	1990
READ A THIRD TIME THIS	9 <sup>th</sup>	day of	May,	1990
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	6 <sup>th</sup>	day of	January,	1992
RECONSIDERED AND FINALLY ADOPTED THIS	15 <sup>th</sup>	day of	January,	1992
[Frank Leonard Signature]	[W.M. Jord	dan]		

CORPORATE OFFICER

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: -0.5"

Formatted: Indent: Left: -0.5"

Formatted: Indent: Left: -0.5"

Formatted: Indent: Left: 0.5", Hanging: 0.48", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Indent: Left: 1"

Formatted: Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0"

 $\begin{tabular}{ll} Formatted: Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25" \\ \end{tabular}$ 

Formatted: Indent: Left: 0"

Formatted: Right, Indent: Left: 0"

Formatted: Indent: Left: -0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

CHAIR



# REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 11, 2024

# **SUBJECT** Establishment of Electoral Area Services Department

# **ISSUE SUMMARY**

To seek authority to establish a new Electoral Area Services department overseen by a new General Manager position.

### **BACKGROUND**

The Capital Region District (CRD) is the local government for three electoral areas in the capital region, namely Juan de Fuca, Salt Spring Island, and the Southern Gulf Islands. It provides a range of services to these three unincorporated areas depending upon the community needs of each electoral area.

Currently, the three electoral areas operate under a decentralized administrative and operational model, resulting in varying levels of resources. Each electoral area is overseen by a distinct Senior Manager who reports to a different General Manager or the Chief Administrative Officer (CAO). These areas also utilize the expertise and resources of various operational departments as needed, particularly for the management and operation of local services such as utilities. Across the three electoral areas, there are 31 local service committees and commissions, including the Local Community Commission on Salt Spring Island, all administered by different management teams from various departments.

The current model faces several issues highlighted by the staff that can't practically be resolved without structural changes.

There is no consistent framework for handling queries or assessing service levels and resources. Each General Manager and Senior Manager independently decides based on the electoral area Director's priorities and their department's capacity, leading to difficulty in operational and political prioritization of initiatives, even at the executive level.

Secondly, there's an increasing gap in unallocated costs as resources are pulled from corporate and operational departments without consistency in cross-charges or cost recovery.

Lastly, electoral areas could gain from more reliable local government support, such as coordination with other agencies, legislative analysis, and solutions for service gaps and missing links in governance.

To improve services in electoral areas, staff recommend forming a new Electoral Area Services department led by a General Manager. This department will consolidate existing services, with current Senior Managers in each area reporting to the new General Manager, who will join the Executive Leadership Team. It's recommended that the new General Manager be appointed as a CRD Officer and that CRD Bylaw 3343 be updated. The CAO must obtain Board approval to establish this new department.

### **ALTERNATIVES**

### Alternative 1

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

- That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and
- 2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.

#### Alternative 2

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

## <u>IMPLICATIONS</u>

Service Delivery Implications

The new Electoral Area Services department will enhance service delivery by:

- 1. Increasing coordination, integration, and efficiency of service delivery to better meet legislative requirements and corporate policies.
- 2. Improving collaboration across internal support service delivery teams, and optimizing and, where possible, standardizing service levels for similar activities across the electoral areas.
- 3. Creating a structure that allows the General Manager to identify opportunities to leverage common solutions and approaches across electoral areas, enabling staff to enhance service delivery in a cost-effective or cost-neutral manner.
- 4. Through the General Manager, offering a consistent community interface with the CRD that respects local identity and community connection, and providing a consistent interface for Electoral Area Directors.

A comprehensive list of services that will be consolidated in the Electoral Area Services department, as well as any excluded services, has been provided in Appendix A.

At a high level, the list of services in scope includes:

- Administration including granting for organizations contributing to the interests of the electoral areas<sup>1</sup>
- Building Inspection
- Community parks and recreation programs
- Contribution Services provision of services or annual contributions to third-party organizations, including library, health, and arts services
- Water supply conveyance, storage and distribution systems including operations and capital projects<sup>2</sup>
- Sewage collection and management operations and capital projects<sup>2</sup>

<sup>&</sup>lt;sup>1</sup> These granting activities are supported by Financial Services functions that will remain the responsibility of that division.

