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REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, OCTOBER 02, 2024

SUBJECT **Capital Regional District Accessibility Plan**

ISSUE SUMMARY

To introduce the Capital Regional District's (CRD's) Accessibility Plan.

BACKGROUND

In June 2021, the *Accessible British Columbia Act* (the "Act") became law and provides a framework to identify, remove, and prevent barriers to accessibility. To advise the province on matters related to accessibility and to support the development of accessibility standards, the Province of British Columbia established the Provincial Accessibility Committee. This included the creation of a forward-looking, three-year government accessibility plan, determining which other organizations the law will apply to and developing a feedback tool to ensure people throughout the province can provide input on identifying, preventing and removing barriers. Currently the Act applies to the Provincial Government and the following "prescribed organizations": Crowns, Tribunals and Agencies; Regional Districts, Municipalities and Municipal Police; Public Libraries; Public School Districts and Independent Schools; Post-Secondary Institutions; and Health Authorities. The Act does not currently extend beyond the prescribed organizations as listed, such as to non-profit societies or independent corporations established under the *Business Corporations Act*, including the Capital Region Housing Corporation (CRHC).

To support the Act, regulations require local governments to establish an accessibility committee, an accessibility plan, and a tool to receive feedback on accessibility. The CRD established its Accessibility Advisory Committee (AAC) in September 2023, along with the tool to receive feedback on accessibility. Currently the CRD's AAC has ten (10) members, including the CRD Governance Committee Chair as liaison. Work of the AAC is supported by staff in the CRD Human Resources and Corporate Safety Division, including the CRD's Manager of Equity, Diversity, Inclusion and Accessibility and the Senior Manager of Human Resources and Corporate Safety.

Over the past year, CRD staff and the AAC have been working the development of the CRD's Accessibility Plan (the "Plan"). The CRD's Accessibility Advisory Committee reviewed a draft Accessibility Plan at the July 16, 2024, Committee meeting. A motion was made that the amendments to the CRD Accessibility Plan as discussed be approved, with final comments to be received via email by July 31, 2024. The updated plan was shared at the September 17, 2024, Accessibility Advisory Committee meeting.

Consistent with the regulation and Act, the Plan outlines how the organization will identify, remove and prevent barriers to people in the organization or interacting with it. The Plan will be reviewed and updated at least once every three years. In updating the Plan, the CRD will consult with ACC and will consider specified principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design. In updating the Plan, the CRD will also consider comments received through its public feedback mechanism.

As staff seek to improve accessibility within various services and facilities, the CRD, with guidance of the AAC, has identified broad priority areas which include: Built Environment Improvements; Resourcing, Awareness and Training; and Increased Access. Each of these priorities has several actions and action timelines, and the CRD will regularly report on progress on these. The CRD recognizes that each of these priority areas, their objectives, actions and timelines will be updated from time to time, and the feedback received from the public and staff, and the work of the AAC, will help shape the outcome more fully. The CRD also recognizes that additional funding will be required to implement some of the actions.

With the Plan now developed, it will be available publicly and posted on the CRD's Accessibility webpage, which includes our tool to receive feedback on accessibility. A copy of the CRD's Accessibility Plan is attached for information. The final file that will be posted to the website will meet Web Content Accessibility Guidelines (WCAG2) accessibility standards.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Accessibility Plan be approved.

Alternative 2

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

IMPLICATIONS

Social Implications

In line with the *Accessible British Columbia Act* and Regulation, and with the guidance of the Accessibility Advisory Committee, the Accessibility Plan outlines priorities for the CRD to better ensure its policies, programs, services, built environments, infrastructure, and outdoor spaces that improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region. Many initiatives have already been undertaken, and our Plan will help provide a roadmap where staff can continue to make improvements.

Financial Implications

Many actions and initiatives can be advanced and funded through the current requisition. Any actions that may require additional funding considerations will form part of annual service planning considerations.

Equity, Diversity and Inclusion (EDI) Implications

The CRD's Accessibility Plan directly supports the principle of equity by increasing equitable access and removing barriers to CRD's services. It supports the principles of diversity and inclusion by fostering a more inclusive organizational work environment. The actions in the Plan were developed in alignment with EDI-related actions in the People, Safety and Culture Strategic Plan and the Corporate Communications Strategic Plan. They were also developing in consideration of the Draft Accessibility Standards that the Province of BC shared through public

consultation process. Because the principle of Universal Design underlies the Accessibility Plan, it is expected to positively impact not just people with disabilities but also people from other marginalized groups. The final Plan document is created using best practices in accessibility.

Service Delivery Implications

The CRD Accessibility Plan encompasses the services and facilities within the CRD's authority. The Plan does not encompass services provided by other organizations or entities within the Region, including the Capital Regional Housing Corporation (CRHC) as a not-for-profit. Actions have been established within the CRD's Accessibility Plan to explore inter-organizational collaboration that improves and enhances accessibility including those services provided of the CRHC as a not-for-profit corporation.

CRHC Implications

While the CRHC is not a defined government or prescribed organization under the Act, the CRHC embraces the goal of accessibility. The CRHC is required to adhere to BC Housing's Accessibility Plan through its funding agreements and is subject to all requirements under municipal bylaws, the BC Building Code, BC Housing's Design Guidelines and Construction Standards and/or any other funding, legislative and regulatory requirements as may be applicable.

Further, the CRHC adheres to a duty to accommodate under the *BC Human Rights Code*. This is to mean that where an accommodation is required and where the CRHC receives the specific request (which may include anything from changing the style of door handle, to the instillation of ceiling tracts, to working to rehome the tenant in a unit that is better suited to their specific requirements) the CRHC then works directly with the household on a case-by-case basis to determine the best approach to an accommodation that is determined collaboratively with the tenant and often with a Health Care Practitioner. There may be situations where an accommodation request is denied, and though rare, can include such reasons as the request was not supported by the Health Care Practitioner or the requested accommodation doesn't exist in a manner that is suited to the needs of the tenant. In these cases, the CRHC will work with the tenant to identify and suggest alternatives.

It should be noted that BC Housing, the CRHC's primary funder as well as the main funder for subsidized and supportive housing across the province, is a prescribed organization under the Accessible BC Act and as such is currently working on an Accessibility Plan that will consider the following five accessibility realms: built environment, employment, information and communications technologies, procurement of goods and services, and program and service delivery. Further to this, staff understand that BC Housing will also be working on accessible facility design guidelines for new or renovation projects, a building inventory and accessibility upgrade plan to assess existing housing stock, design components for redevelopment projects to establish new goals to improve accessibility in housing, and training for front line staff with a focus on trauma-informed service delivery to equity and rights-seeking groups. When completed, these undertakings will likely significantly shift the requirements of all housing entities accessing funding or financing through BC Housing, including the CRHC, and through the CRD's Accessibility Plan staff intend to work collaboratively with BC Housing to further enhance and resource accessibility initiatives in housing operations.

CONCLUSION

Regulations in the Province of British Columbia came into force which require local governments to establish an accessibility committee, an accessibility plan and a tool to receive feedback on accessibility. With guidance of its Accessibility Advisory Committee, the CRD has developed its Accessibility Plan inclusive of the specific principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Accessibility Plan be approved.

Submitted by:	Alima Ali, M.Ed., B.Ed., B.A., C.O.C., Manager, EDI and Accessibility
Concurrence:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Accessibility Plan



Capital Regional District Accessibility Plan

SEPTEMBER 2024

www.crd.bc.ca

CRD

Making a difference...together

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Capital Regional District Accessibility Plan

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For a copy of this Accessibility Plan as a Word document, please email our Human Resources and Corporate Safety Department at accessibility@crd.bc.ca.

Message from the CAO



Ted Robbins,
Chief Administrative Officer

As an organization dedicated to service and community excellence, the Capital Regional District (CRD) is committed to increasing accessibility across its spaces, services and communications. I am pleased to present the CRD Accessibility Plan.

Guided by the *Accessible British Columbia Act*, the CRD has established an Accessibility Advisory Committee and developed the Accessibility Plan to guide us in identifying and removing barriers. Accessibility is an element of our many CRD service strategies, approaches and plans, and will remain a foundation to our service provision for years to come. We recognize there is much more work to do in this area and that being an accessible organization is an iterative journey. With input and feedback from the public, staff, elected officials, and community partners, we will continue to make accessibility improvements.

We are focusing on three priority areas in the CRD Accessibility Plan:

- ▶ Resourcing, Awareness and Training
- ▶ Increased Access
- ▶ Built Environment Improvements

Each priority area includes outcomes and objectives that work towards the CRD being a more accessible organization. We look forward to our journey, and the outcomes it holds.

Ted Robbins,
Chief Administrative Officer

Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKÉĆEN (Pauquachin), MÁLEXEŁ (Malahat), P'a:chi:da?ahť (Pacheedaht), Spune'luxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, STÁUTW (Tsawout), T'Sou-ke, WJOLEŁP (Tsartlip), WSIKEM (Tseycum), and x^wsepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.



Commitment to Equity, Diversity, Inclusion & Accessibility

The CRD is committed to ensuring equal access and participation for people with disabilities. We are committed to identifying, removing, and preventing barriers across our services, programs and infrastructure, and treating all people in ways that allow them to maintain their dignity and independence. We believe in inclusion and are committed to meeting the needs of people who face accessibility barriers. We recognize the essential knowledge and perspectives of people with lived experiences and commit to making sure those voices are part of accessibility planning.

At the CRD, we are committed to creating an inclusive workplace culture that celebrates the uniqueness of individuals – where differences are recognized, appreciated and responded to in ways that fully respect each person's background, lived experiences, talents and strengths.

We value equity, diversity, and inclusion and are committed to listening, learning and evolving on this journey to improve the sense of belonging for everyone at the CRD.

About the CRD

The CRD is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands, serving more than 435,000 citizens. The Traditional Territories of many First Nations span portions of the region and 11 of those Nations hold reserve lands throughout the capital region.

The CRD was incorporated in 1966 to provide regional decision-making on matters that transcend municipal boundaries and to enable more effective service delivery to residents regionally, sub-regionally and locally.

The CRD plays a key role in providing services that can be delivered efficiently and effectively through region-wide or shared service delivery models to ensure a livable, sustainable and resilient capital region. As a local government for electoral areas, the CRD develops partnerships to facilitate and deliver projects and services for residents living in unincorporated areas.

The CRD has more than 200 services, infrastructure and financing agreements with municipalities and electoral areas. CRD services are organized into the following categories:

- ▶ Regional, where all municipalities and electoral areas are served
- ▶ Sub-regional, where two or more jurisdictions are served
- ▶ Local, in the electoral areas where the CRD is the local government

The CRD works collaboratively with First Nations and other orders of governments and has direct relationships with individuals, businesses, organizations, institutions and communities that access regional utilities and services.

The CRD administers the Capital Regional Hospital District (CRHD). The CRHD invests in traditional health care services and provides capital funding for health care infrastructure, such as health facilities and hospital equipment.

The CRD also owns and operates the Capital Region Housing Corporation (CRHC), a non-profit provider of approximately 2,000 affordable rental units throughout the region. As to the CRHC and as a separate corporation existing under the BC Business Corporations Act, it is neither a municipality nor a regional district for purposes of the Accessible BC Act. As such, the CRHC's facilities and operations are not within the scope of this Accessibility Plan. However, as a wholly owned subsidiary the CRHC embraces the goal of accessibility, and accessibility standards for all the CRHC's portfolio of residential properties are assured under municipal by-laws, the BC Building Code, and the requirements of project funding.

The CRD follows a five-year service and financial planning process to ensure that resources are used efficiently and that services effectively meet the needs of residents, municipalities, electoral areas and First Nations.

Executive Leadership Team

The Executive Leadership Team (ELT) consists of the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Corporate Officer, and the General Managers (GMs), who are all Officers of the Corporation.

These Officers direct the departments and divisions across the Corporation and work collaboratively to:

- ▶ Consider strategic issues related to the organization; discuss solutions to organizational challenges
- ▶ Make decisions effectively on behalf of the organization and in the interests of the CRD Board
- ▶ Provide direction on corporate-wide policies, systems, projects, and initiatives
- ▶ Ensure our employees are supported and empowered to achieve organizational goals

The success of the organization is measured by how well the entire organization performs in effectively and efficiently delivering services to the residents of the region and in its' ability to advance Board and Corporate Priorities within an approved Board budget. It is a key responsibility of the ELT to ensure that the actions, directions, and policies of management are aligned to achieve these objectives and to strengthen our foundational core and ensure that we have an engaged workforce that is valued and supported.

Our Executive Leadership Team (from left to right):

- ▶ Kristen Morley, General Manager, Corporate Services/Corporate Officer
- ▶ Kevin Lorette, General Manager, Planning & Protective Services
- ▶ Nelson Chan, General Manager, Finance and Technology/Chief Financial Officer
- ▶ Ted Robbins, Chief Administrative Officer
- ▶ Alicia Fraser, General Manager, Integrated Water Services
- ▶ Luisa Jones, General Manager, Parks, Recreation & Environmental Services



Organizational Structure

Executive Services

Under the direction of the Chief Administrative Officer, Executive Services includes Executive Operations, Human Resources & Corporate Safety, Corporate Communications, and Salt Spring Island Administration.

Corporate Services

Led by the General Manager of Corporate Services, this department includes First Nations Relations, Privacy & Information Services, Legal Services & Risk Management, Legislative Services, and Real Estate & Southern Gulf Islands Initiatives.

Finance & Technology

Led by the Chief Financial Officer, this department includes Financial Services, Information Technology & GIS Services, and Arts & Culture.

Integrated Water Services

Led by the General Manager of Integrated Water Services, this department includes Water Operations, Wastewater Operations, Watershed Protection, Infrastructure Engineering, Customer & Technical Services, and Administrative Services.

Parks, Recreation & Environmental Services

Led by the General Manager of Parks, Recreation & Environmental Services, this department includes Climate Action Program, Environmental Protection, Environmental Resource Management, Facilities Management & Engineering Services, Panorama Recreation, Regional Parks, and SEAPARC.

Planning & Protective Services

Led by the General Manager of Planning and Protective Services, this department includes Building Inspection, Protective Services, Health & Capital Planning Strategies, Regional Housing, Juan de Fuca Local Area Services, and Regional & Strategic Planning.

Cultural Traits

Our cultural traits reflect what we value as an organization. They were developed through an employee-driven process and are the behaviours and mindset we strive to demonstrate and apply throughout our work, no matter our role at the CRD. We seek to integrate them into our processes and support systems so all employees can be empowered to demonstrate them in their daily activities.



SERVE THE CUSTOMER

- ▶ Understand the politics
- ▶ Focus on service
- ▶ Communicate effectively with stakeholders



OWN THE OUTCOME

- ▶ See the big picture
- ▶ Be accountable for results
- ▶ Build confidence, increase trust, earn respect



LEAD THE WAY

- ▶ Think strategically
- ▶ Foster innovation
- ▶ Pursue innovation and seek continuous improvement



DEVELOP EMPLOYEE EXCELLENCE

- ▶ Model integrity
- ▶ Develop self
- ▶ Support professional growth



WORK COLLABORATIVELY

- ▶ Build partnerships
- ▶ Develop others
- ▶ Work with a common purpose



EMBRACE CHANGE

- ▶ Demonstrate courage
- ▶ Create a common vision for change and support change management
- ▶ Welcome ideas and perspectives

Corporate Statements

The following statements represent the key purpose, commitment and aspirations of the CRD. Our mission embodies our purpose. The Board and organizational vision statements link the Board's vision with how staff work to achieve the desired outcomes. Other key statements ground our work in important priorities and formally declare our commitment to our shared path forward.

Mission

We are a regional federation working together to serve the public good, plan for the future, and help build a livable, sustainable and resilient region. We work across municipal and electoral area boundaries to deliver services to residents regionally, sub-regionally and locally through an inclusive, efficient and open organization.

Board Vision

The CRD embraces cooperation, innovation, and bold leadership in the delivery of services that contribute to a livable, sustainable, and resilient region. We are a region where all residents are included and have access to a quality of life that is fulfilling for them; and where there is a healthy environment for current and future generations.

Organizational Vision

The CRD is a place where employees realize their potential and whose lives are improved every day through organizational connections and meaningful, fulfilling work.

Declaration of Climate Emergency

In February 2019, the CRD Board joined many other local governments across the globe in declaring a climate emergency. Climate Action & Environment remains a top priority for this Board's term. The CRD is working to reduce the organization's greenhouse gases, prepare for climate impacts and support climate action efforts across the region. In 2021, CRD staff completed a comprehensive, data-driven planning process to create a renewed Climate Action Strategy that provides clarity on the role the CRD can play as a leader in climate action over the next five years. For more information, please visit: www.crd.bc.ca/climate

Reconciliation

The CRD's boundaries span the traditional territories of many First Nations, whose ancestors have been taking care of the land since time immemorial. The CRD believes that a positive working relationship with First Nations is good for the whole region. For the CRD to have a positive relationship with First Nations we need to acknowledge, respect and complement their Indigenous laws, customs and systems of governance. The CRD is part of a national movement towards Reconciliation with Canada's Indigenous peoples, informed by:

- ▶ The Truth and Reconciliation Commission's Calls to Action
- ▶ The United Nations Declaration on the Rights of Indigenous Peoples
- ▶ Section 35 of the Canadian Charter of Rights and Freedoms
- ▶ The Douglas Treaties and the BC Modern Treaty process

For the full Statement of Reconciliation, please visit: www.crd.bc.ca/first_nations

Commitment to Equity, Diversity & Inclusion

At the CRD, we are committed to creating an inclusive workplace culture that celebrates the uniqueness of individuals – where differences are recognized, appreciated and responded to in ways that fully respect each person’s background, lived experiences, talents and strengths.

We value equity, diversity, and inclusion and are committed to listening, learning and evolving on this journey to improve the sense of belonging for everyone at the CRD.



Nature Sanctuary at Elk/Beaver Lake Park

Definitions

Accessibility

All people can take part in their communities through work, play and other daily activities; Accessibility is important for everyone, especially people with disabilities; Accessibility is about removing barriers and increasing inclusion and independence for everyone

Accessibility Advisory Committee (AAC)

An official committee established to assist the organization to identify barriers to individuals in or interacting with the organization; composition of committee membership is outlined in the Accessible BC Act; For the CRD, the AAC is established by the CRD Board with an approved Terms of Reference (see Appendix A)

Accessibility Plan (AP)

A plan, developed by an AAC, that identifies, removes and prevents accessibility barriers to individuals in or interacting with the organization

Accommodation

Adjustments that remove a barrier for a person with a disability

Assistive Device

Any device that is designed, made, or adapted to assist a person to perform a particular task

Barrier

Anything that hinders the full and equal participation in society of a person with an impairment; barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies, and affected by intersecting forms of discrimination. Persons with disabilities face six general barriers:

1. **Attitudinal barriers:** when people think and act based on false ideas, leading to discrimination against persons with disabilities
2. **Informational or communication barriers:** when communication methods do not reach persons with disabilities because they can't access them or understand them
3. **Technological barriers:** when technology can't be accessed by persons with disabilities
4. **Physical or architectural barriers:** when physical obstacles make access for persons with disabilities difficult
5. **Organizational or systemic barriers:** when an organization's policies or procedures aren't inclusive
6. **Sensory barriers:** when sensory information such as lights, sounds, or smells prevent participation in the environment

Collaboration

Promoting accessible communities is a shared responsibility and everyone has a role to play to create opportunities for organizations and communities to work together to promote access and inclusion

Disability

An inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier. Disabilities may be various forms: pain-related; flexibility, mobility and dexterity; mental health-related; seeing; hearing; learning and memory; developmental; or other

See “Understanding Disabilities” of this Plan for more information

Diversity

Diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. It extends beyond just visible attributes like race and ethnicity to include factors such as race, ethnicity, language, age, gender identity and expression, sexual orientation, culture, religion, belief system, marital and family status, socioeconomic status, physical and intellectual abilities, mental health, work status, life experiences and thinking style.

Impairment

Includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic

Inclusion

Inclusion creates an environment which embraces, respects, accepts and values diversity. With inclusion, all individuals have a sense of belonging and are recognized as valued and contributing members of society

Indigenous Peoples

Has the same meaning as in the Declaration on the Rights of Indigenous Peoples Act (from Constitution Act) includes the Indian, Inuit and Métis peoples of Canada

Self-Determination

Seeking to empower people to make their own choices and pursue the lives they wish to live

Universal Design

Process of creating services and environments that are accessible to people with a wide range of abilities, disabilities, and other characteristics



Mobility Mat, Beaver Lake

Understanding Disabilities

The following information about types of disabilities comes from the Government of Canada's Guidance on the Accessible Canada Regulations as well as input from the CRD's Accessibility Advisory Committee. The categories are not exhaustive and are intended to be a starting point.

An important note is that not all people who experience these conditions consider it to be a disability. For example, some people who are neurodiverse or deaf may choose to self-identify as such, rather than as being disabled.

Another important consideration is that intersecting parts of a person's identity, such as age, gender, race and socioeconomic status, can affect the way people interact with their environments and the barriers they face. As a result, what is accessible for one person may not be accessible for all.

Types of Disabilities

Pain-related

Pain-related disabilities represent nearly two-thirds of people with disabilities in Canada. Some people experience pain all the time, other people's pain is episodic, which means it fluctuates over time, sometimes unpredictably. Pain can disrupt people's daily activities. Many pain-related disabilities are invisible or hidden. Common types of pain-related disabilities include arthritis, back pain, sickle cell disease, traumatic injuries and migraines.

Mobility, Flexibility and Dexterity

Mobility disabilities can affect a person's ability to move around, including walking or using stairs. Some people with mobility disabilities cannot walk at all, while others can only walk certain distances. Some people with mobility disabilities need to use aids like canes, crutches, wheelchairs or scooters.

Flexibility disabilities can affect a person's ability to bend over and pick things up, or reach out or upwards, or how long a person can stand for.

Dexterity disabilities can affect a person's ability to use their fingers, wrists or other extremities, and the way they use objects like pens and keyboards. Dexterity disabilities can also affect a person's ability to turn doorknobs, push buttons, operate devices or affect sensitivity to temperatures and textures.

Mental Health-related

People with mental health disabilities may experience and manage emotions, thoughts and sensations in different ways. Many mental health disabilities are invisible or hidden. They can affect a person's mood, energy levels, thinking and physical health. Common types of mental health-related disabilities include anxiety disorders, bipolar disorder, depression, post-traumatic stress disorder (PTSD), and schizophrenia.