<sup>&</sup>lt;sup>2</sup> Water and sewage services are supported by Integrated Water Services (IWS), including engineering support; the transition of responsibilities will happen gradually with some continued support from IWS in the short term.

Furthermore, local services tailored to specific communities will be reassigned to the new Electoral Area Services department. This encompasses various functions such as land use planning in Juan de Fuca (handled by Islands Trust for the Southern Gulf Islands and Salt Spring Island), the promotion and support of economic development initiatives for the Southern Gulf Islands, and the provision of support services under the jurisdiction of the Salt Spring Island Local Community Commission, including assistance to the Commission.

Electoral Area fire and emergency services have been excluded because they are closely linked with regional services, and separating them would lead to increasing operational complexity. Future considerations will include the possibility of integrating these services, taking into account any service and financial impacts as the department continues to develop.

The current service levels and their funding structure will remain unchanged for the time being. Any potential enhancements identified by the new General Manager in collaboration with the Senior Managers, which affect resources, will require approval from the Electoral Areas Committee and the CRD Board, following standard protocols.

### **Benefits analysis**

Staff have conducted an initial analysis and identified several efficiency opportunities through consolidating functions and enhancing collaborations among key electoral area staff. These will be discussed with the new General Manager. For instance, there are opportunities for improvements in administrative tasks such as coordinating approvals, using common templates, managing grant applications, and joint procurement. Additionally, they may optimize service levels in areas such as community parks and share staff expertise and resources.

The new General Manager will look into standardizing meeting management and potentially consolidating local service area commissions. This could save time and effort, allowing key personnel to focus on operational tasks.

The General Manager will improve the consistency of financial reporting, overseeing 75 service budgets and 38 capital plans, and address cost recovery gaps. They will also improve community communications and coordination with third parties, advocating for electoral areas. This will allow existing General Managers and the CAO to handle more responsibilities related to new or expanded corporate functions as outlined in the reorganization plan, CRD Evolves 2024-2025.

To ensure seamless standard setting, optimization, and balancing of services, it is crucial that all three electoral areas take part in the proposed departmental structure.

## Financial Implications

For context, the total value of the 2024 Final Operating and Capital budgets associated with the electoral areas<sup>3</sup> is as follows:

	Operating	Capital
Juan de Fuca	\$2.8M	\$1.9M
Salt Spring Island	\$11.2M	\$7.7M
Southern Gulf Islands	\$5.6M	\$6.8M
Joint Electoral Areas	\$2.4M	\$0.2M
Total	\$22.0M	\$16.5M

The Electoral Area Services department is scheduled to start in Q3 2025 and will be led by a General Manager with one administrative support, adding two full-time employees. Recruitment for the General Manager begins by Q1 2025, involving the CAO, Electoral Area Directors, the Board Chair/Vice Chair and other Directors as determined by the Board. The General Manager will lead administration and service delivery in electoral areas and join the Executive Leadership Team, participating in corporate-level discussions. The department's (two new positions) funding will come from requisition: 30% from Regional Legislative and General Services, and 70% from the three Electoral Areas based on converted assessment.

Table 1 summarizes the high-level estimation of the expenditure for staffing and overhead with funding split between regional and electoral areas.

Table 1: Five Year Estimated Requisition Impact – Regional and Joint EAs

	2025	2026	2027	2028	2029
Regional (30%)	\$74,998	\$137,512	\$141,323	\$145,237	\$149,257
Joint Electoral Area (70%)	\$174,997	\$320,863	\$329,753	\$338,886	\$348,267
Total	\$249,995	\$458,375	\$471,076	\$484,123	\$497,524

Table 2 outlines the estimated requisition impact for each electoral are using 2024 converted assessment value for cost apportionment.

Table 2: Electoral Area Requisition Impact by Cost Apportionment

		2025	2026	2027	2028	2029
Juan de Fuca	23%	\$40,045	\$73,425	\$75,459	\$77,549	\$79,696
Salt Spring Island	43%	\$75,282	\$138,033	\$141,857	\$145,786	\$149,822
Southern Gulf Islands	34%	\$59,669	\$109,405	\$112,437	\$115,551	\$118,749
Total	100%	\$174,997	\$320,863	\$329,753	\$338,886	\$348,267

<sup>&</sup>lt;sup>3</sup> Excluding Fire and Emergency Services, as listed in Appendix A.