Vision or Seeing

These types of disabilities affect how well a person sees, or whether they see at all. Some people with vision disabilities may also have difficulty in how they see things like light, color, distance or texture. Common types of vision disabilities include blindness, low vision or partially sighted, legal blindness, deaf-blindness and color-blindness.

Hearing

Hearing disabilities affect how well a person hears, or whether they hear at all. Some people with hearing disabilities have difficulty hearing when there is background noise or multiple sources of sound or speech. Common types of hearing disabilities include deafness, deafened, hard of hearing, and oral deaf.

Learning

Some learning disabilities make it difficult for people to learn, read, or process information. Some also involve difficulty with writing, organization and time management. Most learning disabilities are invisible or hidden. Common types of learning disabilities include attention deficit/hyperactivity disorder (ADHD), dyscalculia, dyslexia, executive function disorders.

Memory

People with memory disabilities may have difficulty processing or holding on to information. They may also have difficulty with recognizing faces, emotional responses and bodily movements. Common memory disabilities include dementia, encephalopathy, and strokes.

Developmental

Developmental disabilities impair an individual's physical or mental development. People with developmental disabilities may have difficulty communicating or understanding written or spoken language. Some people may have difficulties with learning, reasoning, decision-making or problem-solving. Developmental disabilities sometimes overlap with learning disabilities. Some developmental disabilities are invisible or hidden. Common types of developmental disabilities include autism spectrum, Down Syndrome, fetal alcohol spectrum and epilepsy.

Communication

Communication is an interactive, two-way process that includes both understanding and being understood. Having a significant communication disability can affect one or more communication areas such as a person's ability to speak, understand what others are saying, read and/or write. Some motor-speech disorders are associated with other conditions, such as aphasia caused by brain damage from a stroke. Others, such as stuttering, may have multiple possible causes, and may be episodic.

Other

There are many other disabilities which impact an individual's ability to participate fully and equally in society, including where someone might not fit a certain category but there is a cumulative effect on life functions and ability to access services.



Framework Guiding our Work

The Accessibility Plan (AP) builds on global, national, provincial and CRD specific actions to promote and support accessibility, such as the Accessible Canada Act and the United Nations Convention on the Rights of People with Disabilities. The AP particularly builds on the B.C. legislation focused on accessibility. The following subsections discuss the provincial legislation.

Accessible British Columbia (BC) Act

The *Accessible BC Act* was enacted in June 2021 and initially the accessibility planning requirements only applied to provincial government organizations.

The Accessible BC Regulation under the *Accessible BC Act* came into force on September 1, 2022. These regulations identify regional districts as accessible organizations, required to establish by September 1, 2023:

1. An accessibility committee
2. An accessibility plan
3. A tool to receive feedback on accessibility

These requirements, and the CRD's ability to meet them before September 2023, are discussed below.

Accessibility Committee

Under the *Accessible BC Act*, an accessibility committee, called an Accessibility Advisory Committee (AAC) for the CRD, must be established to assist the CRD to identify barriers and advise on how to prevent barriers to individuals in or interacting with the organization.

The CRD Board approved the AAC committee and its Terms of Reference on April 12, 2023 (see Appendix A). Aligned with the *Accessible BC Act*, the CRD's AAC is an advisory committee of the CRD Governance Committee. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

Accessibility Plan

According to the Accessible BC Act, the accessibility plan must identify, remove and prevent barriers to individuals in or interacting with the organization and be updated at least once every three years. Also, in developing the accessibility plan the CRD must consult with the AAC and when updating the plan, the CRD must consider public feedback.

It is the CRD's intent to have the AAC actively involved in the development of our accessibility plan. The CRD's current plan outlines initial steps to engage the AAC and the public in identifying steps the CRD can undertake to remove and prevent barriers to individuals in or interacting with the organization.

Public Feedback Tool



The Accessible BC Act requires that a process must be established for receiving comments from the public on the organization’s accessibility plan and barriers to individuals in or interacting with the organization.

To provide your feedback on matters pertaining to accessibility and inclusion of our CRD services, or to our Accessibility Plan please contact our Human Resources and Corporate Safety Department at accessibility@crd.bc.ca or by phone at 250-360-3069.

Priorities, Actions, and Implementation

Many actions have been undertaken and implemented to date with the aim of preventing barriers to individuals in or interacting with the organization. The CRD recognizes more is required, and through the AAC will better identify barriers and take steps as practicable to remove those which are identified. The CRD recognizes this is a journey of (1) collaboration with focuses on (2) inclusion, (3) adaptability, (4) diversity, (5) self-determination, and (6) universal design. Some of the CRD’s achievements to date are found in Appendix B.

As we improve accessibility to our services and facilities, the CRD has identified broad priority areas which include:

-  Built Environment Improvements
-  Resourcing, Awareness and Training
-  Increased Access

The CRD recognizes these are only first steps. The CRD recognizes that each of these priority areas, their objectives, actions and timelines will be updated from time to time, and the feedback received from the public and staff, and the work of the AAC, will help shape the outcome more fully. The CRD also recognizes that additional funding will be required to implement some of the actions.

Budget Note:

Action items listed as “Contingent on securing resources”, may need additional funding to implement and are subject to the Capital Regional District’s budget planning process. The CRD is required by legislation to develop a financial plan each year that outlines operating and capital expenditures for the next five years. Once specific accessibility improvements are identified as part of the Accessibility Plan, the cost for implementation would need to go through the annual Service and Financial Planning process for approval. For example, additional resources may be needed to modify facilities, purchase assistive devices and upgrade systems to allow for increased accessibility.

1

PRIORITY 1 | Built Environment Improvements

OBJECTIVES	DESCRIPTION & ACTIONS	TIMELINE
<p>1a Improve the physical accessibility of CRD-specific facilities and services to ensure persons with disabilities can access, participate and gain employment with the CRD.</p>	<p>1a-1 Continue work currently underway to improve and promote accessibility to CRD-specific facilities and services.</p>	<p>Ongoing</p>
	<p>1a-2 Inventory all CRD-specific facilities with a lens of improving accessibility.</p>	<p>Beginning 2024</p>
	<p>1a-3 Establish processes to prioritize improvements to CRD-specific facilities to ensure these are more accessible.</p>	<p>Beginning 2025 Contingent on securing funding</p>
	<p>1a-4 Continue to strive for increased accessibility to all CRD-specific facilities and services, including continuously reviewing feedback on achievements and areas of improvements as received from the public and staff.</p>	<p>Ongoing Contingent on securing funding</p>
	<p>1a-5 Continue to work collaboratively with service partners to ensure those services within the overarching mandate of the CRD which may be provided by other parties (example: transit services on the gulf islands) are accessible; and relay feedback received by the public and staff to these parties.</p>	<p>Ongoing</p>
	<p>1a-6 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>

2

PRIORITY 2 | Resourcing, Awareness & Training

OBJECTIVES	DESCRIPTION & ACTIONS	TIMELINE
<p>2a Ensure information related to accessibility in the CRD is available to the public and to employees.</p>	<p>2a-1 Hire a staff position to lead internal initiatives.</p>	<p>Recruitment for 2024</p>
	<p>2a-2 Create and implement communications and engagement plans about accessibility at the CRD.</p>	<p>Beginning 2025 Contingent on securing funding</p>
	<p>2a-3 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Beginning 2026 or ongoing</p>
<p>2b Promote inclusive behaviours and support CRD staff awareness of the needs of individuals with various disabilities and the barriers that may be faced.</p>	<p>2b-1 Enhance CRD staff training on equity, diversity and inclusion to include accessibility and strategies for minimizing barriers.</p>	<p>Beginning 2024</p>
	<p>2b-2 Enhance existing staff training courses and develop and facilitate the delivery of additional learning opportunities for staff to create a common understanding of equity, diversity, inclusion and accessibility, including literacy and terminology, understanding of unconscious bias (including ableism) and other topics that support respectful workplaces, policy and inclusive practices.</p>	<p>Beginning 2024 Contingent on securing funding</p>
	<p>2b-3 Incorporate accessibility and ableism training into the development and implementation of essential supervisor training.</p>	<p>Beginning 2026</p>
	<p>2b-4 Increase training in the area of psychological health and safety, tied to the corporate People, Safety and Culture Plan.</p>	<p>Beginning 2024</p>
	<p>2b-5 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Beginning 2026 or ongoing</p>

2

PRIORITY 2 | Resourcing, Awareness & Training

OBJECTIVES	DESCRIPTION & ACTIONS	TIMELINE
<p>2c Promote inclusion within the CRD workplace and across services delivered.</p>	<p>2c-1 Enhance current photo stock and library with inclusive images for communication materials and review existing images with a lens of accessibility.</p>	<p>Beginning 2024</p>
	<p>2c-2 Develop an employee demographic data collection program to monitor progress on promoting and supporting a diverse workforce, including people with disabilities.</p>	<p>Beginning 2025</p>
	<p>2c-3 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>
<p>2d Raise awareness about the nature of systemic barriers related to services.</p>	<p>2d-1 Explore inter-organizational collaboration that improves and enhances accessibility of CRD services, including those of the CRHC as a not-for-profit corporation.</p>	<p>Beginning 2024</p>
	<p>2d-2 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>

3

PRIORITY 3 | Increased Access

OBJECTIVES	DESCRIPTION & ACTIONS	TIMELINE
<p>3a Create and review policies and procedures to support equity, diversity, inclusion and accessibility.</p>	<p>3a-1 Create an Accessibility Plan.</p>	<p>2024</p>
	<p>3a-2 Review and update the Accessibility Plan with the Accessibility Advisory Committee, and through feedback of the public and staff.</p>	<p>Annually beginning 2025</p>
	<p>3a-3 Review Accessibility Act standards for Employment and Service Delivery to identify and prioritize actions.</p>	<p>Beginning 2025</p>
	<p>3a-4 Establish a catalogue of assistive devices for CRD staff, and purchase inventories for use.</p>	<p>Beginning 2024 Contingent on securing funding</p>
	<p>3a-5 Establish a formal guide for abilities management, including accommodation, return to work, and stay at work options. Completed 2019</p>	<p>Completed 2019 Update beginning in 2026</p>
	<p>3a-6 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>
<p>3b Receive public and staff feedback on accessibility achievements and barriers.</p>	<p>3b-1 Establish dedicated email for the public and staff to provide feedback about accessibility at the CRD.</p>	<p>Completed</p>
	<p>3b-2 Update the CRD’s Public Participation Framework to reflect principles of equity, diversity and inclusion and create a toolkit that supports best practice to address barriers.</p>	<p>Beginning 2024</p>
	<p>3b-3 Continue the work of the CRD staff Equity, Diversity and Inclusion Committee, and ensure representation and feedback from staff with disabilities.</p>	<p>Commenced 2021 Ongoing</p>
	<p>3b-4 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>

3

PRIORITY 3 | Increased Access

OBJECTIVES	DESCRIPTION & ACTIONS	TIMELINE
<p>3c Improve access to CRD public meetings.</p>	<p>3c-1 Review and enhance the ability for the public and staff with disabilities to access online public meetings, including those of the CRD Board and its Committees and Commissions.</p>	<p>Beginning 2025 Contingent on securing funding</p>
	<p>3c-2 Review worksites where CRD public meetings are held with a lens of accessibility, and inventory enhancements to make meetings more accessible.</p>	<p>Beginning 2025 Contingent on securing funding</p>
	<p>3c-3 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>
<p>3d Ensure communications materials are more accessible.</p>	<p>3d-1 Provide plain language and accessible content training to communicators and web authors.</p>	<p>Beginning 2024</p>
	<p>3d-2 Refresh public website to comply with internationally recognized Web Content Accessibility Guidelines.</p>	<p>Beginning 2025</p>
	<p>3d-3 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>
<p>3e Ensure recruitment practices are accessible and inclusive.</p>	<p>3e-1 Establish a process for applicants requiring accommodations during the recruitment cycle.</p>	<p>Enhance Beginning 2024</p>
	<p>3e-2 Review recruitment practices with a lens of equity, diversity, inclusion and accessibility.</p>	<p>Beginning 2024</p>
	<p>3e-3 Promote information about the CRD’s commitment to equity, diversity, inclusion and accessibility on job postings and website materials.</p>	<p>Commenced 2021 Enhance Beginning 2024</p>
	<p>3e-4 Identify additional actions to support the objective, based on learning from previous actions.</p>	<p>Ongoing</p>

Feedback

The feedback we receive from the public and our staff is important to us. We invite you to share your feedback on this initial Accessibility Plan and on any barriers to accessibility and inclusion that you, or someone you know, have faced when accessing CRD services and facilities.

To provide your feedback, please contact our Human Resources and Corporate Safety Division at accessibility@crd.bc.ca or call 250.360.3069.



Appendix A

Terms of Reference - CRD Accessibility Advisory Committee

PREAMBLE

The Capital Regional District (CRD) Accessibility Advisory Committee (AAC) is an advisory committee of the CRD Governance Committee created further to the *Accessible British Columbia Act*. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

The Committee's official name is to be: **Accessibility Advisory Committee**.

1.0 PURPOSE

The Accessibility Advisory Committee will:

- a. Provide recommendations on the development of an accessibility plan.
- b. Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.
- c. Be available as a resource to the CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.
- d. Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
- e. Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.
- f. Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.
- g. Ensure that adequate information is provided to community members to enable them to provide informed feedback.
- h. Remain objective and unbiased while overseeing the process of community education and participation.
- i. Review CRD accessibility plan every three (3) years.

2.0 ESTABLISHMENT AND AUTHORITY

- a. The Governance Committee will:
- b. Recommend AAC member appointments to the CRD Board for up to a two-year term; and
- c. Appoint a member as the liaison between the AAC and the Governance Committee.

- d. The AAC will appoint a Chair and a Vice-Chair on an annual basis.
- e. The AAC will report its input to the Governance Committee for consideration. The CRD Board is the final decision-making authority.

3.0 COMPOSITION OF VOTING MEMBERSHIP

- a. To the extent that it is possible, members will be people from diverse backgrounds, including Indigenous peoples, no less than half of whom must either be persons with disabilities or persons representing a disability-serving organization.
- b. The AAC will be composed of at least five (5), and up to 11, members.
- c. The AAC may include both members external and internal to the CRD organization.
- d. Members will be appointed for a 2-year term (except in the first year when 3 citizen appointments will be appointed for a 1-year term to allow for staggered expiration terms).
- e. A term will equal 2 years, and members will serve no more than 3 consecutive terms (i.e. 6 years).
- f. Public members of the AAC will receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed.
- g. AAC vacancies will be publicly posted for a minimum of 30 days and appointments will be made in accordance with the CRD Appointment of Public Members to External Boards Policy.

4.0 PROCEDURES

- a. The CRD Board Procedures Bylaw will apply.
- b. The AAC shall meet at a minimum of every two (2) months at the call of the Chair and have special meetings, as required.
- c. The agenda will be finalized in consultation between staff and the Chair.
- d. A quorum is a majority of the committee membership and is required to conduct committee business.
- e. AAC meetings will be held in a manner which is as accessible as possible by default, including but not limited to: accessible meeting locations; use of accessible hybrid virtual meeting technology; provision of accessibility supports including ASL interpreters and live caption services; and other as identified by the AAC.

5.0 RESOURCES AND SUPPORT

- a. The Senior Manager, Human Resources and Corporate Safety, will lead the coordination and allocation of resources to the Committee.
- b. Appropriate CRD staff and resources will be provided to assist with the activities of and support to the AAC.
- c. Minutes and agendas are prepared and distributed by the Legislative Services division.

The logo for CRD, consisting of the letters 'C', 'R', and 'D' in a stylized, bold, sans-serif font. The 'C' and 'R' are connected at the top, and the 'D' is positioned to the right of the 'R'.

CRD

Making a difference...together



Making a difference...together

REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, OCTOBER 2, 2024

SUBJECT Regional Resident Survey Progress Report

ISSUE SUMMARY

As part of the Capital Regional District (CRD) 2024 financial plan, the CRD Board approved an Initiative Business Case for a Resident Experience Survey for 2024, in alignment with Corporate Priorities:

- 12.b1 “Enhance the public participation and engagement practices and framework to foster trust and understanding, informed by input from residents and equity, diversity and inclusion principles.”
- 12.b2 “Advance the Communications Strategic Plan to guide organizational communications practices and policies internally and externally.”

This Resident Experience Survey will serve as a valuable baseline, providing a better understanding of how residents perceive the CRD’s reputation, how to effectively engage with them and enable a metric-based approach to strategic communication planning, increase transparency, improve accountability, and build relationships with residents.

The approach will be strategically designed to be replicable, so that CRD can leverage it in subsequent surveys. This survey will seek to measure:

- The level of knowledge, awareness and reputation of the CRD in the region
- The level of trust in the CRD as a government organization
- The desired role of digital technologies in service delivery
- Preferred communications and engagement methods

Unlike some municipalities that conduct regular Citizen Satisfaction Surveys, the CRD last conducted a resident survey in 2008-2009. It should be noted that the approach for this survey is not designed to measure service level satisfaction, but rather, to establish a baseline measuring awareness, perception and reputation of the CRD among residents.

BACKGROUND

Planning for the survey started in the summer of 2024 with a request for quotes to three vendors. The successful candidate is Catapult Strategy – a Vancouver based strategic marketing firm.

In collaboration with the consultant the project’s discovery and planning stage has been completed and we are in the survey development, materials development and program execution stages.

Taking a wholistic approach to gathering information, a combination of several methods will be used including:

1. A statistically representative sample survey of capital region residents.
2. Online focus groups (targeting electoral areas)
3. A webpage on GetInvolved.crd.bc.ca providing more information and a link to an opt-in online survey hosted by Catapult Strategy.
4. An email to subscribers to the CRD engagement platform to invite them to take the online opt-in survey.

The consultant will ensure that the two distinct survey data sets, those that are statistically significant and those that are opt-in, will be managed and interpreted professionally.

The outcomes of the above approach will:

- Generate statistically significant survey results.
- Receive valuable perspective from the existing residents who have engaged with CRD through our engagement platform.
- Receive important qualitative data from the focus groups and perspectives from Electoral Areas and residents who may not be comfortable or have access to online platforms.
- Provide important insights for upcoming digital service delivery planning.
- Provide important insights to inform communication and engagement approaches to build support for upcoming capital investments.

The survey is expected to occur in October 2024 with focus groups to follow in November. A report of findings will be presented to a future Governance Committee.

IMPLICATIONS

Alignment with Board & Corporate Priorities

5d Foster greater civic participation among diverse community members.

12.b1 Enhance the public participation and engagement practices and framework to foster trust and understanding, informed by input from residents and equity, diversity and inclusion principles.

12.b2 Advance the Communications Strategic Plan to guide organizational communications practices and policies internally and externally.

Service Delivery Implications

A segment of the survey captures residents' perspective on digital service delivery, which will provide important insights for general CRD service delivery planning, in addition to communications and engagement planning.

CONCLUSION

This resident survey will establish important baseline metrics that will help inform strategic communication planning at the CRD. It is critical to note that the approach chosen is designed to be replicable over time so Key Performance Measures (KPM) can be developed. Through a combination quantitative and qualitative approaches, the survey will measure sentiment that is statistically valid across the region and targeted to residents in the Electoral Areas.

RECOMMENDATION

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

Submitted by:	Sudha Krishna, Manager, Social Marketing
Concurrence:	Andy Orr, Senior Manager, Corporate Communications
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, SEPTEMBER 25, 2024**

SUBJECT **Designation of Watershed Security Officers**

ISSUE SUMMARY

To appoint additional Watershed Security Officers with authority to enforce Bylaw No. 2804, Capital Regional District (CRD) Water Supply Area Regulations and Bylaw No. 4225, CRD Parks Regulation.

BACKGROUND

Bylaw No. 2804, CRD Water Supply Area Regulations, designates personnel authorized to enforce the bylaw. Authorized personnel are defined as “peace officer, conservation officer, or person appointed or employed by the CRD as a park officer, animal control officer, bylaw enforcement officer, *watershed security officer*, or other authorized CRD employee”.

Watershed Security Officers were last appointed in July 2023 and currently there are five appointed. A review of roles and training indicates there is one additional Watershed Security Officer to be designated at this time. CRD staff appointed as Watershed Security Officers receive bylaw training and have experience with bylaw compliance and enforcement for the Greater Victoria Water Supply Area (GVWSA). Watershed Security Officers supplement the existing service of CRD Bylaw Enforcement Officers who will continue to provide advice, additional coverage, and assistance with serious and complex incidents in the GVWSA.

The CRD Parks Regulation Bylaw No. 4225 was amended in June 2017 to include Watershed Security Officers to provide authority to enforce park regulations along the Sooke Hills Wilderness Trail (portion of the Great Trail) through and near the GVWSA. Parks Officers were already designated with authority to enforce the Water Supply Area Regulation. Both CRD Regional Parks and Watershed Protection officers provide compliance and enforcement regardless of whether an infraction occurs within or outside of the trail corridor. Regional Parks and Watershed Protection staff liaise to provide a consistent approach with the public in providing compliance and enforcement along the trail.

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, the Regional Board must make resolutions for appointment to the office of Watershed Security Officer.

ALTERNATIVES

Alternative 1

The Regional Water Supply Commission recommends that the Capital Regional District Board: Appoint Nathan Prenger as Watershed Security Officer for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681.

Alternative 2

That no additional Watershed Security Officers be appointed at this time.

IMPLICATIONS

Service Delivery Implications

The appointment of Watershed Security Officers assists CRD staff in delivering on compliance and enforcement of the Water Supply Area Regulation to protect drinking water for Greater Victoria for the long term.

Nathan Prenger’s qualifications for bylaw enforcement are supported by his completion of the Bylaw Compliance, Enforcement & Investigative Skills Level 1 Certificate. In addition to this key certification, he has undergone training in managing aggressive behavior, including Verbal Judo and Violent and Aggressive Behaviour Management courses. His training also includes a documented review of Watershed Security Patrol Procedures with Security Program staff. These courses equip him with the necessary skills to enforce bylaws, manage aggressive behavior, and conduct security patrols effectively.

Social Implications

The ability to enforce the Water Supply Area Regulation is important in maintaining compliance and society’s expectation for a closed watershed for drinking water. The Sooke Hills Wilderness Trail and the increased residential growth in the Langford and Goldstream areas are increasing pressure as members of the public look for new and interesting areas for recreation nearby. Existing security infrastructure (gates and fences) provides a visual barrier and a barrier to vehicles and motorcycles but cannot keep out pedestrians and cyclists without presence and enforcement.