Index no

Table 3 shows the incremental effect of creating the department in 2025 on the 2024 final requisition for each electoral area, based on the 2024 assessment value. The total 2024 final requisition includes regional, sub-regional, joint electoral area, individual electoral area services, and the Capital Regional Hospital District, but excludes local-specified services.

Table 3: 2025 Incremental Requisition Impact over 2024 Final (full cost realized in 2026)

	2024	2024 Final 2025 Incre		remental	+% Incr	emental
	\$	Cost/Avg HH	\$	Cost/Avg HH	\$	Cost/Avg HH
Juan de Fuca	2.9M	\$703	\$40,045	\$10	1.4%	1.4%
Salt Spring Island	8.1M	\$1,238	\$75,282	\$11	0.9%	0.9%
Southern Gulf Islands	3.9M	\$569	\$59,669	\$9	1.5%	1.6%

# Alignment with Board & Corporate Priorities

The electoral areas' unique needs were considered in creating the 2023-2026 CRD Board Priorities and Corporate Plan. A strategic process with Electoral Area Directors unified local service initiatives under "Local Government" in the Corporate Plan. The new General Manager will advance this initiative and report on progress.

### Alignment with Existing Plans & Strategies

The CRD's CAO, Chief Financial Officer and General Managers are all Officers of the CRD, as designated by CRD Bylaw. Designating this new General Manager as an Officer would be consistent with other CRD General Manager positions.

### CONCLUSION

The CRD governs three electoral areas in the capital region. Staff recommend creating an Electoral Area Services Department, combining most services under a new General Manager to tackle challenges and improve services. This change will be included in the 2025 provisional budget and take effect in Q3 of 2025, subject to Board approval.

### RECOMMENDATION

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

- That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and
- 2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.

Submitted by:	Fran Delgadillo Lopez, Manager, Strategic Planning
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
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

# ATTACHMENT(S)

Appendix A: Electoral Area Services List

# **CAPITAL REGIONAL DISTRICT**

# **ELECTORAL AREA SERVICES LIST (INCLUDING SERVICE PARTICIPATION)**



- = In scope of Electoral Area Services department, Requisition/Parcel Tax Only
- = In scope of Electoral Area Services department, Combined Requisition/Parcel Tax/User Charges
- = In scope of Electoral Area Services department, User Charges Only
- = Excluded from scope of Electoral Area Services department