CONCLUSION

To enforce CRD Bylaw No. 2804 Water Supply Area Regulations and Bylaw No. 4225 Parks Regulation, it is recommended that the CRD Board make resolutions for appointment to the office of Watershed Security Officer.

RECOMMENDATION

The Regional Water Supply Commission recommends that the Capital Regional District Board: Appoint Nathan Prenger as Watershed Security Officer for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681.

Submitted by:	Annette Constabel, M.Sc., RPF., Senior Manager, Watershed Protection
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 25, 2024**

SUBJECT Safety on Multi-Use Trails

ISSUE SUMMARY

To provide a recommended approach to enhance safety on Capital Regional District's (CRD) multi-use trails given the growing popularity of motorized personal mobility devices, such as e-bikes.

BACKGROUND

At the July 10, 2024 CRD Board meeting, staff were directed to report back to the Regional Parks Committee with a proposed approach to undertake a comprehensive study on the safety of multi-use trails, with a focus on potential risks associated with cyclist speed and the use of e-bikes.

The safety of all users of the regional trail system has been, and continues to be, the top priority of the CRD in managing the trail system. In addition to ongoing operational efforts and continual improvement through monitoring and maintenance, the increase in numbers and diversity of trail users has been recognized and efforts made to enhance the safety of users. These efforts include:

- The 2016 Regional Trails Management Plan, which first identified the concept for trail widening, user separation and lighting on the busiest sections of the Galloping Goose Regional Trail and Lochside Regional Trails to improve safety.
- In 2021, staff engaged a consultant to complete the Regional Trails Widening study. The study reviewed design concepts and configuration options for widening, separating and lighting, and provided recommendations based on user volumes and speeds. This work included a subsequent public engagement process.
- On August 9, 2023, the CRD Board approved pursuing a loan authorization to fund the Regional Trestle Renewal, Trail Widening and Lighting (RTWL) Project. The scope of the project includes critical infrastructure renewal for the Selkirk, Swan Lake and Brett Avenue trestles, and six kilometers of separated-use pathway design with lighting. Staff have started work on procurement, design and coordination to implement the project in multi-phases over a period of four years. Objectives of the RTWL Project already include items that were brought forward with the referral motion to enhance safety on multi-use trails, including using best practices from other jurisdictions for facility design in managing personal mobility devices, such as e-bikes. The separated, widened and lit trail will provide a completely different trail user experience and is anticipated to provide the most significant enhancement to safety on high-volume sections of the CRD's multi-use trails.
- At the February 21, 2024 CRD Transportation Committee meeting, staff presented results from a CRD Traffic Safety Commission literature review on e-bikes and micro-mobility safety. A resolution was passed to advocate to the provincial government to consider amending the BC Motor Vehicle Act to allow electric wheelchairs, mobility scooters and micro mobility devices to operate in a safe manner in designated bike lanes and/or routes.

- At the March 13, 2024 CRD Board meeting, staff were directed to report back on the findings of the design phase of the RTWL project, including but not limited to interim options and implications regarding the use of rigid bollards and possible alternatives, such as flexible bollards.
- At the July 10, 2024 CRD Board meeting, staff were directed to augment a signage program on the regional trails that reinforces legal requirements and courtesy protocols (i.e., speeds, passing with courtesy).

ALTERNATIVES

Alternative 1

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

1. That staff engage a consultant to develop a study to build on previous efforts and provide recommendations to further enhance safety on the CRD's multi-use trails in light of the evolving characteristics of trail users, including the increasing prevalence of motorized personal mobility devices, such as e-bikes.
2. That staff report back to the Regional Parks Committee on the findings of the safety study through bi-annual Regional Trestle Renewal, Trail Widening and Lighting Project updates

Alternative 2

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

IMPLICATIONS

Financial Implications

The study will be funded through the RTWL Project budget. Statutory approval has been received from Regional Parks Loan Authorization Bylaw No. 4588, totalling \$50 million in debt funds for the RTWL Project. The bylaw will be on the CRD Board September 11, 2024 meeting agenda for adoption.

Service Delivery Implications

Successful delivery of the CRD's regional trail system depends on trail user comfort and safety. Results of the safety study will identify enhancements focused on addressing the increase in motorized personal mobility devices, such as e-bikes, on CRD trails.

The safety study will review information and available data on personal mobility devices, including accident data, contributing factors, emerging best practice, results from previous studies and public consultation, as well as research from institutions such as the University of British Columbia's Research on Active Transportation Lab (REACT) in the Faculty of Applied Science. REACT's focus is in research to support Canadian governments and transportation engineers to accommodate and safely and equitably manage micromobility and has published recent relevant publications on operational speeds on multi-use trails based on vehicle type and motorization.

Additionally, the Ministry of Transportation and Infrastructure is updating the BC Active Transportation Design Guide to better reflect the needs of active transportation users, including updates to sections of the guidelines addressing micromobility. The safety study will review the emerging revisions to ensure design for the RTWL Project meets the newest edition of the design guidelines.

Regional Growth Strategy Implications

The CRD's Regional Growth Strategy (RGS) sets a target for 15% of all trips in the region to be made by bicycle by 2038. As of 2022, bicycles account for 7.9% of regional trips, marking a 2.8% increase since 2017. This represents the largest growth among sustainable modes of transportation (biking, public transit and walking). Notably, while e-bikes comprise only 10% of all bicycles, they are responsible for 30% of all bicycle trips. This data underscores the significant role e-bikes can play in achieving the CRD's mode share targets, offering many of the conveniences of automobiles without contributing to congestion or emissions. Therefore, any new policies should recognize and promote the broader benefits of e-bikes to ensure continued adoption and progress toward our transportation goals.

CONCLUSION

On July 10, 2024, the CRD Board directed staff to report back to the CRD Regional Parks Committee with a proposed approach to undertake a study on the safety of the CRD's multi-use trails, with a focus on potential risks associated with cyclist speed and the use of e-bikes. Several safety enhancement initiatives are already underway, including widening, lighting and separating trail users on 6 km of the busiest sections of the regional trail system. Building on these efforts, staff will engage a consultant to conduct a comprehensive safety study with recommendations for further enhancements, addressing the growing use of motorized personal mobility devices. Staff will report back with findings through bi-annual updates as part of the RTWL Project.

RECOMMENDATION

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

1. That staff engage a consultant to develop a study to build on previous efforts and provide recommendations to further enhance safety on the CRD's multi-use trails in light of the evolving characteristics of trail users, including the increasing prevalence of motorized personal mobility devices, such as e-bikes.
2. That staff report back to the Regional Parks Committee on the findings of the safety study through bi-annual Regional Trestle Renewal, Trail Widening and Lighting Project updates.

Submitted by:	Stephen May, P.Eng., Senior Manager, Facilities Management & Engineering Services
Concurrence:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Capital Regional District Board

Chair: Director Plant
Vice Chair: Director Little

Capital Regional Hospital District Board

Chair: Director Murdoch
Acting Chair: Director McNeil-Smith

Capital Region Housing Corporation Board

Chair: Director de Vries
Vice Chair: Director Caradonna

Board of Directors

Participant	Director	Alternate Director
Central Saanich	R. Windsor	S. Riddell
Colwood	D. Kobayashi	I. Ward
Esquimalt	B. Desjardins	K. Armour
Highlands	K. Williams	K. Roessingh
JDF EA	A. Wickheim	J. Grant
Langford	S. Goodmanson	C. Harder, M. Wagner / M. Wagner. K. Guiry (as of Nov. 1, 2024)
Langford	L. Szpak (exp. Oct. 31, 2024)	C. Harder, M. Wagner
Langford	C. Harder (as of Nov. 1, 2024)	M. Wagner. K. Guiry (as of Nov. 1, 2024)
Metchosin	M. Little	S. Epp
North Saanich	P. Jones	C. Stock
Oak Bay	K. Murdoch	H. Braithwaite
Saanich	S. Brice	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	J. Brownoff	T. Phelps Bondaroff / M. Westhaver / N. Chambers / K. Harper
Saanich	Z. de Vries	K. Harper / T. Phelps Bondaroff / M. Westhaver / N. Chambers
Saanich	D. Murdock	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	C. Plant	N. Chambers / K. Harper / T. Phelps Bondaroff / M. Westhaver
SGI EA	P. Brent	R. Fenton
Sidney	C. McNeil-Smith	C. Rintoul
Sooke	M. Tait	J. Bateman
SSI EA	G. Holman	Vacant
Victoria	M. Alto	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	J. Caradonna	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	C. Coleman	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	D. Thompson	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
View Royal	S. Tobias	J. Rogers

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Standing Committees

Core Area Liquid Waste Management

Membership consists of all 15 Board members from the seven municipal participants in the Core Area Liquid Waste Management Plan.

Chair: Director Coleman

3. Director Alto
4. Director Brice
5. Director Brownoff
6. Director Caradonna
7. Director de Vries
8. Director Desjardins
9. Director Goodmanson

Vice Chair: Director Kobayashi

10. Director K. Murdoch
11. Director D. Murdock
12. Director Plant
13. Director Szpak / Director Harder (as of Nov. 1, 2024)
14. Director Thompson
15. Director Tobias

Electoral Areas Committee

Membership consists of all 3 Electoral Area Directors.

Chair: Director Brent

3. Director Wickheim

Vice Chair: Director Holman

Board Chair (ex-officio)

Environmental Services Committee

Chair: Director Desjardins

3. Director Brownoff
4. Director Caradonna
5. Director Holman
6. Director Kobayashi
7. Director Murdock

Vice Chair: Director Tobias

8. Director Tait
 9. Director Thompson
 10. Director Wickheim
- Board Chair (ex-officio)

Finance Committee

Chair: Director Brice

3. Director Brent
4. Director Coleman
5. Director Goodmanson
6. Director Kobayashi

Vice Chair: Director Jones

7. Director Little
 8. Director Williams
 9. Director Windsor
- Board Chair (ex-officio)

First Nations Relations Committee

Chair: Director Tait

3. Director Alto
4. Director Brent
5. Director Desjardins
6. Director Goodmanson

Vice Chair: Director Windsor

7. Director Little
 8. Director K. Murdoch
 9. Director Williams
- Board Chair (ex-officio)

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Governance Committee

Chair: Director Little

3. Director Brice
4. Director Coleman
5. Director Desjardins
6. Director Holman
7. Director Jones

Vice Chair: Director Goodmanson

8. Director K. Murdoch
9. Director D. Murdock
10. Director Tobias

Board Chair (ex-officio)

Hospitals and Housing Committee

Chair: Director Murdoch

3. Director Alto
4. Director Brent
5. Director Brice
6. Director de Vries
7. Director Holman

Vice Chair: Director Caradonna

8. Director Jones
9. Director Kobayashi
10. Director McNeil-Smith
11. Director Szpak / **Director Harder (as of Nov. 1, 2024)**

Board Chair (ex-officio)

Planning & Protective Services

Chair: Director de Vries

3. Director Desjardins
4. Director Little
5. Director McNeil-Smith
6. Director Thompson

Vice Chair: Director Williams

7. Director Wickheim
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director McNeil-Smith

3. Director Coleman
4. Director Goodmanson
5. Director Holman
6. Director Szpak / **Director Harder (as of Nov. 1, 2024)**
7. Director Tait

Vice Chair: Director Brownoff

8. Director Tobias
9. Director Williams
10. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director Murdock

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Goodmanson

Vice Chair: Director Szpak (**expires Oct. 31, 2024**)
Member: Director Harder (as of Nov. 1, 2024)

9. Director Kobayashi
10. Director McNeil-Smith
11. Director Tait

12. Director Thompson

Board Chair (ex-officio)

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Select & Sub-Committees

Accessibility Advisory Committee

Governance Committee member is appointed as liaison. Term is up to two years.

Director
Director Little

Appointments Advisory Committee

(reporting to the Governance Committee). Term is for one year.

Chair: Director Little	Vice Chair: Director Goodmanson
Director Brice	

Performing Arts Facilities Select Committee

(reporting to the CRD Board). Term is for one year.

Director Alto (Chair)	Director McNeil-Smith (Vice Chair)
Director Brent	Director Murdoch
Director Caradonna	Director Plant
Director Goodmanson	Director Tait

Royal and McPherson Theatres Services Advisory Committee

(reporting to the Finance Committee). Term is for one year.

Participant	Board Member
Saanich	Colin Plant
	Susan Brice
Victoria	Jeremy Caradonna
	Krista Loughton
Oak Bay	Kevin Murdoch

Solid Waste Advisory Committee

(reporting to the Environmental Services Committee).

Chair: Director Desjardins	Vice Chair: Elected from amongst the membership
Director Plant	Board Chair (ex-officio)

Technical and Community Advisory Committee

Chair and Vice Chair shall be the Chair and Vice Chair of the Core Area Liquid Waste Management Committee. Term expires no later than December 31, 2024.

Representative
Director Coleman (Chair)
Director Kobayashi (Vice Chair)

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Victoria Family Court and Youth Justice Committee

(reporting to the Governance Committee) Members appointed from each of the participants. Term is two years.

Participant	Member
Central Saanich	Zeb King
Colwood	Cynthia Day
Esquimalt	Darlene Rotchford
Highlands	Marcie McLean
Langford	Kimberley Guiry
Metchosin	Marie-Térèse Little
North Saanich	Jack McClintock
Oak Bay	Esther Paterson
Saanich	Mena Westhaver
Sidney	Terri O'Keeffe
Sooke	Jeff Bateman
Victoria	Krista Loughton
View Royal	Ron Mattson

Other CRD Committees & Commissions

Arts Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Representative	Alternate
Esquimalt	Duncan Cavens	Andrea Boardman
Highlands	Karel Roessingh	None
Metchosin	Sharie Epp	None
Oak Bay	Carrie Smart	Cairine Green
Saanich	Director Colin Plant	Nathalie Chambers
Sooke	Dana Lajeunesse	Jeff Bateman
Southern Gulf Islands	Director Paul Brent	None
Victoria	Director Marianne Alto (Chair)	None
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

Task Force consists of one elected representative of each municipality and the three electoral areas. Term is for four years.

Local Government	Representative	Alternate
Central Saanich	Sarah Riddell	None
Colwood	David Grove	Cynthia Day
Esquimalt	Duncan Cavens	None
Highlands	Ann Baird	None
Langford	Mary Wagner	None
Metchosin	Steve Gray	None

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Climate Action Inter-Municipal Task Force (continued)		
Local Government	Representative	Alternate
North Saanich	Director Peter Jones	All Councillors
Oak Bay	Carrie Smart	Lesley Watson
Saanich	Director Judy Brownoff	None
Sidney	Steve Duck	Sara Duncan
Sooke	Tony St-Pierre	None
Victoria	Marg Gardiner	None
View Royal	Alison MacKenzie	Gery Lemon
Salt Spring Island	Director Gary Holman	None
Southern Gulf Islands	Director Paul Brent	None
Juan de Fuca	Director Al Wickheim	None

Emergency Management Committee

Board appointment of the 3 EA Directors, ELT & Senior Manager, Protective Services. Term is four years.

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Director Wickheim	Ted Robbins	Larisa Hutcheson	Shawn Carby
Southern Gulf Islands	Director Brent	Kevin Lorette	Alicia Fraser	
Salt Spring Island	Director Holman	Nelson Chan	Kristen Morley	

Juan de Fuca Water Distribution Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Colwood	David Grove	Misty Olsen
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Colby Harder	Keith Yacucha, Mark Morley
Langford	Mary Wagner	Keith Yacucha, Mark Morley
Metchosin	Shelly Donaldson	Steve Gray
Sooke	Kevin Pearson	Dana Lajeunesse
View Royal	John Rogers	Ron Mattson

Peninsula Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Central Saanich	Niall Paltiel	Gord Newton
Central Saanich	Director Ryan Windsor	Sarah Riddell
North Saanich	Phil DiBattista	Kristine Marshall
North Saanich	Director Peter Jones	Celia Stock
Sidney	Scott Garnett	Steve Duck
Sidney	Director Cliff McNeil-Smith	Chad Rintoul

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Regional Housing Trust Fund Commission

One Council member is appointed by each participating municipality. The Salt Spring Island and Southern Gulf Islands Electoral Area Directors are also members. Term is two years.

Participant	Commissioner	Alternate
Central Saanich	Bob Thompson	Sarah Riddell
Esquimalt	Ken Armour	None
Highlands	Ann Baird	None
Metchosin	Shelly Donaldson	None
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Lesley Watson	Carrie Smart
Saanich	Director Zac de Vries	None
Salt Spring Island	Director Gary Holman	None
Sidney	Richard Novek	Terri O'Keeffe
Sooke	Tony St. Pierre	None
Southern Gulf Islands	Director Paul Brent	None
Victoria	Krista Loughton	None
View Royal	Director Sid Tobias	None

Regional Water Supply Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Kim Jordison	Misty Olsen
Esquimalt	Tim Morrison	Duncan Cavens
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Colby Harder, Keith Yacucha
	Mary Wagner	Colby Harder, Keith Yacucha
Metchosin	Steve Gray	Shelly Donaldson
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Cairine Green	Esther Paterson
Saanich	Teale Phelps Bondaroff	Judy Brownoff, Colin Plant, Susan Brice
	Nathalie Chambers*	Colin Plant, Susan Brice, Judy Brownoff
	Zac de Vries*	Judy Brownoff, Colin Plant, Susan Brice
	Karen Harper*	Susan Brice, Judy Brownoff, Colin Plant
	Mena Westhaver*	Susan Brice, Judy Brownoff, Colin Plant
Sidney	Sara Duncan	Steve Duck
Sooke	Dana Lajeunesse	Kevin Pearson
Victoria	Jeremy Caradonna	Matt Dell, Krista Loughton, Marg Gardiner
	Chris Coleman	Matt Dell, Krista Loughton, Marg Gardiner
	Stephen Hammond	Matt Dell, Krista Loughton, Marg Gardiner
	Susan Kim	Matt Dell, Krista Loughton, Marg Gardiner
View Royal	John Rogers	Ron Mattson

*Assignment of one additional vote

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Saanich Peninsula Wastewater Commission

Members appointed from each of the participants. Term is two years except if CRD Directors, then term is four years.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Director Ryan Windsor	Sarah Riddell
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Sara Duncan	Steve Duck

Saanich Peninsula Water Commission

Members appointed from each of the participants. Term is for one year, except if CRD Directors, then term is four years.

Participant	Commissioner	Alternate
Central Saanich	Zeb King	Chris Graham
Central Saanich	Director Ryan Windsor	Sarah Riddell
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Sara Duncan	None

Salt Spring Island Local Community Commission

Membership is the Salt Spring Island Electoral Area Director, plus four commissioners elected by the local community. Term is up to four years.

Representative
Director Gary Holman
Gayle Baker
Benjamin Corno
Earl Rook
Brian Webster

Sooke and Electoral Area Parks and Recreation Commission

Appointed by member councils. CRD Board Directors terms are four-years. Council appointee term is two years.

Participants	Commissioner	Alternate
Juan de Fuca	Director Wickheim (CRD Board Director)	Jeri Grant
Sooke	Director Tait (CRD Board Director)	Jeff Bateman
Sooke	A. Beddows (Sooke Council Appointed)	Kevin Pearson

Traffic Safety Commission

Board appoints one Director as a Representative, and one Director as an Alternate. Term is two years.

Representative	Alternate
Director D. Murdock	Director Z. de Vries

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Appointments to External Boards

Alliance to End Homelessness in the Capital Region

(previously Greater Victoria Coalition to End Homelessness)

For the Society Board, 3 Directors from the CRD who are also Mayors representing municipalities in the Core, Peninsula, and Westshore, with one to be nominated as the CRD Co-Chair on the Board.

Corporate representation will include up to 4 others including staff. Term is two years.

Appointed Directors:	Corporate Member Representative:
Director McNeil-Smith (Peninsula)	Kevin Lorette, GM, Planning & Protective Services
Director K. Murdoch (Core)	Don Elliott, Senior Manager, Regional Housing
Director Little (Westshore)	TBC

CREST (Capital Region Emergency Service Telecommunications)

The CRD Board appoints Electoral Area Directors for shareholder votes for a four-year term. Proxies are appointed annually.

Appointed CRD Shareholder	Proxy
Director Al Wickheim	Jeri Grant
Director Gary Holman	John Wakefield
Director Paul Brent	Rob Releeder

Greater Victoria Harbour Authority Board

*CRD Board Chair nominates up to three CRD Board Directors to be nominated as GVHA Director for a four-year term. Board appoints Member representative *annually*.*

Member Representative (One Year Term)	Member Representative Alternate (One Year Term)	Board Nominee (Four Year Term)
Director Goodmanson	Director Plant	Director Brice

Community Liaison Committee - Greater Victoria Harbour Authority

GVHA Member Representative to be appointed.

Member Representative	Member Representative - Alternate
Director Goodmanson	Director Plant

Greater Victoria Labour Relations Association

The CRD Board appoints one Director as its representative, and one Director as alternate. Annual appointment.

Representative & AGM Delegate	Alternate
Director Coleman	Director Goodmanson

ICET – Island Coastal Economic Trust

The Board appoints either the CRD Board Chair or Director as representative. Annual appointment.

Member Representative
Director P. Brent

Island Corridor Foundation

Board appoints one Director as Local Government Designated Representative annually. Board nominates one Director for election to the Foundation Board (could be the same person as the Member Representative) at its AGM, held in May, for a two-year term.

Member Representative	Nominee
Director Desjardins	Director Desjardins

2024 Appointments

Board and Committee Membership Capital Regional District | 2024

Municipal Finance Authority

CRD Board appoints two Directors as representatives and two Directors as alternates. Annual appointment.

Director	Alternate
Director Brent	None
Director Kobayashi	None

Regional Representative to the Te'mexw Treaty Advisory Committee

Annual appointment.

Representative	Alternate
Director Wickheim	None

Royal and McPherson Theatres Society Board

Appointed by member Councils. Annual appointment.

Participants	Board Member	Alternate
Oak Bay	Hazel Braithwaite	Andrew Appleton
Saanich	Teale Phelps Bondaroff	None
Victoria	Matt Dell	None

Salt Spring Island Ferry Advisory Committee

Appointed by BC Ferries - Ferry Advisory Committee. Term is two years.

Representative
Director Holman

Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) Steering Committee

Elected Official(s) to be appointed for a four-year term.

Representative	Alternate
Director Thompson	None

Vancouver Island Regional Library Board

CRD Board appoints. Only Juan de Fuca Area participates in this service function. Annual appointment.

Representative	Alternate
Director Wickheim	Jeri Grant



Making a difference...together

REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, OCTOBER 09, 2024

SUBJECT **CAO Quarterly Progress Report No. 3, 2024**

ISSUE SUMMARY

To provide the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2023-2026 Board and Corporate Priorities, Capital and Operating Budget Variances, and Human Resources and Corporate Safety statistics up to September 30, 2024.

BACKGROUND

In February 2023, the Board approved the *CRD Board Strategic Priorities 2023-2026* (the “*Board Priorities*”) that identifies five strategic priorities with 17 initiatives to be advanced over the four-year term. The Board Priorities Dashboard tracks progress on the Board and Corporate strategic priorities and will be presented quarterly to the Board. Core service priorities are prepared and reviewed annually in departmental Service Plans in alignment with Board and Corporate Priorities, with corresponding KPIs and other service information that is approved by the Board. The Capital Regional District (CRD), Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) Financial Plans are reviewed and approved annually, and staff have developed a quarterly variance report to highlight differences between budget and actual expenditures on operating budgets and capital projects over \$500,000. An update on non-confidential human resources matters, including labour relations and workforce trends is also included in this report.

DISCUSSION

Corporate Activities and Initiatives

Appendix A highlights some corporate activities and initiatives in the last quarter and a number of photographs have been included to represent announcements and events that occurred in this quarter.

The CRD has received the GFOA US & Canada Distinguished Budget Presentation Award for 2024. The Distinguished Budget Presentation Award recognizes local government budget documents of the highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA’s best practices on budgeting. This is the most difficult of the three awards we apply for to win. Additionally, the CRD was awarded “Special Recognition” for our work on alignment with Strategic Goals & Strategies. Special Recognition is given when all reviewers (3) on the evaluation panel give the highest possible score in a category.

This year, the CRD Arts & Culture Support Service has awarded 101 grants totalling \$2.7M to support local not-for-profit arts programming. The number of grants awarded, and the funding total were record highs with 15 grants awarded to first-time recipients. The Arts Service delivers funding via five granting programs: Equity, IDEA, Incubator, Project, and Operating grants. The approved grants advance the mission of the Arts Service to support, champion, and develop arts and culture in the region.

On July 22, 2024, a wildfire broke out near Sooke Potholes which spread into the Sea to Sea Regional Park. As a result of the Old Man Lake Wildfire, the CRD closed several regional parks and trails in the area which remained closed until August 15. The northern part of Sooke Potholes Regional Park and the Galloping Goose remain closed beyond parking lot 2. Emergency crews, including the BC Wildfire Service (BCWS), local fire crews, and CRD staff actively responded to

the incident. As a result of the quick action of the responders, the wildfire was contained and did not pose a risk to the Greater Victoria watershed lands. The fire is currently listed as under control on the BCWS website and CRD Park staff continue to patrol the area and consult with BCWS on fire status. CRD Park staff are also working with engineers on slope stability and danger trees in the closure area.

The official opening of the Michigan Square development in James Bay which offers 97 new rental homes for people with low to moderate incomes took place on September 13, 2024. Collaboration between all levels of government contributed to the development of more affordable housing in Victoria. The Capital Region Housing Corporation will own and operate Michigan Square. Participants included Grace Lore (Victoria-Beacon Hill MLA), Brittany Higginson (Greater Victoria Housing Society (GVHS)), Virginia Holden (GVHS Exec Director), Marianne Alto (Victoria Mayor), James Munro (GVHS), Ravi Kahlon (BC Minister of Housing), Luke Biles (GVHS), Kent Verge (GVHS), and Zac de Vries (CRHC chair).

The CRD has received the BC Municipal Safety Association's 2024 Organizational Safety Excellence Award. The Organizational Safety Excellence Award recognizes local governments for activities that improve their rating, and ultimately reduce injuries, illness, disease, and fatalities. It was observed that the CRD has demonstrated a notable example of leadership, dedication, and hard work in reducing the costs of claims by creating a safer and healthier workplace and helping injured workers recover and return to work.

On September 18, the CRD and its partners, the City of Langford, District of Oak Bay, District of Saanich, Town of Sidney, and the City of Victoria accepted the Community Energy Association's (CEA) 2024 Climate & Energy Action Award at the UBCM Convention for the Capital Region Extreme Heat Information Portal. The Extreme Heat Information Portal Project was a collaborative effort between the CRD, municipal partners, Island Health, and the Province to understand vulnerability to heat across the capital region and produced a public interactive mapping dashboard to communicate regional impacts and support extreme heat disaster risk reduction and climate adaptation planning. The award was presented to the CRD Environmental Services Committee Chair, Barb Desjardins at the UBCM Convention by Megan Lohmann, the CEO of the CEA, Rik Logtenberg, Chair of CEA's Board of Directors, and MLA Brittny Anderson on behalf of the BC Ministry of Environment and Climate Change Strategy.

On September 30, known as Orange Shirt Day and now observed as the National Day for Truth and Reconciliation, we remember the profound and painful history of Canada's Indigenous residential schools. This important day serves as a time for reflection, learning, and action to support the healing of Indigenous communities across Canada. The CRD is committed to fostering a community that respects and upholds the rights and cultures of Indigenous Peoples. The CRD proudly flew the Xe Xe Smun' Eem "Our Sacred Children" flag for truth and reconciliation from September 27 to October 4. We were deeply honoured to borrow this powerful symbol from Eddy Charlie and his friend Kristin Spray, co-organizers of Victoria Orange Shirt Day and Xe Xe Smun' Eem.

Board Priorities and Corporate Plan Initiatives

In April 2023, the CRD Board approved the CRD 2023 – 2026 Corporate Plan (the Corporate Plan) that identifies 134 initiatives to be advanced over the four-year term. Progress on the Board Priorities and Corporate Plan initiatives from January 2023 to date is reflected in Progress Report Q3, 2024, as Appendix B. The "Comments" section provides a summary of completed actions as well as any issues or problems that have arisen that may impact progress on the priority. The "Next Steps" section identifies future planned actions and associated timing. Attached as Appendix C is the Board Priorities Dashboard Summary of Completed Actions.

Board Advocacy

The CRD Board approved Advocacy Strategy, attached as Appendix D, forms the basis for advocacy initiatives. An Advocacy Dashboard based on the Board's Strategic Priorities for 2023 - 2026 has been prepared which tracks the ongoing advocacy work being done by the CRD Board, partners, and staff.

Progress on advocacy is reflected in the Advocacy Dashboard Progress Report Q3, 2024 as Appendix E.

Operating Variance Financial Report – Q2, 2024

The Financial Operating Variance Report details the quarterly operating variance, providing actual results and annual forecasts for services with an annual budget greater than \$1.5 million. The financial variance report lags by one quarter to allow time for financial reconciliation prior to reporting. These services constitute approximately 87% of the consolidated financial plans for the CRD, CRHD, and CRHC.

The amount of budget expended through the quarter will vary from service to service based on planned expenditures, seasonality, and transaction timing. Budget revenue can also be variable by quarter. For example, while services funded by requisition await their third quarter funding, utility, landfill, and recreation services receive sales revenue throughout the year, influenced by seasonality.

The quarterly Financial Operating Variance Report (Appendix F) highlights how much of the annual budget has been expended in comparison to the prior year, and what the annual forecast is expected to be based on information available to the end of the second quarter.

Actuals to the end of the second quarter, as a percentage of actual budget, are largely in line with the same period and timeframe as 2023 for both revenue and expenses.

Capital Regional District

The quarterly and year-end forecasts indicated most services are on track and in line with the annual budget. Many of these services provide essential services to our communities such as delivery of water, wastewater management and solid waste. Favourable variances are forecasted for the Regional Housing Trust Fund due to timing of grant funding requests, for Regional Planning with the delay of the Island Corridor Planning & Consultation project, and salary variances across several services due to hiring delays and temporary vacancies.

Staff have noted that there will be a budget exceedance in 2024 for Core Area Wastewater Operations due to higher sludge and biosolids disposal and legal expenses. The operating reserve fund will be used to fund the variance; this will be reflected in the Core Area Wastewater 2025 provisional budget that will be presented to the committee in October. The biosolids disposal budget is expected to experience on-going pressure in 2025 while other disposal options are being explored.

Capital Regional Hospital District

The report highlights minor savings resulting from the deferral of feasibility studies, and lower maintenance costs forecasted on The Summit, 950 Kings and Oak Bay Lodge properties. Otherwise, the CRHD operations budget is on track as planned.

Capital Region Housing Corporation

The estimated actuals for the CRHC budget are presented by portfolio and reflects the estimated cost savings and revenue variances forecasted at the end of the second quarter.

Specific details on CRD, CRHD and CRHC expense and revenue forecasts are outlined in Appendix F.

Capital Variance Financial Report – Q2, 2024

The Capital Variance Financial Report (Appendix G) highlights variances on actual expenditures from the quarterly and annual capital budgets for all entities (CRD, CRHD and CRHC). The report is current to the end of the second quarter and covers all capital projects with a budget greater than \$0.5 million.

The Capital Plan is budgeted quarterly, reflecting the scope and schedule of initiatives. Forecasts are updated quarterly, enhancing the accuracy and detail of project updates as the year progresses and tenders are finalized. As quarters progress through the year and tenders complete, the expectation is that activities and accuracy will increase.

Capital Regional District

In 2024, CRD is expecting to come under its Capital budget (\$70.17 million) due to delay in Integrated Water Services projects (\$60.78 million) and Parks and Environmental Services (\$6.54 million). The Integrated Water Services projects are attributed to:

- A deferral of large transmission main improvements occurring within the Regional Water Service and the Saanich Peninsula Water systems to optimize the delivery and gain the best value while still addressing the project objectives resulted in an \$18M variance in 2024. The work will begin in 2025.
- A delay of projects including the pumping station upgrades and construction of the Watershed Field Operation Centre, as tenders came in over available budget, allowing time to rescope and ensure value for money which is resulting in a \$15M variance in 2024.
- Several projects in IWS's capital plans are providing funding to replace infrastructure as part of projects being undertaken by others. Examples include JDF #24-02 Hwy 14 Improvements (MOTI driven), JDF #21-13 Sooke Henlyn Supply & Distribution (developer driven) and other AC water main replacement projects. CRD does not have control over the schedules for this work but need to have funds available when the work proceeds; the estimated variance is \$7M in 2024.
- Critical water treatment upgrades must occur within the low demand season between October and April. These requirements are reflected within the contract and funds must be available within the 2024 budget period to allow the contract to expedite delivery should they be able to complete within 2024.

The actual capital expenditures on projects greater than \$0.5 million totaled \$16.6 million in the second quarter, 20% below forecasted costs of \$20.7 million. The \$4.1 million variance can be largely attributed to:

- A delay in the construction of the Diversion Transfer Station at the Hartland Landfill, accounting for \$2.0 million;
- A deferral of the construction of the Hartland Amenity Project at the Hartland Landfill due to timing of design work, accounting for \$0.9 million;

- Delayed land acquisition for future development in Land Banking & Housing, now forecasted for the fourth quarter, accounting for \$0.7 million.

Other variance contributors include supply chain delays in receiving vehicle replacements in the Juan de Fuca Water distribution service, and delays in contractor's work schedule for the CRD Public EV Network. These are partially offset by advanced work in the second quarter for Cell 1, 2 & 3 Transition liner and Cell 4 liner installation at the Hartland Landfill.

Capital Regional Hospital District

No expenditures were recorded for hospital district projects surpassing \$0.5 million in the first quarter. The capital contribution to the Regional Housing First Program is forecasted to occur in the fourth quarter of 2024.

Capital Region Housing Corporation

In 2024 CRHC is expected to come \$5.6 million below the budget, due to procurement delay associated with the redevelopment projects. Actual capital expenditures on projects greater than \$0.5 million totaled \$13.2 million in the second quarter, 28% under the \$18.2 million forecast. The primary reason for this variance was the construction draw timing for the Michigan Housing redevelopment. In the second quarter, a budget amendment was identified for the Michigan redevelopment, to address increased costs of construction financing. This budget was subsequently amended in the third quarter. Additionally, timing of trades delayed work for the Caledonia redevelopment, pushing construction costs into future periods. Completion of the Caledonia redevelopment is forecast for 2025. While there were underspends compared to forecast for these two projects, the Carey Lane Building Envelope Remediation and routine capital replacements experienced costs higher than forecasted in the second quarter. These costs relate to increased scope for attic and truss repairs, and timing of replacements with tenant moveouts and contractor availability, respectively.

Human Resources Trends and Corporate Safety

Appendix H provides an analysis of current and emerging trends in workforce composition, turnover, promotions, absenteeism and occupational health and safety. The CRD continuously monitors human resource organizational health, and proactively modifies and adapts its Human Resource and Corporate Safety programs and systems where trends may show challenges arising.

The CRD continues to experience increased pressures associated with economic conditions, a highly competitive labour market, and a steady number of retirements, especially in areas requiring specialized labour. The CRD continues its significant efforts in engaging work strategies and organizational development initiatives, workforce planning, and impactful talent acquisition and outreach strategies, all of which form significant actions of our comprehensive People, Safety and Culture Strategic Plan, and we continue to modernize the work environment through our Alternative Work Options (AWO) program (earned time off and/or compressed work week alternatives), hybrid work from home, and workplace flexibility initiatives.

Aligned with the Corporate Plan and Board Strategic Priorities, a comprehensive People, Safety and Culture Strategic Plan has been developed and implemented for 2024-2027. This Plan includes significant efforts and actions on enhancing efforts around our people and culture. Included in the Plan are robust strategies and outcomes around: Equity, Diversity, Inclusion and Accessibility; Organizational Capacity; Talent Excellence; Employee Experience and Recognition; Talent Acquisition; and People, Safety and Culture Excellence. These activities ensure the organization is supported in this key service area, and the CRD remains competitive and is an

employer of choice in the competitive market. Thirty-seven (37) of the four-year Plan's 66 actions have been prioritized to commence in 2024 and are all on track as planned.

Since implementation in mid-2023, approximately 80% of eligible CRD employees have elected to participate in our AWO, hybrid work from home, and/or workplace flexibility programs. These programs build upon our flexibility initiatives of:

- providing employees with greater flexibility and work life balance, which in turn supports the retention of our employees and ensures the CRD is a competitive employer who takes into consideration employee circumstances including diversity, equity and inclusion, employee engagement, satisfaction, health, and wellness;
- ensuring organizational and business needs are being met and are effective and efficient; and
- contributing to the CRD's climate action goals regarding sustainability including the reduction of CO2 emissions by decreasing work related travel.

Our AWO and workplace flexibility initiatives have had a positive impact in our employee engagement, retention, and recruitment initiatives. Employee turnover is approximately two-thirds that of the year prior to the implementation of our program, and sick leave absenteeism rates overall are approximately 10% below those of the pre-implementation. In addition, and based on regional census journey calculations, our hybrid work from home arrangements have had a direct and positive impact on our CRD Regional transportation goal of reducing congestion in the morning and afternoon peak periods by upwards of 16,250 trips since program implementation (5,600 in the first six-month cycle ending 2023, and 10,650 for 2024 to date). We will continue to monitor our program on a regular basis to ensure our core targets are being met and maintained.

The CRD's proactive and positive focus on workplace health and safety remains a top of priority, and the CRD's comprehensive occupational health and safety (OHS) strategy, which is aligned with OHS best practice standards, meets or exceeds requirements of the WorkSafeBC approved municipal Certificate of Recognition (CoR) program. The CRD continues to experience a positive (merit) situation with WorkSafeBC which, when combined with our CoR program is resulting in a 47% better-than-industry Employer Rating Assessment and 47% premium reduction over industry base rates.

The CRD's achievements in occupational health and safety continue to be recognized by our safety partners, and in October 2024 and for the third consecutive year the CRD was recipient of the 2024 Organizational Safety Excellence Award by the BC Municipal Safety Association. This award recognizes local governments for activities that improve their experience rating, and ultimately reduce injuries, illness, and disease through demonstrated leadership, dedication, and hard work in creating a safer and healthier workplace.

CONCLUSION

The CAO Quarterly Progress Report No. 3 - 2024 provides the Board with a quarterly update on Corporate Activities and Initiatives, progress made on the 2023-2026 Board and Corporate Priorities, Capital and Operating Budget Variances, and Human Resources and Corporate Safety statistics up to September 30, 2024.

RECOMMENDATION

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

Submitted by:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer
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ATTACHMENT(S)

- Appendix A: Photographs of Corporate Activities and Initiatives
- Appendix B: Board Priorities Dashboard Progress Q3, 2024
- Appendix C: Board Priorities Dashboard – Summary of Completed Actions
- Appendix D: Capital Regional District Advocacy Strategy
- Appendix E: Advocacy Dashboard Progress Q3, 2024
- Appendix F: Operating Variance Financial Report Q2, 2024
- Appendix G: Capital Variance Financial Report Q2, 2024
- Appendix H: Human Resources Trends and Corporate Safety

Government Finance Officers Association US & Canada Distinguished Budget Presentation Award



Special Recognition for our work on alignment with Strategic Goals & Strategies.

\$2.7M Arts Funding Recipients



Old Man Lake Wildfire



CRHC Michigan Square Official Opening



BC Municipal Safety Association's 2024 Organizational Safety Excellence Award



2024 Climate & Energy Action award at UBCM



National Day of Truth & Reconciliation



Board Priorities Dashboard



Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



Making a difference...together

CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>1a Improve regional connectivity and safety across transportation modes</p>				<ul style="list-style-type: none"> Board, July 10, 2024 	<p>The Traffic Safety Commission (TSC) received a presentation of findings related to the evaluation of the PARTY (Prevent Alcohol Risk Related Trauma in Youth) program on September 10, 2024. The program is a one-day injury awareness and prevention program for youth ages 15 and older that has been operating since 1986. Initial results suggest the online program (since the pandemic) has been effective. The TSC will determine whether to extend research into the program to a larger sample at its next meeting.</p> <p>Due to changes in the types and volumes of trail users, including the increasing presence of motor assisted personal mobility devices, the CRD Board directed staff on July 10, 2024, to advance interim options to enhance safety on multi-use trails. These options include augmenting the signage program on the regional trails that reinforce legal requirements and courtesy protocols (i.e. speeds, passing with courtesy, etc.). As a follow up action, on September 25, 2025 the Regional Parks Committee approved the staff recommendation to engage a consultant to provide comprehensive recommendations to further enhance safety on the CRD's multi-use trails.</p>	<ul style="list-style-type: none"> Support advocacy requests for investments in multi-modal infrastructure and services Initiate work on Road Safety Campaign working through sporting associations and clubs Report on interim options and implications regarding the use of rigid bollards based on findings from the regional trestles renewal and trails widening and lighting project 	<ul style="list-style-type: none"> Ongoing Q4 2024 Q1 2025

Board Priorities Dashboard



Transportation

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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>1b Support investments, expansion and equitable access to active and low carbon transportation</p>				<ul style="list-style-type: none"> Board, July 10, 2024 	<p>Schooner Way Trail project continues fundraising to become the first Active Transportation infrastructure on the Pender Islands. It is advancing to secure Licence of Occupation from Ministry of Transportation and Infrastructure.</p> <p>The regional trestles renewal and trails widening and lighting project has been initiated.</p> <p>Mayne Island Regional Trail Phase 1 Development Project construction completed.</p> <p>The Ganges Harbourwalk Project is a community project being developed in consultation with interest holders. This project is overseen by the Salt Spring Island Local Community Commissions and the Ganges Harbourwalk Steering Committee. Conceptual designs are currently being developed for consultation with First Nations, Upland owners and the community.</p>	<ul style="list-style-type: none"> Complete feasibility study for Salt Spring Island Regional Trail Complete Pender Island Schooner Way Active Transportation Project Phase 1 Develop Active Transportation Network Plan for Juan de Fuca Parks 	<ul style="list-style-type: none"> Q4 2024 Q2 2025 Q2 2025
<p>1c Present options for changes in governance for transportation in the region, including the Electoral Areas</p>				<ul style="list-style-type: none"> Board, July 10, 2024 Board, September 11, 2024 	<p>The CRD Board introduced the Regional Transportation Service Establishment Bylaw on September 11, 2024, read it for the first, second, and third time, and directed staff to forward it to the Inspector of Municipalities for approval. Participating area approval will be obtained by a regional alternative approval process.</p> <p>Media Release: Capital Regional District Introduces Regional Transportation Service Bylaw (September 12, 2024)</p>	<ul style="list-style-type: none"> Report back on transportation service governance options Report back on the results of the regional alternate approval process 	<ul style="list-style-type: none"> Q1 2025 Q2 2025

Board Priorities Dashboard



Housing

Residents have access to affordable housing that enhances livability.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
2a Increase supply of affordable, inclusive and adequate housing in the region				<ul style="list-style-type: none"> Board, September 11, 2024 	<p>The CRD is designing a Rural Housing Program through the development of a pilot that will take place on the Southern Gulf Islands and Salt Spring Island Electoral Areas. Community engagement is underway seeking input into the design of the pilot project.</p> <p>Media Release: CRD is developing a Rural Housing Program Pilot Project (July 22, 2024)</p> <p>Michigan Square, which is operated by the Capital Region Housing District, opened in Q3 with 97 new affordable rental homes in the James Bay neighborhood of Victoria.</p> <p>Media Release: More than 150 new rental homes coming to Victoria (September 13, 2024)</p> <p>Media Release: The CRD acquires property on Galiano Island for affordable rental housing (July 8, 2024)</p> <p>In September 2024, the North Salt Spring Waterworks District announced proposals to partially lift its water moratorium policy for new water connections, which has been in place since 2014. They will initiate engagement with community members, groups and governing bodies this fall to determine the best way to approach this. In light of this, plans to drill for water at 161 Drake Road have been deferred pending more information.</p>	<ul style="list-style-type: none"> Implement Rural Housing Program 	<ul style="list-style-type: none"> Q4 2024 - Q1 2025