**ELECTORAL AREAS** 

					JUAN DE FUCA	SOUTHERN GILL
		Service	Description		/ 5	/ 00
		1.103	Elections	✓	<b>√</b>	<b>✓</b>
ES	GENERAL	1.104	U.B.C.M.	✓	<b>✓</b>	<b>✓</b>
NIC.		1.318	Building Inspection	✓	✓	✓
SER		1.320	Noise Control	✓	✓	✓
JOINT SERVICES	PROTECTIVE SERVICES	1.322	Nuisances & Unsightly Premises	✓	✓	$\checkmark$
<u>o</u>	SERVICES	1.369	Electoral Area Fire Services - Coordination	✓		✓
		1.372	Electoral Area Emergency Program	✓	✓	✓
		1.109	Electoral Area Admin Exp - JDF	<b>✓</b>		
		1.110	Electoral Area Admin Exp - SGI			<b>√</b>
		1.111	Electoral Area Admin Exp - SSI		<b>√</b>	
		1.114	Electoral Area Grants in Aid - JDF	✓		
	GENERAL	1.116	Electoral Area Grants in Aid - SSI		<b>√</b>	
		1.117	Electoral Area Grants in Aid - SGI			<b>√</b>
		1.227	Saturna Island Medical Clinic			<i>√</i>
		1.228	Galiano Health Service			✓ ·
		1.229	Pender Islands Health Care Centre			✓ ·
		1.314	Electoral Area House Numbering - SGI			<b>✓</b>
		1.316	Electoral Area House Numbering - SSI		$\checkmark$	
		1.317	Electoral Area House Numbering - JDF	✓		
		1.319	Soil Deposit Removal	✓		
		1.340	JDF Livestock Injury Compensation	✓		
		1.341	SGI Livestock Injury Compensation			$\checkmark$
		1.342	SSI Livestock Injury Compensation		✓	
		1.350	Willis Point Fire Protection	✓		
		1.352	South Galiano Fire Protection			✓
		1.353	Otter Point Fire Protection	✓		
		1.354	Malahat Fire Protection	✓		
		1.355	Durrance Road Fire Protection	✓		
	PROTECTIVE	1.356	Pender Fire Protection			✓
	SERVICES	1.357	East Sooke Fire Protection	✓		
		1.358	Port Renfrew Fire Protection	✓		
		1.359	North Galiano Fire Protection			✓
		1.360	Shirley Fire Protection	✓		
		1.363	Saturna Is Fire Protection			✓
		1.370	Electoral Area Emergency Program - JDF	✓		
		1.371	Electoral Area Emergency Program - SSI		✓	
		1.373	Electoral Area Emergency Program - SGI			✓
		1.377	JDF Search and Rescue	✓		
		1.378	SSI Search and Rescue		✓	
		1.923	Emergency Comm - CREST - SGI			✓
		1.924	Emergency Comm - CREST - JDF	✓		
		1.925	Emergency Comm - CREST - SSI		✓	
		1.405	JDF Community Parks	✓		
		1.408	JDF Community Recreation	✓		
		1.455	SSI Community Parks		✓	
		1.458	SSI Community Recreation		✓	
		1.459	SSI Pool, Park, Land & Rec Prog		✓	
		1.465	Saturna Is Community Parks			✓
ES	PARKS &	1.468	Saturna Is Community Recreation			✓
AL SERVICES	RECREATION	1.475	Mayne Is Community Parks			✓
SER		1.476	Mayne Is Community Parks - Donations			✓
7		1.478	Mayne Is Community Rec			✓

70T		1.485	Pender Is Community Parks			✓
		1.488	N & S Pender Community Rec			✓
		1.495	Galiano Is Community Parks			✓
		1.498	Galiano Community Recreation			✓
		1.124	SSI Economic Development Commission		✓	
	PLANNING	1.125	SGI Economic Development Commission			✓
		1.325	Electoral Area Services - Planning	✓		
	SOLID WASTE	1.523	Port Renfrew Refuse Disposal	✓		
		1.119	Vancouver Island Regional Library	✓		
		1.129	Vancouver Island Regional Library - Debt	✓		
		1.133	Langford E.A Greater Victoria Public Library	✓		
	CULTURE	1.137	Galiano Community Building			✓
		1.138	Electoral Area - Public Library (SGI)			✓
		1.141	Electoral Area - Public Library (SSI)		✓	
		1.299	Salt Spring Island Arts		✓	
		1.533	Stormwater Quality Management - SGI			✓
	WASTEWATER	1.535	Stormwater Quality Management - SSI		✓	
		3.705	S.S.I. Septage/Composting		✓	
		3.810	Ganges Sewer		✓	
		3.820	Maliview Estates Sewer System		✓	
		3.830	Magic Lake Estates Sewer System			✓
		3.850	Port Renfrew Sewer	✓		
		2.620	SSI Highland Water System - Debt		✓	
		2.621	Highland / Fernwood Water - SSI		$\checkmark$	
		2.622	Cedars of Tuam		✓	
		2.624	Beddis Water		$\checkmark$	
		2.626	Fulford Water		✓	
		2.628	Cedar Lane Water		✓	
	DRINKING WATER	2.630	Magic Lakes Estate Water System			✓
	Didition Water	2.640	Saturna Island Water System			✓
		2.642	Skana Water			✓
		2.650	Port Renfrew Water	✓		
		2.660	Fernwood Water - Debt		✓	
		2.665	Sticks Allison Water			✓
		2.667	Surfside Park Estates Water			✓
		2.691	Wilderness Mountain Water	✓		
		1.235	SGI Small Craft Harbour Facilities			✓
	TRANSPORTATION	1.236	Salt Spring Island Fernwood Dock		✓	
		1.238A	Community Transit (SSI)		✓	
		1.238B	Community Transportation (SSI)		✓	
		1.170	Gossip Island Electric Power Supply			✓
	OTHER	1.232	Port Renfrew Street Lighting	✓		
		1.234	Salt Spring Island Street Lighting		✓	