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



Making a difference...together

CONDITION LEGEND	 Proceeding as planned	 Potential or emerging issue	 Issue has arisen	 Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
3a Maximize solid waste diversion and resource recovery from waste materials					<p>Successful launch of phase 2 of the Hartland Landfill Waste Diversion Policies and Landfill Bans including further landfill bans on treated wood waste, asphalt shingles and further changes to the tipping fee structure.</p> <p>The Hartland Material Diversion Transfer Station (MDTS) been constructed and is now in operation under contract with DL Bins.</p> <p>Media Release: Three surveys will explore attitudes and common practices on waste management (July 18, 2024)</p>	<ul style="list-style-type: none"> Initiate stakeholder consultation and the development of policy options to manage the flow of solid waste generated within the region Investigate options to divert additional material streams to the MDTS 	<ul style="list-style-type: none"> Q4 2024 Q1 2025
3b Explore options for a regional approach to biodiversity and the protection of ecological assets					<p>Maintain current service level through Climate Action Service Establishing Bylaw for 2024.</p> <p>In August 2024, staff started planning for Alternative Approval Process for Bylaw No 4575 Regional Coordination of Biodiversity and Environmental Stewardship.</p>	<ul style="list-style-type: none"> Refer new establishing service bylaw to local governments to create regional service for 2025 	<ul style="list-style-type: none"> Q4 2024

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>3c Increase resilience, community and adaptation planning to address climate related risks and disasters</p>				<p>• Board, September 11, 2024</p>	<p>Presented the updated Climate Projections for the Capital Region report and the new Extreme Heat Information Portal to Highlands Council (July 15, 2024).</p> <p>Applied to the Green Municipal Fund’s Local Leadership for Climate Adaptation - Capacity Development Partner Grants to fund a regional initiative to enhance capacity and coordination among local governments and First Nations in the region to plan for and respond to current and projected climate risks.</p> <p>Residential FireSmart 2023 grant final report has been submitted. 2024 application submitted and approved.</p> <p>Climate Adaptation risk assessment grant application successful. Emergency Management Programs actively engaged in the preliminary stages of conducting a risk assessment as outlined in the grant application.</p> <p>Successfully presented four public engagement sessions on emergency management in the Southern Gulf Island Electoral Area (EA) and one in the Salt Spring Island EA.</p> <p>Preparing curriculum for “Fall Storm” public speaking series.</p> <p>Media Release: Park Re-Openings After Wildfire near Sooke Potholes (Old Man Lake Wildfire) (August 15, 2024)</p>	<ul style="list-style-type: none"> Produce backgrounder on climate adaptation efforts in the region as a basis to explore how the CRD can further prioritize, coordinate and advance corporate and regional adaptation efforts Present the updated Climate Projections for the Capital Region report to a joint meeting of the Gorge Waterway Initiative, Bowker Creek Initiative, and Esquimalt Lagoon Stewardship Initiative in partnership with the Pacific Climate Impacts Consortium 	<ul style="list-style-type: none"> Q3-2024 Q4 2024 Q4 2024

Board Priorities Dashboard



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>3d Support energy efficient and low carbon buildings across the region</p>					<p>Ongoing promotion and expansion of the Home Energy Navigator Program via online and newspaper ads and community outreach activities.</p> <p>Advanced scoping of local government policy analysis project in collaboration with municipal partners.</p> <p>Completed research to refine understanding of regional/local government opportunities related to Energy Carbon Emissions reporting/benchmarking program.</p>	<ul style="list-style-type: none"> ▸ Renew Climate Action To Go Kits, including new thermal imaging cameras for borrowing through regional libraries ▸ Complete local government level oil heating regulation study with the District of Saanich ▸ Support the development of a model mandatory benchmarking bylaw with municipal partners and create a list of buildings that would be covered under a region benchmarking program ▸ Conduct additional policy analysis, regulatory reviews and GHG modeling for building-related carbon emissions 	<ul style="list-style-type: none"> ▸ Q3-2023 Q4 2024 ▸ Q4 2024 ▸ Q4 2024 ▸ Q4-2023 Q1 2025

Board Priorities Dashboard



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



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CONDITION LEGEND	Proceeding as planned	Potential or emerging issue	Issue has arisen	Timing has changed
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Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>4a Develop mechanisms to hear more from First Nations’ governments as to how they would like the CRD to approach reconciliation</p>					<p>Supporting an All Nations gathering to hear from First Nations on the topic of Inclusive Regional Governance.</p> <p>Feedback and requests from First Nations continue to be received through staff-level meetings, government-to-government meetings involving Board Directors, and formal letters from First Nations’ leadership and staff.</p> <p>Hosted a lunch & learn for staff: Xe Smun’ Eem “Our Sacred Children” and the Ongoing Legacy of Residential Schools.</p> <p>Sponsored the South Island Powwow for Truth and Reconciliation Day.</p> <p>Supported the Penelakut Coastal Blood Singers to perform on Salt Spring Island at an event for Truth and Reconciliation Day.</p> <p>Partnered with Orange Shirt Day Victoria to fly their Xe Smun’ Eem “Our Sacred Children” flag for Truth and Reconciliation Day.</p>	<ul style="list-style-type: none"> Continue to gather input from First Nations on inclusive regional governance and mechanisms to support the government-to-government relationship 	<ul style="list-style-type: none"> Q4 2024
<p>4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination</p>					<p>Supported an Inclusive Regional Governance All Nations Gathering, to gather input from First Nations on the topic of inclusive governance.</p> <p>MOU negotiations continue with four First Nations and are anticipated to begin soon with two additional Nations.</p> <p>Quarterly staff-level meetings held with First Nations on the topic of land altering works.</p>	<ul style="list-style-type: none"> Negotiate MOU/protocol agreements for Board approval with interested First Nations’ Continued participation in the joint planning process to develop a vision for the future of the island rail corridor 	<ul style="list-style-type: none"> Ongoing Ongoing

Board Priorities Dashboard



First Nations

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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan</p>					<p>Staff participated in Pauquachin marine stewardship day, interacting with 65 community members and building relationships.</p> <p>CRD staff joined with Tsawout Elders, Tsawout First Nation staff and community members to remove almost 1500lbs of invasive plants at TIXEN and share food and stories on the land. Sc'ianew knowledge keeper shared knowledge as part of archaeological and cultural awareness training related to invasive species removal volunteers in regional parks.</p> <p>Facilitating Malahat Nation to take drone footage in the Greater Victoria Water Supply Area that will be used to build a virtual space for elders and community to virtually visit different ecosystems and cultural spaces around the territory. It will also be used as a communication tool with proponents to teach about Malahat culture, tradition, and values around specific ecosystems, plants, or cultural sites.</p> <p>Pacheedaht and CRD are undertaking a study aimed at better understanding, the archaeological historical and cultural history in Port Renfrew.</p> <p>Completion of the Royal Oak Interim Management Guidelines (IMG) and initiation of the Mountain Forest IMG will guide the management of these properties over the next several years, while the CRD engages Nations that include these areas as part of their traditional territories.</p> <p>Request For Proposals posted for an infrastructure feasibility study for Port Renfrew area, with input from Pacheedaht First Nation. The study will include water and sewer servicing requirements related to both existing users and future development.</p>	<ul style="list-style-type: none"> ▸ Invite involvement from First Nations in the development of a Regional Parks Stewardship Plan ▸ Initiate First Nations Engagement on Cultural Use and Safety Policy and Stewardship Plan ▸ Collaborating with Pacheedaht First Nations on the Port Renfrew Official Community Plan ▸ Initiate First Nations Engagement for Phase 2 of the Land Acquisition Strategy ▸ Complete restoration project with Pauquachin at Coles Bay Regional Park 	<ul style="list-style-type: none"> ▸ Q4 2024 ▸ Q4 2024 ▸ Q1 2025 ▸ Q1 2025 ▸ Q1 - Q4 2025

Board Priorities Dashboard



First Nations

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CONDITION LEGEND	Proceeding as planned	Potential or emerging issue	Issue has arisen	Timing has changed
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Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations</p>					<p>Water Supply Service Agreements signed with two First Nations.</p> <p>Water and Wastewater Servicing discussions underway with multiple First Nations.</p> <p>Regular meetings held as staff continue to negotiate a Solid Waste Partnership Agreement with the WSÁNEC Leadership Council.</p> <p>Worked with partners to maintain and update the South Island Indigenous Business Directory.</p> <p>Awarded contracts for cultural workers to monitor land altering works.</p> <p>Engaged First Nation archaeological technicians and representatives to support archaeological work carried out under regulatory permits for a wide range of CRD projects.</p>	<ul style="list-style-type: none"> Continue engaging with Central Saanich and North Saanich to facilitate Water Supply Service Agreements with First Nations with reserves on Saanich Peninsula Finalize a Solid Waste Partnership Agreement with the WSÁNEC Leadership Council that may include procurement, employment and training opportunities as part of implementation of the Solid Waste Management Plan Renew Operating Agreement with T'Sou-ke Nation for the seasonal operation of Spring Salmon Place Campground Contracting with cultural representatives from Nations to be present during land altering works 	<ul style="list-style-type: none"> Q3 2024 Q3-2024 Q1 2025 Q4 2024 Ongoing

Board Priorities Dashboard



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



Making a difference...together

CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities					Operationalized. Advocacy Strategy has been revised and the Advocacy Dashboard will continue to be updated quarterly. A complete list of all advocacy correspondence is available at Board Advocacy		
5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses					Operationalized. Developed Guidance documents for the First Nations, Equity, Diversity and Inclusion (EDI) and Climate Action Implications sections of Staff Reports. These Guidance documents were reviewed by the Governance Committee (April 3, 2024) and the Board (April 10, 2024).		
5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies					<p>Provided an informational presentation to the Accessibility Advisory Committee on the work being done internally by the EDI Steering Committee on July 16, 2024.</p> <p>Finalized the CRD Accessibility Plan content with the Accessibility Advisory Committee on September 17 19, 2024.</p>	<ul style="list-style-type: none"> Present CRD Accessibility Plan to the CRD Governance Committee and CRD Board, and make it available publicly through the posting on the CRD's Accessibility webpage, which includes our tool to receive feedback on accessibility Offer EDI training seminars to other decision-making bodies, Board alternates, and those who were not able to attend previous training 	<ul style="list-style-type: none"> Q4 2024 Q4 2024

Board Priorities Dashboard



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



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CONDITION LEGEND



Proceeding as planned



Potential or emerging issue



Issue has arisen



Timing has changed

Board Initiatives	Status & Condition			Resolutions	Comments	Next Steps	
	Not Started	In Progress	Completed			Action	Timing
<p>5d Foster greater civic participation among diverse community members</p>					<p>Website Redesign Project continues to be underway with the launch scheduled for February 2025. Website development phase underway, including third party integrations and identity provider solution.</p> <p>Public participation framework and toolkit drafts completed.</p> <p>Resident survey planning, vendor assessment and selection completed.</p>	<ul style="list-style-type: none"> › Current website migration planning › Launch resident survey › Present revised Public Participation Framework to Board 	<ul style="list-style-type: none"> › <i>Q4 2024</i> › <i>Q4 2024</i> › <i>Q1 2025</i>
<p>5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation</p>					<p>Work continues for the Growth and Mobility Study. One year extension for the grant was received as provincial housing legislation was published later than originally anticipated. Work on policy white paper on housing and development challenges has been integrated into the project design for the Growth & Mobility Study.</p>	<ul style="list-style-type: none"> › Issue RFP for Growth and Mobility Project › Regional coordination on impacts of new housing legislation 	<ul style="list-style-type: none"> › <i>Q3-2024 Q4 2024</i> › <i>Ongoing</i>



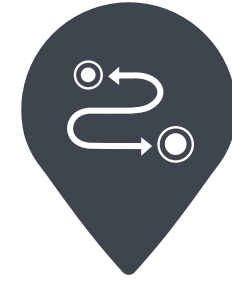
Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.



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Board Initiatives	Resolutions	Summary of Completed Actions
<p>1a Improve regional connectivity and safety across transportation modes</p>	<ul style="list-style-type: none"> • <i>Board, Feb. 8, 2023</i> • <i>Board, August 9, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, March 13, 2024</i> 	<p>The Traffic Safety Commission has approved its 2023 priority action areas: distracted driving, speeding and impaired driving. These will be implemented through education and awareness campaigns. CRD Traffic Safety Commission provided their annual update to the CRD Transportation Committee on September 12, 2023. The Traffic Safety Commission has completed the research for the report on eMobility in the region. Media Release: CRD Traffic Safety Commission Awards Seventh Annual Cst. Sarah Beckett Memorial Scholarship (October 11, 2023). Traffic Safety Commission completed research and delivered a report on micromobility to Transportation Committee and CRD Board in Q1 2024. CRD Traffic Safety Commission launched the multi-modal intersection safety campaign. Media Release: Investments in EV charging ports a bright spark for greener motoring in Greater Victoria (April 22, 2024).</p> <p>Engineering contractor retained to prepare design proposal for potential trail on Pender Island from Magic Lake Fire Hall to the island’s school. Completed the 2022 Origin Destination Household Travel Survey and presented results to the CRD Transportation Committee. Media Release: Household Travel Survey Shows Increase In Walking And Cycling (September 13, 2023). Media Release: Salt Spring Island Active Transportation Network Plan focuses on five big moves (August 8, 2023).</p> <p>Advocacy to provincial government on Motor Vehicle Act amendments to allow mobility aids to operate in bike lanes.</p>
<p>1b Support investments, expansion and equitable access to active and low carbon transportation</p>	<ul style="list-style-type: none"> • <i>Board, June 14, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, November 8, 2023</i> • <i>Board, May 8, 2024</i> 	<p>Regional all-ages and Abilities cycling facility criteria to support consistent planning and reporting on implementation of the regional cycling network was received by the Transportation Committee on March 15, 2023. Increased Saturday transit service on Fulford Harbour to Ganges, including southbound service along Cusheon Lake Road for select trips effective May 6, 2023. Pender Island Parks and Recreation Commission Schooner Way Active Transportation project at 30% engineering design completion. Phase 1 of Schooner Way Trail to connect the Magic Lake neighbourhood with the school approved for funding by BC Active Transportation Fund. Design and development has been initiated, and collection of community donation pledges underway. Kimta E&N Connector construction completed.</p> <p>CRD Regional Trails Closure Policy information report provided to Transportation Committee and CRD Board. Presented Regional Trails Widening and Lighting Project funding options and directed to accelerate by inclusion of the project in the 2024-2028 Financial Plan and that staff continue to develop partnerships, pursue grant opportunities and report back with options to generate additional funds through non-tax revenue. Selkirk Trestle upgrades and Galloping Goose Regional Trail Widening & Lighting Project design and construction, loan authorization in place Q4 2023.</p> <p>Juan de Fuca Parks submitted a grant application in to develop an Active Transportation Network Plan to guide future active transportation infrastructure investments. Grant funding for the Juan de Fuca Active Transportation Network Plan was confirmed in March and has now been received. A consultant has been selected and the plan is now expected to be completed by Q2, 2025.</p> <p>The Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program approved \$500,000 for the Mayne Island Regional Trail Phase 1 Development Project. Construction continues in Q3 2023 on Project Area 1 of the Mayne Island Regional Trail project. The focus over the next few months will be completing trail support structures, culvert extensions, and placement of base and final surface materials. Negotiations to continue into the new year for the remaining Mayne Island Regional Trail statutory right-of-way. The contractor working on the Mayne Island-Regional Trail is currently working on wall 2 of Phase 1, from the ferry to Maple Drive. Working with realty to finalize the alignment of Phase 2. It is anticipated that Phase 2 will proceed shortly with an anticipated completion later in the year.</p> <p>Salt Spring Island Administration preparing contract to retain contractor to complete the Regional Trail Feasibility Study by November 2024.</p>



Transportation

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Board Initiatives	Resolutions	Summary of Completed Actions
<p>1c Present options for changes in governance for transportation in the region, including the Electoral Areas</p>	<ul style="list-style-type: none"> • <i>Board, April 12, 2023</i> • <i>Board, June 14, 2023</i> • <i>Board, November 8, 2023</i> • <i>Board, December 13, 2023</i> 	<p>Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023. Media Release: CRD to gather input on regional transportation governance (June 14, 2023).</p> <p>Initiated an engagement process with municipal councils, electoral areas and agency partners on regional transportation governance. The transportation workbook was distributed to all stakeholders earlier in the summer. The completed workbooks and feedback have been requested by September 29, 2023.</p> <p>13 municipal councils, three electoral area and two partner agencies provided input to a survey on transportation governance in the region. Two First Nations indicated interest in participating in the initiative. The CRD Board directed staff to initiate concept development and analysis for a service feasibility study and develop an engagement plan. The CRD Board also endorsed three guiding principles on transportation governance. Initiated the feasibility study phase of the transportation governance initiative. Timing change due to delays in procurement of consultant services for the transportation service design and feasibility study.</p> <p>A CRD Transportation Workshop was held with local governments, agency partners and First Nations on May 24, 2024 to seek input on service categories for the establishment of a regional transportation service. The Transportation Committee received a summary report on June 19, 2024. A service feasibility study by KPMG is underway to inform this work.</p>



Housing

Residents have access to affordable housing that enhances livability.



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Board Initiatives	Resolutions	Summary of Completed Actions
<p>2a Increase supply of affordable, inclusive and adequate housing in the region</p>	<ul style="list-style-type: none"> • <i>Board, May 10, 2023</i> • <i>Board, September 13, 2023</i> • <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, March 13, 2024</i> • <i>Board, May 8, 2024</i> 	<p>Opened 58 units of affordable rental housing at 2782 Spencer Road in Langford in November 2022 , in partnership with the Capital Region Housing District (CRHC) through the Community Housing Fund. Opened 72 units of affordable rental housing at 210 Gorge Road in Victoria in February 2023, in partnership with the Cool Aid Society through the Regional Housing First Program (RHFP). Media Release: More than 130 affordable rental homes open in Langford (Feb 17, 2023). Opened 52 units of supportive housing at 2933 and 2949 Albina Street in Saanich in February 2023, in partnership with BC Housing and Our Place Society through Rapid Housing Initiative (RHI) Round 1. Media Release: Fifty-two new homes with 24/7 services open in Saanich (Feb 10, 2023). Opened 75 units of affordable rental housing at 2170 Charters Road in Sooke in partnership with the M’akola Housing Society through the RHFP. Project completed December 2022. Tenant move-ins began February 2023. Opened 51 units of affordable housing at Prosser Place (7612 East Saanich Road) in Central Saanich, in partnership with the CRHC through the RHFP. Opened 39 units of supportive housing at 1909 Prosser Road in Central Saanich, in partnership with BC Housing and Pacifica Housing through the RHI Round 2. Opened 45 units of supportive housing at 865 Catherine Street (House of Courage) in Victoria in partnership with BC Housing and the Aboriginal Coalition to End Homelessness through the RHI Round 2. Media Release: B.C., Canada opening supportive housing in capital region (Mar. 31, 2023). Development Permit Application to the City of Victoria submitted through Rapid Deployment of Affordable Housing process for Village on the Green redevelopment, in partnership with the CRHC though the Regional Housing First Program (RHFP). After completing the District of Saanich’s Advisory Design Panel review, the Campus View redevelopment is proceeding with a public hearing. Carey Lane, an existing 22-unit CRHC townhouse complex, will undergo a full building envelope remediation as well as upgrades to the ventilation, heating, and cooling systems. The project will provide 170 units of housing for Indigenous peoples, people with low-to-moderate incomes and people with disabilities. Media Release: Province Partners with CRD and CRHC to Build 593 New Homes (March 21, 2024). Media Release: Sixty-six affordable homes underway for Songhees Nation members (February 16, 2024). Media Release: Capital Regional District Announces Acquisition to Support Future Affordable Housing (March 1, 2024). CRHC received financial support from the provincial government for four affordable rental projects. This announcement is expected to advance 593 new homes. Two of the projects approved include partnerships with local governments and two of the projects represent redevelopment opportunities for CRHC. 1183 Verdier Avenue, Central Saanich – The CRD has an accepted offer to purchase the property and is working closely with the CRHC and the District of Central Saanich to add 110 homes in Brentwood Bay Village. 3950 Cedar Hill Road, Saanich – The District of Saanich and the CRHC have partnered to redevelop the Nellie McClung library site. This initiative will advance a new mixed-use development that includes a larger library with 200 affordable rental homes. Two additional projects in Greater Victoria are expected to provide approximately 283 total new homes. Both projects are in the preliminary planning stages. Michigan Square, 97 units redevelopment, is now set to reopen in August 2024. Media Release: Indigenous people in Sooke get access to 170 below-market homes (May 7, 2024) Work ongoing to implement the Rural Housing Strategy. A Rural Housing Program framework is being further developed with proposal for program launch in 2025. A Salt Spring Island housing workshop was held May 22, 2024. Media Release: The CRD and CRHC present 2023 Annual Reports (May 9, 2024).</p> <p>On August 10, 2023, a bylaw amendment to increase the annual requisition for the Land Assembly, Housing and Land Banking Service to \$85 million obtained statutory approval and the CRD may now proceed with obtaining two-thirds consent on behalf of the participating areas and consent from the Electoral Area Directors without further delay. Consent for the accompanying loan authorization bylaw for long-term borrowing will be obtained by Alternative Approval Process for the entire service area. Media Release: CRD to Increase Borrowing Authority for Housing (June 2, 2023). Elector approval for amendment to the Land Assembly, Housing and Land Banking Service bylaw approved at the December Board meeting. CRHC Chair and CAO met with Minister Kahlon, BC Housing Minister, to advise the Ministry of Housing of the CRD Board’s proposal to increase the borrowing authority and request that the province consider providing up to \$170 million in funding to facilitate the development of approximately 2,000 affordable housing units across the region. Media Release: 2023 Greater Victoria Point-in-Time Count results announced (August 3, 2023). Media Release: Regional Alternative Approval Process launched to increase borrowing authority for housing (January 3, 2024). Media Release: CRD adopts bylaw to increase borrowing authority for housing (February 15, 2024). Throughout 2023, CRHC staff advanced the feasibility analysis and preliminary design work for potential development projects in anticipation of the 2023 Community Housing Fund call for proposals.</p>



Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental and economic impacts.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>3a Maximize solid waste diversion and resource recovery from waste materials</p>	<ul style="list-style-type: none"> • <i>Board, Mar. 15, 2023</i> • <i>Board, May 10, 2023</i> • <i>Board, August 9, 2023</i> • <i>Board, December 13, 2023</i> • <i>Board, June 12, 2024</i> 	<p>The CRD Board approved the new Solid Waste Management Plan to reduce how much material is sent to Hartland Landfill and guide how the region’s solid waste is managed in a safe, secure and sustainable way now and in the future. The final plan includes strategies and actions for reducing and managing all streams of solid waste—including recyclables, compostable material and garbage—with an eye to extending the life of Hartland Landfill to 2100 and beyond. Media Release: CRD releases report highlighting what residents and businesses are putting in the garbage (Mar 8, 2023). Presented proposed amendments to the Hartland Landfill Tipping Fee Bylaw, a revised tipping fee schedule and new material bans to better encourage diversion. Media Release: Policy changes and material stream diversion initiatives at Hartland Landfill (May 12, 2023). Remain on track to procure processing for source separated materials and submit final amended Hartland Landfill Tipping Fee Bylaw for Board consideration. Submitted final amended Hartland Landfill Tipping Fee Bylaw for final Board consideration. Initiated procurement for processing of source separated materials to be banned from the landfill in 2024, including wood waste, asphalt shingles, carpet and underlay. Media Release: Changes to Residential Curbside Blue Box Recycling Service Effective January 2, 2024 (October 11, 2023) Media Release: 2024 policy changes at Hartland Landfill (December 13, 2023). Launched Phase 1 of the Hartland Landfill Waste Diversion Policies and Landfill Bans including ban on clean wood waste, changes to the tipping fee structure, introduction of the waste stream collector incentive program, increases in fine rates, reductions for early payment of fines and introduction of an education and warning ticket program.</p> <p>Received Board direction to enter into contract with DLs Bins to construct and operate a material diversion transfer station beginning in Q3, 2024. Received Board direction to initiate consultation on policies to regulate the flow of solid waste within the Capital Region. Received Board direction to enter into contract with DLs Bins to construct and operate a material diversion transfer station beginning in Q3, 2024. Received Board direction to initiate consultation on policies to regulate the flow of solid waste within the Capital Region.</p> <p>Media Release: Hartland Landfill Phase Two Changes begin July 2, 2024 (April 11, 2024). Media Release: More Hours, More Convenience at Hartland Landfill (June 3, 2024)</p>
<p>3b Explore options for a regional approach to biodiversity and the protection of ecological assets</p>	<ul style="list-style-type: none"> • <i>Board, October 11, 2023</i> • <i>Board, December 13, 2023</i> 	<p>CRD Staff continue with internal discussions to understand the scope and breadth of a regional approach to environmental stewardship with a focus on biodiversity and the protection of ecological assets. CRD Staff are submitting a new establishing bylaw based on internal discussions related to a regional approach to environmental stewardship, with a focus on biodiversity and the protection of ecological assets. Maintain current service level through Climate Action Service Establishing Bylaw for 2024. Media Release: CRD Releases Greenhouse Gas Inventory (October 12, 2023). Media Release: The CRD Invites Families to Explore Biodiversity This Weekend (April 24, 2024).</p>



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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>3c Increase resilience, community and adaptation planning to address climate related risks and disasters</p>	<ul style="list-style-type: none"> • <i>Board, October 11, 2023</i> • <i>Board, April 10, 2024</i> • <i>Board, June 12, 2024</i> 	<p>Launched capital region heat vulnerability mapping project with inter-municipal partners. Received Pacific Institute for Climate Solutions grant to hire a summer intern to support climate adaptation research. Hosted two inter-municipal workshops to collect information and build staff capacity related to climate projections project. Developed Capital Region Extreme Heat Information Portal, and hosted local inter-municipal, inter-agency staff workshop to share information related to forthcoming report and tool.</p> <p>Completed Electoral Area Community Wildfire Resiliency Plans. Adopted new open burning bylaw to prevent human-caused wildfire. Community Wildfire Resiliency webinar series conducted for Electoral Areas. Community Evacuation Guides completed. Media Release: Electoral Area Emergency Programs Share Household Evacuation Guides to Help Residents Prepare (May 9, 2023). Staff secured funding and are offering several Emergency Operations Centre related training. Electoral Area community wildfire exposure maps completed and will be shared with residents. Project is a collaboration between Islands Trust and Protective Services to prioritize wildfire mitigation efforts. Staff continue to socialize the community wildfire exposure and evacuation maps and other preparedness resources to enhance personal and community resiliency planning in the Electoral Areas. With the recent passing of the Emergency and Disaster Management Act (EDMA), CRD will be reviewing the legislation and planning program adjustments necessary to align with the new legislation. Media Release: CRD Electoral Area Wildfire Exposure Maps Show Risk (October 3, 2023). Conducting in-person community speaking engagements to present on wildfire risk, seasonal outlook, FireSmart, evacuations, etc. (Pender Island, Mayne Island, Saturna Island, Galiano Island, Salt Spring upcoming).</p> <p>Applied on NRCAN’s Wildfire Resilient Futures Initiatives grant to establish a region wildfire mitigation workgroup with a 5-year operational horizon.</p>
<p>3d Support energy efficient and low carbon buildings across the region</p>	<ul style="list-style-type: none"> • <i>Board, October 11, 2023</i> 	<p>Implemented and promoted Home Energy Navigator program to support retrofits in single family homes. 253 participants between November 8 2022 and February 28, 2023. Support municipalities in advancing new Energy Step Code and new Zero Carbon Step Code policy changes. Participated in Provincial Local Government Retrofit Peer network, Step Code Peer network, and the new Embodied Carbon Peer network and shared learnings with CRD Climate Action Inter-Municipal Working Group. Salt Spring Island’s rainwater harvesting rebate program was renewed for one year. Implemented and expanded existing rain barrel program for the Southern Gulf Islands. Corporate Green Building Policy and Carbon Price Policy adopted and implementation underway. Released 2022 Regional and Local Government Greenhouse Gas Inventory report. Developed and launched Neighbourhood Navigator pilot targeting fossil fuel heated neighbourhoods. Continued to support staff in several communities to consider Zero Carbon Step Code policy approaches.</p> <p>Supported implementation of public Climate Friendly Homes tour.</p> <p>Initiated industry consultation on energy and emission reporting for large buildings in the region, in conjunction with City of Victoria and the District of Saanich. Completed industry consultation on energy and carbon emissions (ECE) reporting for large buildings in the region, in conjunction with City of Victoria and the District of Saanich, and with participation from Town of Sidney, Township of Esquimalt, and City of Colwood.</p> <p>Promoted Building Benchmark BC participation amongst Part 3 buildings owners/managers through the ECE consultations. Completed home retrofit financing study.</p> <p>Ongoing promotion and expansion of the Home Energy Navigator Program via online ads and community outreach events, and refining of marketing strategies through focus group research. Continued to provide support to local governments on Zero Carbon Step Code implementation.</p> <p>Initiated local government staff working group to support forthcoming innovative policy analysis.</p>



First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>4a Develop mechanisms to hear more from First Nations' governments as to how they would like the CRD to approach reconciliation</p>	<ul style="list-style-type: none"> • Board, October 11, 2023 • Board, December 13, 2023 	<p>The Government-to-Government Relationship Building Initiative will, amongst other goals, invite First Nations to share their priority topics for a CRD Reconciliation Action Plan, and will provide an opportunity for Board Directors to hear directly from local Nations. Cultural perspectives training offered to CRD Board Directors and Alternate Directors. Hosted a gathering for CRD staff to learn from WSÁNEC cultural workers regarding archaeology and heritage conservation. Hosted Forum & produced Summary Report that includes feedback from Nations regarding the structure of the event as well as priority topics for collaboration. Co-hosted with WSÁNEC Leadership Council a relationship building event for Southern Gulf Islands and Salt Spring Island Directors and Commissioners. Launched Board coaching program. Held a site visit with T'Sou-ke Nation to discuss protected areas management and collaboration opportunities. Met with multiple First Nations regarding their priorities around water and wastewater servicing. Met with the WSÁNEC Leadership Council to continue negotiating a Solid Waste Partnership Agreement.</p>
<p>4b Collaborate with First Nations to build and strengthen new processes for respectful, reciprocal government-to-government decision-making and service delivery that uplift Indigenous self-determination</p>	<ul style="list-style-type: none"> • Board, December 13, 2023 • Board, May 8, 2024 	<p>The upcoming Government-to-Government Relationship Building Initiative is an opportunity for the CRD and First Nations to strengthen our relationship and co-create mechanisms to support respectful, reciprocal, ongoing engagement at both the leadership and operational levels. Invites from Board Chair sent to First Nations to participate. New Regional Parks land acquisition notification process launched.</p> <p>Juan de Fuca Community Parks co-hosted an open-house with Pacheedaht First Nation to gather information and identify concerns related to the replacement of playground equipment in Port Renfrew. On September 13, 2023, CRD Board adopted policy direction to support land reversion to First Nations within the island rail corridor, in accordance with a process that is informed by a reconciliation-based approach. The CRD Board Chair wrote to the Island Corridor Foundation in September to inform its Board of this direction. Staff have participated in two inter-governmental island rail corridor planning sessions, facilitated by the province. Government-to-government leadership-level meetings held with T'Sou-ke, Songhees, Pacheedaht, and Pauquachin First Nations.</p> <p>Government-to-Government relationship building initiative letters of engagement signed with Sc'ianew First Nation and the WSÁNEC Leadership Council. Implemented new staff-level quarterly meeting series with Pacheedaht First Nation. Government-to-government leadership-level meetings held with Songhees, Tsawout and Pacheedaht Nations.</p> <p>Implemented new Regional Parks land acquisition notification process and held meetings with First Nations prior to acquiring the Royal Oak Golf Course. Discussions with Nations ongoing regarding interim management guidelines and future uses of the Royal Oak property.</p> <p>Established a technical team with the T'Sou-ke Nation to discuss protected areas management and operations within T'Sou-ke's traditional territories.</p> <p>MOU negotiations in progress with Songhees Nation, Tsartlip and Tseycum First Nations via the WSÁNEC Leadership Council and Tsawout First Nation.</p> <p>Media Release: CRD and the Pacheedaht First Nation sign Memorandum of Understanding (January 30, 2024)</p>



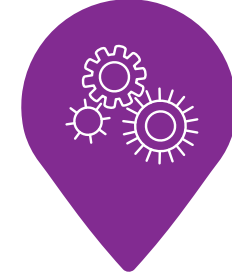
First Nations

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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>4c Invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies that support other priorities in the plan</p>	<ul style="list-style-type: none"> • Board, June 14, 2023 • Board, July 12, 2023 • Board, December 13, 2023 	<p>Regional Parks engaging with First Nations for input into the Regional Parks Strategic Plan and the Regional Parks Land Acquisition Strategy, as well as ongoing collaboration on management plans. Feedback presented Regional Parks Committee in June for approval recommendation at the July Board meeting. Ongoing collaboration with First Nations on the conservation and protection of heritage sites, across all service delivery. Ongoing meetings with First Nations regarding Regional Parks Land Acquisition Strategy, land acquisitions, and management plans. Developed and shared with staff a Working with Indigenous Elders guidance document, to support respectful relationships where elders are interested to share their knowledge to inform CRD initiatives. First Nations Feedback on the Interim Regional Parks and Trails Strategic Plan 2022-2032 brought to Regional Parks Committee in June 2023 and approved at the July 2023 Board meeting. Partnered with Eddy Charlie and Kristin Spray of Orange Shirt Day Victoria to fly the Xe Xe Smun' Eem flag outside the CRD Fisgard Street office. Panorama Recreation is partnered with the Victoria Native Friendship Centre, The Art of Reconciliation and Indigenous artist Dahlila Charlie to host a community mosaic project inspired by Orange Shirt Day and National Day of Truth and Reconciliation. Invited First Nation participation on the Technical and Community Advisory Committee for Core Area Liquid Waste Management Planning. Invited First Nation participation on a Technical Working Group to recommend updates to the Saanich Peninsula Liquid Waste Management Plan. Invited input from First Nations regarding the transportation governance initiative. Ongoing engagement with First Nations regarding the conservation and protection of heritage sites. Environmental Protection and Integrated Water Services staff provided keynote presentation to Tsartlip community event about water and wastewater, as invited. Collaborating with T'Sou-ke and Sc'ianew regarding heritage conservation, ecological restoration and management planning for East Sooke Regional Park. Collaborating with the W̱SÁNEC Leadership Council on management planning for Mount Work Regional Park. Collaborated with Tsawout First Nation on mosquito management at Island View Beach Regional Park. Partnering with T'Sou-ke and the District of Sooke on the Sooke River Knotweed Control Project.</p> <p>Invited input from First Nations in the development of the HWMET'UTSUM Community Park Interim Management Approach on Salt Spring Island. Invited First Nations to participate in the Canada Goose Regional Working Group.</p>
<p>4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations</p>	<ul style="list-style-type: none"> • Board, May 10, 2023 	<p>Partnered with Greater Victoria Harbour Authority, City of Victoria, and the South Island Prosperity Partnership to develop an Indigenous Business Directory for the south island to support enhanced procurement from Indigenous businesses. Media Release: New Business Directory Supports Indigenous Entrepreneurs (June 7, 2023). Released CRD Indigenous Employment Project Reports: Summary Report, Full Findings Report, and Wise Practices Report for Indigenous Employment and Culturally Safe and Supportive Workplaces. Proposed a new HR position for 2024 service planning, to lead the development of an Indigenous Employment Strategy. Funded solid waste bin removal to support a community clean-up for the Pacheedaht First Nation (Q1 - Q2 2023). Provided draft updated water service agreements to T'Sou-ke Nation, Esquimalt Nation, Sc'ianew First Nation and Pauquachin First Nation. Met with Sc'ianew First Nation and Esquimalt Nation to discuss. Provided a draft updated wastewater service agreement to Pauquachin and Tseycum First Nations. Meeting scheduled and confirmed with Esquimalt and Songhees to discuss wastewater projects and capacity in December 2023. Met with a member of Tsartlip First Nation to discuss opportunities for the Water Supply Area to provide wood for carving. Spring Salmon Place Campground Operating Agreement between CRD and T'Sou-ke Nation. Ongoing meetings with Pacheedaht to discuss solid waste management partnership opportunities. Provide firewood to First Nations as available.</p> <p>Met with Pauquachin First Nation and Esquimalt Nation to discuss water and wastewater service agreements. Met with Sc'ianew First Nation to discuss water service agreement. Regional Housing offered support to the Songhees Nation's affordable housing initiative, announced February 2024. Providing mapping support for Esquimalt Nation as requested. Sent a letter to Te'mux Treaty Association confirming that the Regional Growth Strategy does not prevent water and wastewater servicing to treaty settlement lands. Significant progress made on Water Supply Service Agreements with two First Nations. Expectation is to finalize Agreements in early Q3 and seek approval by Juan de Fuca Water Distribution Commission and Regional Water Supply Commission.</p>



Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.



Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>5a Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities</p>	<ul style="list-style-type: none"> • <i>Board, April 12, 2023</i> • <i>Board, Aug. 9, 2023</i> 	<p>Operationalized. Corporate Advocacy Dashboard updated and included in CAO quarterly report. A complete list of all advocacy correspondence is available on the Board Advocacy webpage. The CRD Board approved an updated CRD Advocacy Strategy on August 9, 2023.</p> <p>Administrative Policy for Intergovernmental Relations information report provided to Board.</p>
<p>5b Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses</p>	<ul style="list-style-type: none"> • <i>Board, May 10, 2023</i> • <i>Board, October 25, 2023</i> • <i>Board, March 13, 2024</i> • <i>Board, April 10, 2024</i> • <i>Board, May 8, 2024</i> 	<p>Operationalized. The 2023-2026 CRD Corporate Plan has been developed in alignment with this priority. Additional information has been included in the plan to support the Board’s understanding of how the three lenses impact future initiatives and activities. All staff report templates updated to include decision-making considerations for First Nations reconciliation, equity, diversity and inclusion, and climate action lenses. 2024 Service and Financial Planning Guidelines approved by Board. Committees and commissions will consider service plans (Community Need Summaries) for 2024 between September and October 2023. The CRD Board approved the 2024 service plans (Community Need Summaries) and provisional Financial Plans on October 25, 2024 following their deliberation. These documents form the foundation of the CRD budget. Media Release: CRD and CRHD look for public feedback on the 2024 provisional financial plans (October 30, 2023). The Board approved the 2024 to 2028 Financial Plan on March 13, 2024. Media Release: CRD and CRHD 2024 financial plans approved (March 14, 2024). The Human Resources and Corporate Safety Strategic Plan has been completed and received by Board. An addendum to the Corporate Plan has been published highlighting new initiatives which were approved in 2024 but not foreseen in the 2023-2026 Corporate Plan. This addendum will be kept up-to-date annually if more initiatives are approved. Developed Guidance documents for the First Nations, Equity, Diversity and Inclusion (EDI) and Climate Action Implications sections of Staff Reports. These Guidance documents were reviewed by the Governance Committee (April 3, 2024) and the Board (April 10, 2024). Ongoing staff training sessions are scheduled related to guidance documents.</p>
<p>5c Develop understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies</p>	<ul style="list-style-type: none"> • <i>Board, December 13, 2023</i> • <i>Board, February 14, 2024</i> • <i>Board, March 13, 2024</i> 	<p>The CRD has established a statement of Commitment to Equity, Diversity and Inclusion (EDI) to guide internal decisions and policies. Staff training and awareness courses ongoing through 2023. Staff have secured a training specialist for the Equity, Diversity and Inclusion initiative. Staff training for applying the EDI lens for staff reports will be prioritized. Accessibility Advisory Committee established and Terms of Reference approved. Staff have defined the scope of deliverables and learning outcomes for the EDI training seminar for CRD Board members. Consultants have been engaged to secure dates for the Equity, Diversity and Inclusion (EDI) training which will now be offered slightly earlier than anticipated. The Accessibility Advisory Committee’s inaugural meeting was held in October and orientation is underway.</p> <p>Board Code of Conduct Bylaw and Member Statement of Commitment approved at the March 2023 Board meeting. Delivered Equity Diversity and Inclusion (EDI) training seminar (Inclusion Literacy and Board Readiness) for CRD Board members January 31, 2024. Filled staffing vacancy for Manager of Equity, Diversity, Inclusion and Accessibility. Corporate Accessibility Plan reviewed by the Accessibility Advisory Committee on March 19, 2024. Delivered follow-up Equity, Diversity, and Inclusion (EDI) training session for CRD Board members on May 29, 2024 to build upon the learning from previous training. Delivered online sessions of EDI training (Inclusion Literacy) on May 3 and May 17, 2024 to elected officials who sit on CRD committees and commissions as well as Board alternates and those who were unable to attend previous sessions. Promoted National AccessAbility Week (May 26 - June 1, 2024). Media Release: Accessibility and Infrastructure Improvements in CRD Regional Parks (May 28, 2024).</p>



Governance

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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
<p>5d Foster greater civic participation among diverse community members</p>	<ul style="list-style-type: none"> • Board, December 13, 2023 • Board, February 14, 2024 • Board, May 8, 2024 	<p>The 2023-2026 CRD Corporate Plan includes initiatives to review and enhance engagement practices, tools and frameworks in alignment with this priority. The CRD engagement platform Get Involved hosts initiatives and campaigns that have public participation components. Presentation at the December 2023 Governance committee on provincial engagement tool. Staff presented an overview of CRD Engagement practices and platforms to the February Governance Committee. The CRD has an existing engagement platform in place and is planning to review and update its public participation framework in 2024, ahead of running a competitive procurement process for online engagement solutions in 2025. Media Release: The CRD invites members of the public to learn more about the 2024 Provisional Financial Plan (January 3, 2024). Media Release: Community consultation begins to determine best use for Biosolids (January 11, 2024). Media Release: Have Your Say! CRD Regional Parks and Trails Resident Survey Seeks Input from Invited Residents (January 23, 2024)</p> <p>Project charter for website redesign finalized. Procurement process and internal analysis underway for website redesign project. Scope refinement and contract negotiations underway for work to start early 2024 on the website redesign project. Website Redesign Project contract awarded January 2024. Creative and technical planning underway. The Strategic Communications and Engagement Plan has been approved and received by Board. Website Redesign Project underway. Website user feedback sessions completed and design concepts approved. Confirmed collaborative approach with the Regional District of Nanaimo to review and update public participation framework. Engaged consultant to conduct scan of best practices. The Corporate Communications and Engagement Strategic Plan was presented to the May 2024 Board for information.</p>
<p>5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation</p>	<ul style="list-style-type: none"> • Board, July 12, 2023 • Board, April 10, 2024 	<p>Hosted the Development and Planning Advisory Committee on January 16 and March 13, 2023. Initiated research and analysis to support CRD Regional Housing and local governments to take action on housing and development challenges. The Planning and Protective Services Committee approved a grant application to the Union of BC Municipalities (UBCM) Complete Communities Fund for a regional growth and mobility study. Recipient of a UBCM Complete Communities grant to undertake a regional growth and mobility study.</p> <p>The timing for a policy white paper has shifted with newly announced provincial legislation on housing, land use and transit-oriented development. Staff will prepare a Growth and Mobility study to document the cumulative housing, transportation and infrastructure impacts of growth to support informed land-use decision making. Initiated Growth and Mobility Study (including project charter and scope of work for consultants).</p> <p>Staff brought forward a report on timing and implications of the work required to consider an update to the Regional Growth Strategy in 2026 in March 2024.</p> <p>Virtual information sessions and public engagement on the Regional Water Supply Development Cost Charge Program to help fund eligible growth-related water projects. Media Release: The CRD invites feedback on proposed Regional Water Supply Development Cost Charge Program (May 29, 2024)</p>

August 2023

Advocacy Strategy for the Capital Regional District

Responding to community needs, the Capital Regional District (CRD) Board of Directors identify priorities and set the strategic course for the CRD over a four-year period, including an annual check-in and review of Board Priorities. For the 2023-2026 mandate, the CRD Board agreed to focus on five strategic priorities. As regional leaders, members of the CRD Board have and continue to be active in their advocacy on several policy initiatives that flow from these priorities.

To be effective in gaining the support of senior orders of government, local government, and partners, the Priorities agreed to by the Board will remain the basis of the advocacy strategy, unless updated by the Board annually, or supplemented by resolutions of the Board to advocate on specific initiatives. A successful advocacy strategy should be targeted, focused, and requires message discipline and consistency. Those we are advocating to need to understand what our priorities are and that we are committed to advancing them. The Board Priorities are organized under five themes with defined initiatives and desired outcomes. Role clarity, clear communication and reporting is essential for both elected officials and staff to enhance effectiveness and portray the strength of common cause.

Board Priorities (2023 – 2026 Term) and associated outcome statements

Transportation

Residents have access to convenient, green, and affordable multi-modal transportation systems that enhance livability.

Housing

Residents have access to affordable housing that enhances livability.

Climate Action & Environment

Progress on adaptation, reduced greenhouse gas emissions and triple-bottom line solutions that consider social, environmental, and economic impacts.

First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.

Governance

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A key initiative within the Governance priority is to “Influence regional issues and advocate in a consistent, focused way that aligns with the Board strategic priorities”.

Within the legislative framework which the Board and administration of the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) operate, the Board, its members and staff must work collaboratively to address multi-jurisdictional issues that impact the wellbeing of the region’s residents. Board governance includes region wide general government and legislated authority as well as mandated and agreed on participant based sub-regional and local service delivery responsibilities that require infrastructure, regulatory, legislative, financial, and operational support, to evolve and remain efficient and effective.

Residents and rate payers expect progressive action by the CRD to solve problems and advance regional, sub-regional, and local priorities within its mandate in partnership and collaboration with other authorities. As orders of government, the CRD and CRHD are delegated powers to operate by the Province of British Columbia and as corporate entities and publicly accountable authorities, can enter into agreements, partnerships with other public authorities, other corporate entities, and individuals. The CRHC is a wholly owned non-profit corporation of the CRD. Each entity may delegate or direct certain responsibilities including advocacy, however decisions of record, including the priorities for advocacy are established by resolution of each individual Board.

Advocacy Strategies

For issues that require regional action outside the CRD’s mandate, the Board can leverage the collective voice of its members, partners, and staff to contribute its experience and resources to advance solutions and achieve greater outcomes. As a member of the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Vancouver Island Coastal Communities, and with member, director, or staff representation in a variety of other organizations, the CRD has an opportunity advance our priorities and initiatives or seek the support of these bodies as part of its advocacy strategy. Through its governance and service delivery mandate, the CRD also has the opportunity to directly advocate to the Provincial and Federal Government, government Ministries, appointed bodies and agencies and to partner with other entities. There may also be an opportunity this term to work more closely with First Nations on issues as outlined in the Board priority.

Board Advocacy

Agreed on Board Priorities are the basis of the Board advocacy and the process for adding to those priorities is by Board resolutions with follow up actions typically directed through the Board Chair or the Executive Leadership Team. The Board Chair may ask for the support of other Directors to assist with efforts based on relationships, expertise, and experience or participant jurisdiction and geography. While the Board collectively has responsibility for the interests of the electoral areas, it has included or may delegate specific advocacy to the electoral area Directors for those areas. The Board may decide this term to pursue a focused more assertive strategy on a particular matter of importance at selected times during this term.

Inter-Regional Municipal and Electoral Area Advocacy

Board Priorities are only as strong as the support for them in our communities and working with the municipalities and electoral areas to ensure they support Board initiatives is key. The Board Chair, working directly with Board members, and the CAO working directly with Municipal CAOs should engage with elected officials and senior CRD, municipal and electoral area staff to ensure that there is a clear understanding of Board priorities, while identifying and responding to any divergent priorities to ensure alignment within any advocacy initiatives. The Advocacy Strategy needs to align with the Board approved Intergovernmental Relations Policy.

Corporate Advocacy

The CAO will lead corporate advocacy based on Board direction and the Corporate Plan. The CAO will lead the staff efforts on how best to drive initiatives forward with the right agreements and protocols with other organizations and has delegated authority from the Board to enter into agreements including memorandums of understandings with other agencies. The CAO will work closely with the Chair and play a major role in supporting the Chair and Board in advocacy efforts and will update the Board quarterly.

An advocacy strategy must be flexible, nimble and pivot on emerging issues or opportunities and the CAO will respond to and assign specific priorities and strategies for action. The Board Priorities Quarterly Dashboard progress report tracks resolutions of the Board, current initiatives, and planned actions related to advocacy as well as other priorities.

Advocacy can include formal letters, requests for meetings, presentations, partnering with agencies, campaigns, advisories, and announcements. Strong relationships with media who cover the CRD are essential to an effective advocacy strategy and engagement and outreach to editorial boards and media briefings, releases, and advisories as well as the CRD website and social media posts are effective tools.

Service Mandate and Operational Advocacy

Under the direction of their General Manager, CRD staff participate in many conversations with regulators and policy makers on efficient and effective service delivery approaches, and with organizations that engage with senior orders of government on policy and implementation. The Executive Leadership Team will coordinate communications with senior orders of government on policy and implementation to ensure alignment with Board direction, service mandate, and consistency of messaging in any advocacy.

Over the past few years, local government associations and related organizations have increased their role in advocacy for the municipal sector. The CRD needs to stay active in these organizations and drive our issues into and through their process. At times, senior orders of government will only consider policy changes that have been approved by these voices for our sector.

Potential Advocates

The following parties have been recognized as potential advocates and have been categorized based on each stakeholder's potential ability to influence the CRD's work (positively or negatively) or according to each stakeholder or group's interest in CRD and whether they are internal or external to the organization.

A Primary Level stakeholder or group interest has or may be identified as a result of a delegated authority, partnership agreement, contract or operating agreement, funding agreement, grant, or other formal relationship or understanding with the CRD.

A Secondary Level stakeholder or group interest has or may be identified as a result of receiving a service or benefit, in a contract, operating agreement, funding agreement or through a secondary or related affiliation with a primary group or stakeholder or having a mandate aligned with the CRD.

Internal stakeholders or groups include individuals or groups that have a duty or direct affiliation with the CRD or whose organizations participate directly or have a formal relationship with the CRD.

External stakeholders or groups include individuals or groups whose decision-making authority either directly impacts the CRD at a Primary Level or whose decision-making authority influences the CRD at a Secondary Level.

This categorization provides a focus for advocacy and communications activity by identifying primary and secondary advocacy relationships and the preferred approach for advocacy.

Advocacy Internal/External Stakeholders

Advocacy	Internal	External
<p>Primary Level</p>	<p>Board Members and, Alternates</p> <p>Member municipal councils</p> <p>Delegated CRD Commission Members including First Nations Members</p> <p>Local Area Elected Officials</p> <p>Local Area CAOs</p> <p>Local Area Senior Staff</p>	<ul style="list-style-type: none"> • Premier’s office • Province: Ministers, Ministers’ offices, and Deputy Ministers of select Government of BC ministries and Opposition Leaders • Vancouver Island Region MLAs • Federal Government: Vancouver Island Region MPs, Ministers, and staff of select ministries • First Nations
<p>Secondary Level</p>	<p>Agencies and organizations, including First Nations who have entered into formal agreement with the CRD.</p> <p>CRD representatives appointed to an affiliated governance body</p>	<ul style="list-style-type: none"> • First Nations • Federation of Canadian Municipalities • Union of BC Municipalities • Association of Vancouver Island Coastal Communities
<p>Operational Level</p>	<p>ELT and designated staff who participate in various external initiatives, committees, and groups as a representative of the organization.</p>	<ul style="list-style-type: none"> • Membership in various Professional Associations, Boards and Groups • Engagement work with Federal, Provincial, Institutional and Local Government staff. • Engagement with Crown and Non-profit bodies aligned and mandated to advance similar priorities.

Advocacy Approach

Advocate	Objectives	Methods
<p><u>Board</u> Includes Board Members and Alternates</p>	<p>Advance Board priorities and actions required by other orders of government to address regional issues.</p>	<p>Board resolutions reported and conveyed to the media and appropriate party by way correspondence and follow up meetings as required.</p>
<p><u>CRD Member Representatives</u> Member municipalities and Local Area Elected Officials. Designated CRD Commissions and Commissioners, including Frist Nations Members</p>	<p>Coordinate actions based on shared interests and in support of shared goal to improve regional outcomes.</p>	<p>Advance Board and Corporate priorities as identified by the CRD Board and included in the Corporate Plan and other approved CRD Strategies when aligned with municipal and commission interests.</p>
<p><u>Intergovernmental Relations</u> A framework for establishing and maintaining effective relationships with other orders of government,</p>	<p>Convey one regional voice on issues.</p>	<p>Ensure municipal partners are aware and involved as appropriate in advocacy efforts.</p>
<p><u>Partnerships</u> Agencies and organizations, including First Nations, who have entered into formal agreement with the CRD and/or a CRD representative is appointed to a governance body of that organization.</p>	<p>Identify shared interests as a result of delegated authority, partnership agreement, contract or operating agreement, funding agreement, grant, or other formal relationship or understanding.</p>	<p>Advance Board and Corporate priorities as identified by the CRD Board and included in the corporate plan and other approved CRD Strategies when aligned with agencies and organization’s interest.</p>
<p><u>Staff</u> ELT and designated staff who participate in various external initiatives, committees, and groups as a representative of the organization when adhering with corporate policy and/or by professional affiliation.</p>	<p>Communicate formal CRD policy or position and share professional expertise. Act on behalf of the organization to advance initiatives in support of Board and Corporate Priorities.</p>	<p>Advance Board and Corporate Priorities as identified by the CRD Board and included in the Corporate Plan and other approved CRD Strategies when aligned with external agencies and organization’s interests.</p>



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-01-02	Regional Transportation Priorities	Confirm the CRD Board’s Regional Transportation Priorities.	✓			✓	Letter to Minister Fleming Met with Minister Fleming by teleconference October 4, 2021 Letter to Minister Fleming Virtual Meeting with Minister Fleming March 31, 2022	Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023.
22-01-01	Vancouver Island Rail Corridor	Request the federal government to provide an update on their position regarding the protection of the Island Rail Corridor.	✓			✓	Letter to MP Randall Garrison Letter to MP Laurel Collins Letter to MP Alistair MacGregor Letter to Minister Fleming Letter to Minister Alghabra Letter from Minister Fleming Meeting with MP Alistair MacGregor August 17, 2022 Letter from Minister Alghabra Letter to Minister Alghabra Letter to Minister Miller Letter from MP Alistair MacGregor Letter from MP Gord Johns Letter to Chair, Island Corridor Foundation Letter to Deputy Director, South Coast Region MOTI	March 31, 2023 Funding Agreement signed between the Province and the CRD to enable engagement in short and long-term planning for the Island Rail Corridor in collaboration with First Nations and local governments impacted and/or bisected by the Corridor.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-01-01	Active Transportation Infrastructure Investment	Request the Provincial government to secure funding support for the Trails Widening and Lighting Project.	✓			✓	Letter to Minister Fleming	
24-01-01	Intersection Safety Camera Program	Request the Provincial government to expand the Intersection Safety Camera Program.	✓			✓	Letter to Minister Farnworth Letter from Minister Farnworth	
24-01-02	Amendment of the BC Motor Vehicle Act	Request the Provincial government to amend the BC Motor Vehicle Act to allow electric wheelchairs, mobility scooters, and micro mobility devices to operate in designated bike lanes and/or routes.	✓			✓	Letter to Minister Fleming Letter from Minister Fleming	
24-01-03	Province-wide Trip Reduction Program	Request the Provincial government to create a province-wide Trip Reduction Program.	✓			✓	Letter to Premier Eby	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-06-01	Explore funding opportunities with the Province to further advance affordable housing in the Capital Regional District	To enter a Memorandum of Understanding with the Province to partner on housing projects to increase the delivery of affordable housing in the Capital Regional District.	✓			✓	Chair, CRHC and CAO attended in person meeting with Minister Kahlon at UBCM on Sept. 19, 2023. Letter to Minister Kahlon Letter to MLAs Letter to Premier Eby *Note Premier Eby forwarded the letter to Minister Kahlon Letter from Minister Kahlon	
23-06-02	Secondary Suite Incentive Program	Request the Province to include Electoral Areas in the Secondary Suite Incentive Program.	✓	✓		✓	Letter to Minister Kahlon	
23-06-03	Housing needs in Electoral Areas	Support for Mike Harcourt to advocate for rural housing solutions.	✓	✓		✓	Letter to Mike Harcourt	
23-06-04	Drake Road Housing Project on Salt Spring Island (SSI)	Request the Province to expedite the completion of the Drake Road supportive housing project on SSI.	✓	✓		✓	Letter to Minister Kahlon Letter from Minister Kahlon	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
24-06-01	Inclusion of alternate forms of housing within the BC Building Code	Request the Province to review the inclusion of alternative forms of housing within the BC Building Code.	✓			✓	Letter to Minister Kahlon	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-02-01	Climate Emergency	Ask Federal government to strengthen national efforts to meet the Paris Agreement. Ask Provincial government to fully implement CleanBC and provide data on utilities vehicles and community energy emission inventories to local governments.	✓	✓	✓	✓	Letter to Premier Horgan Letter to Minister McKenna Representation from all CRD local governments on Climate Action Task force and staff Working Group sharing information and collaborating on projects. Partner with NGO's, Academic Institutions and Utilities with staff support through shared research, policy development and program delivery.	
19-02-02	Climate Action Leadership	Seek Strategic partnership	✓				Letter to Minister Heyman Response from Minister Heyman Letter to Minister McKenna	Continue to seek partnership with senior governments.
20-02-02	Parkland Acquisition	Ask provincial government to participate in further parkland acquisition in the Capital Region.	✓			✓	Letter to Minister Heyman Met with Minister Heyman by teleconference on February 17, 2021.	
21-02-01	Climate Action Revenue Incentive Program (CARIP)	Ask provincial government to re-establish CARIP funding or similar program.	✓			✓	Letter to Premier John Horgan, Minister Osborne, Minister Heyman and Brian Frenkel (UBCM) . Letter from Minister Osborne	CARIP was replaced with the Local Government Climate Action Program (LGCAP) with approved funding through 2024.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-02-01	Update of Marine Invasive Species List	Ask provincial and federal government to list the red algae <i>Asparagopsis</i> on its invasive species list and review the aquaculture permitting requirements.	✓			✓	Letter to Minister Ralston Letter to Minister Murray Letter from Minister Murray	
24-02-01	Long-Term Biosolids Management Plan	Request for a meeting with the Minister of Environment & Climate Change Strategy to seek an extension for the submission date of the Long-Term Biosolids Management Plan.	✓			✓	Letter to Minister Heyman Board Chair and CAO met with Minister Heyman on June 6, 2024 Letter from Minister Heyman Letter to Minister Heyman	
24-02-02	Boat related issues in the Capital Region	Invite provincial and federal Ministers and their staff to participate in a regional workshop on collaborative action to resolve boat related issues in the capital region.	✓			✓	Letter to Minister Cullen Letter to Minister Guilbeault Letter to Minister Rodriguez Letter to Minister Lebouthillier Letter to Elizabeth May, MP Letter to Adam Olsen, MLA	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-03-01	First Nations Reconciliation	Enhance Indigenous reconciliation at the community level.	✓			✓	<p>Letter from Minister Robinson identifying the opportunity to meet with Snr. Provincial staff from the Ministry of Indigenous Relations and Reconciliation.</p> <p>Letter to Ministers Fraser and Robinson Letter from Minister Robinson Met with senior provincial staff on March 7, 2019 and agreed to follow up as required. Letters to MPs (Collins, Garrison, MacGregor and May) Letter to JOLEP (Tsartlip First Nation) Chief and Council Forum of All Councils took place on November 28, 2019.</p>	Ongoing
22-03-02	First Nations Reconciliation	Secure Provincial capacity funding to support government to government relationship building with First Nations to support efforts towards reconciliation.	✓			✓	<p>Board Chair met with Minister Rankin to communicate the need for Provincial capacity funding on August 12, 2022.</p>	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
22-04-01	Greater Victoria Harbour Authority (GVHA)	Advocate for funding for the GVHA Shore Power Project	✓			✓	Letter to Minister LeBlanc seeking federal support Letter from Minister LeBlanc Letter of Support to Transport Canada	
22-04-01	Speculation & Vacancy Tax – SSI Electoral Area	Advocate that Speculation & Vacancy Tax be applied to the Salt Spring Island Electoral Area	✓			✓	Letter to Minister Robinson Letter from Minister Robinson Letter to Minister Conroy Letter from Minister Conroy	
23-04-01	Recapitalization of the Island Coastal Economic Trust	Ask the provincial government to recapitalize the Island Coastal Economic Trust.	✓			✓	Letter to Minister Bailey	
23-04-02	Increased high-speed broadband connectivity for the Jordan River and Shirley communities.	Advocate for funding from the Connecting Communities BC Fund to support increased high-speed broadband connectivity for the Jordan River and Shirley communities.	✓			✓	Letter to Ministry of Citizens’ Services	
23-04-03	Intergovernmental relationship building with Minister of Municipal Affairs	Introductory meeting to discuss issues of mutual interest.	✓		✓	✓	Board Chair and CAO met with Minister Kang on April 27, 2023.	Ongoing dialogue regarding best practice as to how Electoral Areas could be supported in future granting opportunities.



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-04-04	Capital Region Emergency Service Telecommunications (CREST)	Advocate for the implementation of a call answer levy on cell phone devices and that the revenue be available to the CRD to fund the CREST service.	✓		✓	✓	Letter to Minister Farnworth Letter from Minister Farnworth	
24-04-01	Emergency and Disaster Management Act	Advocate for time, funding and supports from the province and for clarification in the legislation regarding responsibility for infrastructure.	✓	✓		✓	Letter to Premier Eby, Minister Ma and Minister Heyman Letter from Minister Ma	
24-04-02	Local Government Act (LGA) Legislative Reform Initiative	Advocate to the province that UBCM Executive form a working group for the LGA Reform Initiative.	✓			✓	Letter to Minister Kang	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-07-01	Advocacy for the Salt Spring Island Electoral Area	Support for Farmland Trust’s funding application.		✓		✓	Letter of Support	
		Support for the Universal Broadband Fund application.		✓		✓	Letter to CityWest	
		Support for Kings Lane affordable housing project.		✓		✓	Letter of support	
		Support for SSI Chamber of Commerce as official provider of community visitor services.		✓		✓	Letter to Destination BC	
		Support for Vision Zero application.		✓		✓	Letter of support	
		Support for Salt Spring Elementary Parent Advisory Council application.		✓		✓	Letter of support	
		Support for Tourism Growth Program application.		✓		✓	Letter of support	
		Support for SSI Primary Care Network Service Plan		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
23-07-02	Advocacy for the Southern Gulf Islands Electoral Area	Support for New Horizons' grant application.		✓		✓	Letter to Chair, Pender Island Health Care Society	
		Support for the Rural Islands Economic Partnership Society's (RIEP) application to fund the expansion of the RIEP's Rising Tide Business Services.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	
		Support for New Horizons' grant application.		✓		✓	Letter to Employment and Social Development Canada	
		Support for the Connected Coast Project.		✓		✓	Letter to CityWest	
		Support for REDIP Economic Diversification application by the Islands Futures Society of Gabriola Island for Islands Alive Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	
		Support for application by the SGI Community Resource Centre and the Housing NOW Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for the AquaLink Application by the SGI Tourism Partnership Funding.		✓		✓	Letter to Rural Economic Diversification and Infrastructure Program	
		Support for the Salish Grove Affordable Housing Project by Mayne Island Housing Society.		✓		✓	Letter of support	
		Support for the Galiano Affordable Living Initiative (GALI) Project application to the BC Housing Community Housing Fund.		✓		✓	Letter of support	
		Support for the Pender HANDY-Dart Taxi Pilot Project by Moving Around Pender Alternate Transportation Society.		✓		✓	Letter of support	
		Support for the Galiano Island Recycling Resources Society Grant application to the Plastics Action Fund.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for the SGI Neighbourhood House Society application for a community gaming grant.		✓		✓	Letter of support	
		Support for Green Municipal Fund’s Study Grant Program.		✓		✓	Letter of support	
		Support for Building Communities Through Arts and Heritage Grant Program.		✓		✓	Letter of support	
		Support for Infrastructure Canada’s Rural Transit Solutions Fund application.		✓		✓	Letter of support	
		Support for redesignation of the SGI Tourism Partnership as the Destination Marketing Organization to receive Municipal and Regional District Tax revenues.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for Green Municipal Fund’s Study Grant Program Application.		✓		✓	Letter of support	
		Support for New Horizon’s grant for seniors.		✓		✓	Letter of support	
		Support for Galiano Cottage Co-Op application for the CMHC Co-op Housing Development Program.		✓		✓	Letter of support	
		Support for New Horizon’s for Seniors grant program for the Savvy Seniors of the Salish Sea project.		✓		✓	Letter of support	
		Support for the Pender Island Royal Canadian Legion Branch 239 grant application.		✓		✓	Letter of support	
		Support for Mayne Island Assisted Living New Horizon’s for Seniors grant.		✓		✓	Letter of support	



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for Mayne Island Assisted Living New Horizon's for Seniors grant to expand the Creative Café into a full day program.		✓		✓	Letter of support	

No Associated Board Priority



Advocacy Dashboard

Quarter 3 – 2024



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
19-05-05	Deer Management	Encourage province to take responsibility for wildlife.	✓	✓			Letter to Ministers Popham, Heyman and Donaldson Several municipalities are now advocating as a group and individually for Provincial action and support. Letter from Nancy Liesch, ED, Natural Resources	Ongoing
20-05-03	Request the province to develop a strategy and plan for ongoing coordination between BC Ferries, BC Transit and MoTI on integrated, low carbon, active transportation-oriented solutions for SSI and SGI	Advocate for this approach mostly around integration of transportation planning.	✓	✓			Letter to Minister Trevena Letter from Minister Trevena	Ongoing
20-05-04	Write to UBCM and FCM asking them to advocate to the Federal Government to broaden the guidelines of Community Works Funds for capital and operating expenditures as a result	Asking for relaxed guidelines in light of economic and financial impacts for up to one year subject to local government due diligence and as long as expenditures are in the public interest.	✓	✓			Letter to UBCM and FCM Board Chair and CAO - call with FCM on May 21 Board Chair and CAO - call with UBCM on June 4 Letter from FCM Letter from UBCM UBCM indicated that they are generally aligned with the CRD position in their advocacy with FCM to the Federal Government. UBCM is in engaged in discussions with FCM and the Federal	Ongoing

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
	of the COVID-19 pandemic						<p>Government to utilize the gas tax funding model for recovery funding and granting.</p> <p>There continue to be challenges with Regional District EAs with respect to the request for funding non-profits and ineligible projects and risks to RDs in proceeding to fund projects that might ultimately not received UBCM and Federal funding approval.</p> <p>EA continue to what to pursue funding approvals for non-profit services.</p> <p>UBCM administer under the Federal Provincial agreement approved in 2014 for 10 years and that would be difficult to change without renegotiating the whole agreement which would come with some risks.</p> <p>Acknowledged social services and emergency and public service buildings being asked to be included as eligible projects.</p>	

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
21-05-01	Opioid Overdose Crisis	Advocate the provincial and federal government to declare the overdose crisis a national public health emergency and develop comprehensive action plans.	✓		✓	✓	Resolution to UBCM and AVICC.	Ongoing
23-05-02	Mobile Youth Services Team	Ask the province to support the Pacific Centre Family Services Association’s Mobile Youth Services Team.	✓				Letter to Minister Dean *Note: Minister Dean forwarded the letter to Minister Farnworth Letter from Minister Farnworth Letter to Minister Farnworth, Minister Lore, and Attorney General Sharma	
23-05-03	Letters of congratulations to locally elected First Nations Leaders	Relationship building, discuss issues of mutual interest and establish means of communication.	✓		✓	✓	Letter to Pauquachin First Nation Letter to Sx̱AUTW Letter to x̱v̱sepsum Letter to Sc’ianew Letter to T’Sou-ke Nation Letter to Pacheedaht Nation	
24-05-01	BC Arts Council “Regional Areas” Policy	Advocate the province to repeal or modify the BC Arts Council’s “Regional Areas” policy.				✓	Letter to Minister Popham	

No Associated Board Priority



Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
24-05-02	Pacheedaht First Nation Addition to Reserve (ATR) Application	CRD's letter of support for the ATR application by Pacheedaht First Nation for the fee simple parcels the Nation owns on Brown's Mountain.		✓		✓	Letter to Chief Daniels	

Capital Regional District
Quarterly Operating Variance Report - Q2, 2024
Service Budgets Greater than \$1,500,000

		2024 Operating Expenses							2024 Operating Revenue						
		Year to Q2				Annual Forecast			Year to Q2				Annual Forecast		
Service Number	Service Description	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2023 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2023 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
1.010	Legislative & General	39,599,526	17,404,805	44%	40%	36,596,360	8%	Savings are primarily related to one-time staff vacancies, hiring delays, and the deferral of one-time expenses to 2025.	39,599,526	12,730,664	32%	32%	37,912,751	4%	Half of revenue is derived from allocations to other services; one-third is funded by requisition, with balance from reserves, grants and other revenue. Savings forecasted due to reduction in reserve funds being required for project salary and consultancy costs, and the deferral of reserve funded one-time costs.
1.105	Facility Management	2,151,733	898,580	42%	46%	1,987,669	8%	Service is facilities management services delivered to CRD HQ and satellite facilities. Savings experienced in Q1-Q2 due to seasonal variance in expenditures and temporary vacancies.	2,151,733	857,824	40%	47%	1,987,669	8%	Revenues derived from delivery of service to other services and projected to be below plan for the year, due to staff vacancies.
1.106	CRD Headquarters Building	2,204,840	1,232,772	56%	58%	2,177,747	1%	Service experienced no significant variance in operating costs during Q2 and is projected slightly below plan for the fiscal year.	2,204,840	1,086,090	49%	49%	2,177,747	1%	Service provides office space to other CRD services and is forecasted slightly below plan.
1.112	CRD Regional Grant in Aid	1,609,336	-	-	1%	-	100%	CRD raised the funds in 2013-2015 through tax requisition specifically for one-time funding request from Island Corridor Foundation (ICF). The timeline hasn't been established for the distribution of the funds.	1,609,336	1,604,321	100%	100%	1,619,336	-1%	Service revenue is 100% surplus carry forward; minor increase in revenue forecasted for interest income.
1.226	Health Facilities - VIHA	1,776,222	344,303	19%	21%	1,544,696	13%	Service provides leased buildings to VIHA, and is 100% recovered from tenant. Q2 is below budget due to savings in maintenance costs. Reserve transfers represent the largest proportion of the budget to be made later in the fiscal year.	1,776,222	775,048	44%	45%	1,544,696	13%	Service provides leased buildings to VIHA, and is 100% recovery from tenant. Any deficit will be recovered from VIHA and any surplus refunded to VIHA.
1.280	Regional Parks	19,684,346	7,394,076	38%	37%	19,599,667	0%	Service experiences a seasonal nature to expenditures, primarily weighted to Q2 and Q3. Payroll savings will be redirected to other projects that are currently experiencing resource constraints.	19,684,346	1,269,661	6%	8%	19,802,268	-1%	Revenues are primarily from requisition and are forecasted slightly above plan due to additional grants and fee income.
1.297	Arts Grants & Development	3,208,277	830,377	26%	28%	3,183,248	1%	Service is a grant funding service, which had limited grant distribution in Q1 and Q2. Projecting to disburse remaining budget for grant funding to arts organisations in the remaining quarters. Budget is projected to have a small savings in salaries for the year.	3,208,277	187,689	6%	6%	3,208,277	0%	Revenues are primarily from requisition and are on plan.
1.309	Climate Action and Adaptation	2,864,096	803,407	28%	30%	2,558,718	11%	Savings are primarily related to the timing of contract cost for the Home Energy Retrofit program.	2,864,096	395,437	14%	8%	2,558,718	11%	Revenues are primarily from requisition, and forecast below plan due to less ICIP (Investing in Canada Infrastructure Program) grant revenue.
1.310	Land Banking & Housing	3,566,967	1,877,492	53%	62%	3,238,211	9%	Savings forecasted due to staff vacancies and lower consulting costs.	3,566,967	857,476	24%	22%	3,238,211	9%	Revenues are approximately 54% requisition, 22% grants, and 24% allocation recoveries and surplus carry forward. Forecasted on plan with lower transfer from operating reserve required due to lower expenses.
1.311	Regional Housing Trust Fund	4,178,799	16,652	0%	0%	43,799	99%	Expenses are driven by internal and external grants, with timing contingent on external factors such as municipal approvals. Any surpluses are carried forward. Forecasted on plan with approximately \$3.2 million of committed grants to be disbursed to be disbursed to projects in 2027 and 2028.	4,178,799	3,389,919	81%	74%	4,211,599	-1%	Revenues are 77% surplus carry forward, 17% requisition and 6% other. Forecasted largely on plan with slightly higher revenues due to unanticipated donations.
1.313	Animal Care Services	1,737,305	931,921	54%	58%	1,762,359	-1%	Forecasted expenses are slightly above budget mainly due to increased auxiliary staff and overtime costs due to temporary staff vacancies, vet services, uniforms, and legal services.	1,737,305	757,116	44%	45%	1,754,992	-1%	Service is funded approximately 28% from requisition, 56% from contract revenue, 14% from dog tag sales and 2% from other. Forecasted surplus is due to higher than expected adoption fee revenue and additional contract revenue from the service contracts.
1.318	Building Inspection	2,241,973	915,531	41%	46%	2,082,313	7%	Operating expenses are expected to be lower than the budget mainly due to annual salary savings for temporary staff vacancies, lower equipment purchase, supplies expenses and deferral of Digitization Records project.	2,241,973	552,140	25%	36%	2,117,773	6%	Service is funded approximately 62% by permit fee revenue, with the balance funded by requisition and reserve. Permit fee revenue is significantly lower than expected in Q2, but forecasted to be partially made up in Q3 and Q4 from several large projects on SSI that will generate additional permit fee revenue.
1.324	Regional Planning Services	2,227,436	669,404	30%	43%	1,514,844	32%	Operating expenses are expected to be lower than budget due to savings from temporary staff vacancies and deferral of the ORF funded Island Corridor Planning & Consultation project.	2,227,436	306,845	14%	18%	1,641,546	26%	Revenue is approximately 60% requisition, 37% operating reserve and 3% other. Reduction of revenue is mainly due to deferral of ORF funded Island Corridor Planning & Consultation project, other revenue is forecasted on plan.
1.40X	SEAPARC	5,243,766	2,350,250	45%	48%	5,318,849	-1%	Service has a seasonal nature to operating expenses. In line with service delivery, 2024 operations are projected higher than 2023 due to the recovery from pandemic conditions and the contribution of the fitness gym. Forecasted slightly higher budget for the year due to increased service demand.	5,243,766	903,308	17%	19%	5,376,458	-3%	Revenues are approximately 62% from requisition; 38% from fees and other. Service revenue is projected higher plan for the year due to increased service demand.
1.44X	Panorama Rec. Center	10,810,738	4,748,227	44%	48%	10,754,729	1%	Service utilization recovered from pandemic conditions. Due to seasonal nature of service full year expense projected to be in line with budget.	10,810,738	2,448,094	23%	24%	10,782,192	0%	Revenues are approximately 51% from requisition; 49% from fees and other. Service project to be on plan for the year.
1.459	Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	2,439,891	1,147,918	47%	60%	2,446,154	0%	Forecasting overall operating expenses to be largely on plan, except for a minor overage mainly due to higher auxiliary wages in pool's budget.	2,439,891	278,712	11%	14%	2,453,811	-1%	Forecasting operating revenue will be slightly over the budget mainly due to higher revenue from the pool recreation programs.

Capital Regional District
Quarterly Operating Variance Report - Q2, 2024
Service Budgets Greater than \$1,500,000

Service Number	Service Description	2024 Operating Expenses						2024 Operating Revenue							
		Year to Q2		2023 Actual % of Budget		Annual Forecast		Year to Q2		2023 Actual % of Budget		Annual Forecast			
		Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2023 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2023 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation
1.521	Environmental Resource Management	38,751,084	17,807,660	46%	46%	37,249,255	4%	Operational services are continuing as planned. Hartland Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2024. Some new diversion initiatives not yet fully implemented.	38,751,084	18,703,785	48%	59%	38,551,084	1%	Tipping fee revenues higher due to an increased quantity of RTF residuals being received. Excessive disposal of banned materials resulting in more tickets being issued. RNG Net Sales Revenue will be lower due to the postponed project completion date of the Hartland Biogas Upgrading Facility Plan construction. Excessive disposal of banned materials resulting in more tickets being issued.
1.576	Environmental Engineering Services	3,007,695	1,353,022	45%	46%	2,873,816	4%	Service provides engineering and project management services to multiple services across the CRD's recreation and environmental management services. Small savings in Q2 from temporary staff vacancies, but not anticipated to continue throughout the year, \$100,000 saving from delay in PMO study to 2025.	3,007,695	1,300,138	43%	50%	2,880,667	4%	Revenues are driven by providing services to other CRD services which continue to operate as planned. Recovery revenue from CRD service forecasted to be in line with annual budget. \$100,000 operating reserve transfer for PMO study delayed to 2025.
1.577	IW - Environmental Operations	14,549,517	6,667,985	46%	45%	14,062,423	3%	Overhead service budget, continuing to deliver services as planned. Expenditures forecasted under budget largely due to delays in the delivery of new vehicles, now expected in 2025.	14,549,517	7,174,123	49%	46%	14,161,772	3%	The budgeted revenue is made of 95% from labor recovery and 5% from reserve transfers to cover one-time costs. Due to delays in receiving the new vehicles next year, a reduction in reserve transfers is anticipated
1.578	Environmental Protection and Water Quality	9,337,895	4,405,466	47%	48%	9,216,064	1%	Overhead service budget, continuing to provide service as planned. Forecast largely on plan, with some minor savings on temporary staff vacancies.	9,337,895	4,826,034	52%	51%	9,216,064	1%	Revenues are driven by providing services to other CRD services that continue to operate as planned.
1.911	911 Systems	2,606,719	1,326,061	51%	52%	2,575,934	1%	This service collects 911 levies from phone carriers and distributes a percentage to participating municipalities. Variance is due to decreased levies received and distributed. Fixed contracts and debt servicing costs are on track with budget.	2,606,719	1,149,046	44%	45%	2,562,983	2%	Sources of revenue are fixed source requisitions, lease revenue, reserves, and variable 911 levies received from phone carriers. Forecasting reduction in revenues due to reduction in 911 levies.
1.921	Regional CREST	1,932,993	983,904	51%	50%	1,936,993	0%	This is a contribution service that provides support to CREST based on service agreement. Operating expenses are on track with budget	1,932,993	96,942	5%	5%	1,922,493	1%	Operating revenues are primarily requisition and are on plan. Forecasted increase in revenue due to projected interest income.
2.610	Saanich Peninsula Water Supply	7,892,266	3,223,900	41%	47%	7,740,600	2%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be below budget due to temporary vacancies, which is partially offset by bulk water costs exceeding expected demand.	7,892,266	3,588,450	45%	52%	7,924,200	0%	Revenues are driven by seasonal water sales. Demand is forecast to be similar to prior year and above current year budget largely due to summer weather conditions.
2.670	Regional Water Supply	42,114,204	10,290,408	24%	36%	41,522,300	1%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to be in line with budget.	42,114,204	17,802,558	42%	47%	42,285,300	0%	Revenues are driven by seasonal water sales. Demand is forecast to be similar to prior year and above current year budget largely due to summer weather conditions.
2.680	Juan de Fuca Water Distribution	26,026,524	8,860,549	34%	34%	26,856,100	-3%	Operational services and system maintenance are continuing as planned. Expenditures are forecasted to exceed budget due to bulk water purchases exceeded expected demand.	26,026,524	9,737,390	37%	39%	28,580,100	-10%	Revenues are driven by seasonal water sales. Demand is forecast to be similar to prior year and above current year budget largely due to summer weather conditions.
3.717	Core Area Wastewater Operations	34,192,131	17,171,204	50%	51%	34,975,671	-2%	Operational services are on track as planned. Overspending on waste sludge disposal at the Hartland facility and legal costs partially offset by underspending on utilities, and repair and maintenance costs. If waste sludge continues to be landfilled, a budget amendment is likely to occur, transferring funds from the Operating Reserve Fund.	34,192,131	962,473	3%	3%	34,975,671	-2%	Revenues are approximately 95.7% from requisition, 4.3% from other, with a potential transfer from Operating Reserve Fund to cover continued landfilling of waste sludge.
3.718	Saanich Peninsula Wastewater	4,993,969	2,055,816	41%	46%	4,740,588	5%	The service delivery proceeded as planned. In Q2, savings were realized in labor consumption and repair maintenance costs, though some of these savings were offset by additional spending on utilities and chemicals.	4,993,969	116,168	2%	5%	4,935,169	1%	Revenues are approximately 93% from requisition, with the remaining 7% derived from various sources including reserve transfers, heat recovery from Panorama Recreation Centre, and lab service recoveries. Overall revenue is expected to be on plan.
3.755	Regional Source Control	1,674,718	865,096	52%	48%	1,673,786	0%	Service delivery continuing as planned. No changes anticipated at this time, and forecasted in line with plan.	1,674,718	145,674	9%	9%	1,673,956	0%	Revenues are primarily from requisition, and forecasted in line with plan.
Total Services above		292,624,966	84%							292,624,966	84%				
Other CRD Services		54,593,457	16%							54,593,457	16%				
Total CRD*		<u>347,218,423</u>								<u>347,218,423</u>					

Capital Regional District
Quarterly Operating Variance Report - Q2, 2024
Service Budgets Greater than \$1,500,000

		2024 Operating Expenses							2024 Operating Revenue								
		Year to Q2			Annual Forecast						Year to Q2			Annual Forecast			
Service Number	Service Description	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2023 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation	Annual Budget \$ (Schedule A)	Actual \$	Actual % of Budget	2023 Actual % of Budget	\$ Annual Forecast	% Budget (over)/under	Explanation		
CRHD	Capital Regional Hospital District	33,548,386	12,996,445	39%	34%	32,648,424	3%	Savings forecasted due to deferred feasibility studies, lower debt servicing costs, and lower maintenance costs forecasted for 950 Kings, The Summit, and Oak Bay Lodge properties.	33,548,386	4,460,590	13%	11%	33,602,793	0%	Higher property revenue due to recovery of insurance costs from Island Health for The Summit, largely offset by lower transfer from property management reserve to fund 950 Kings and Royal Bay properties due to savings on maintenance costs.		
Total CRHD		33,548,386							33,548,386								
CRHC	Administration	3,818,333	1,625,282	43%	39%	3,614,314	5%	Forecasting some administrative expense savings due to staff vacancies and turnover.	3,818,333	1,795,639	47%	50%	3,818,334	0%	Revenue is tied to fixed property management fees, and forecasted on plan.		
CRHC	Development Services	1,176,033	342,120	29%	27%	1,058,210	10%	Savings forecasted due to staff vacancies.	1,481,337	193,492	13%	19%	1,481,337	0%	Revenues are 100% project management fees from multiple projects. May accrue PM fees related to new projects at year end.		
CRHC	CHF Operating	1,699,528	516,946	30%	36%	1,631,902	4%	Forecasted savings primarily due to the opening of Michigan B delayed from late Q2 to Q3.	1,699,528	598,840	35%	37%	1,600,295	6%	Revenues are approximately 50% tenant rents and 50% provincial subsidies. Forecasting slightly lower revenues due to delayed opening of Michigan B from late Q2 to Q3.		
CRHC	UOA buildings	13,485,092	6,521,878	48%	50%	13,389,346	1%	Forecasted to be on track with plan with some minor savings in salaries primarily due to caretaker vacancies.	13,378,911	7,109,065	53%	52%	13,378,911	0%	Forecasted on plan.		
CRHC	ILBC building	927,858	437,773	47%	51%	928,969	0%	Forecasted on plan.	927,858	562,911	61%	46%	1,043,489	-12%	Revenues are approximately 60% provincial subsidies and 40% tenant rents. Island Health controls occupancy and subsidy is adjusted based on occupancy. Forecasting higher subsidy due to new agreement with Island Health.		
CRHC	NOA buildings	1,730,942	817,920	47%	49%	1,715,017	1%	Forecasted on plan with some small savings in caretaker salaries.	1,761,248	894,870	51%	51%	1,761,248	0%	Revenues are 100% from tenant rents and forecasted on plan.		
CRHC	RHFP buildings	9,986,408	4,680,644	47%	46%	9,929,679	1%	Forecasted on plan with some minor savings in salaries due to caretaker vacancies.	9,898,206	4,917,504	50%	46%	9,898,206	0%	Forecasted on plan.		
CRHC	IHI building	793,641	397,265	50%	49%	800,505	-1%	Forecasted slightly above plan, with a possible overage due to maintenance required in Q1 and Q2.	847,993	456,623	54%	50%	880,620	-4%	Revenues are 100% tenant rents. Forecasting increased revenue due to increased occupancy.		
CRHC	RR Services	591,142	57,014	10%	n/a	428,362	28%	Savings forecasted due to staff vacancies and hiring delays.	591,142	295,574	50%	n/a	428,362	28%	Administration costs are 100% recovered from capital replacement reserves. Estimating a lower recovery due to staff vacancies and hiring delays.		
Total CRHC		34,208,977							34,404,556								
Total Services (CRD + CRHD + CRHC)		\$414,975,786							\$415,171,365								

*Amended Budget as at May 8, 2024 (Bylaw 4614)

Capital Regional District

2024 - Quarter 2 - Capital Plan Report

Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
CRD		
Integrated Water Services	Core Area Wastewater	Bowker Sewer Rehabilitation Phase 2
	Core Area Wastewater	SCADA and Radio Assessment
	Core Area Wastewater	Annual Provisional Emergency Repairs
	Core Area Wastewater	Marigold Electrical and Building Upgrades
	Core Area Wastewater	Currie Major Upgrades
	Core Area Wastewater	Process & Mechanical Upgrades
	Core Area Wastewater	Safety & Security Upgrades
	Core Area Wastewater	Gorge Siphon Inlet Chamber Upgrade
	Core Area Wastewater	Craigflower Forcemain Twinning
	Core Area Wastewater	Craigflower Inlet Reconfiguration
	Core Area Wastewater	Lang Cove Electrical and Building Upgrades
	Regional Water Supply	Goldstream IWS Field Office
	Regional Water Supply	Main No.3 Segment Replacement
	Regional Water Supply	Sooke Lake Dam - Instrumentation System Improvements

QUARTER 2					
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation
3,000,000	1,000,000	753,214	246,786	25%	Contractor costs are primarily related to the construction tender and the RFP consultant in Q2. The work will be completed in 2024. Overall, the project is on schedule and within budget. Some savings are expected, which might be used for the project's closing costs.
100,000	50,000	10,500	39,500	79%	Some Small equipment purchased in Q2. This project has been delayed due to prioritization and need for alignment between various departments. Anticipate ramping up spending in Q4, continuing into 2025. Overall project remains within scope and budget.
250,000	300,000	56,099	243,901	81%	The nature of the project is to address emergency repairs arising from unforeseen events and circumstances. The cost associated with repairing two disk filters was carried over into Q2. Overall project costs will fluctuate throughout the year dependent on magnitude, scope, and urgency of emergency repairs required. Project forecast to remain on time and within scope and budget.
700,000	300,000	198,846	101,154	34%	Some engineering costs and BC Hydro upgrade charges were incurred in Q2, but anticipate construction efforts to begin in Q3 and continue into 2025. Due to long lead times in ordering equipment, this project is expected to extend into 2025, but overall project is within scope and budget.
450,000	150,000	8,607	141,393	94%	Some engineering costs and consulting charges were incurred in Q2, but anticipate construction efforts to begin in Q3 and continue into 2025. Due to long lead times in ordering equipment, this project is expected to extend into 2025, but overall project is within scope and budget.
200,000	200,000	204,872	(4,872)	-2%	The nature of this provisional project is to address various process and mechanical upgrades to the Core Area and conveyance infrastructure, arising from optimization of operational needs. In Q2, the upgrade spending includes projects such as Secondary odour control system upgrade and biological aeration filters. More upgrades will be executed throughout the rest of the year. Project is forecasted to remain on time and within scope and budget.
150,000	100,000	68,320	31,680	32%	The nature of this provisional project is to address various safety and security upgrades to the Core Area and conveyance infrastructure, arising from operational needs. Continuous spending has occurred for upgrades, including the access hatch, safety railing, and escape ladder. The project is forecasted to remain on time and within scope budget.
50,000	-	33,868	(33,868)	-100%	Inlet Chamber Sluice Gates were purchased in Q2. However, the tenders for the project exceeded the budget. CRD staff are reassessing the scope and design for this work in 2024 but construction efforts will be deferred until at least 2025.
75,000	100,000	13,543	86,457	86%	Conceptual Design was completed in Q1, with some shoreline study costs incurred in Q2. An RFP will be prepared in Q3 to retain a consultant for the Detailed Design. A pre-build section by Craigflower Pumpstation will be completed in Q3-Q4. The project, which will continue into 2025, is on budget and within scope.
50,000	500,000	264,100	235,900	47%	Construction started, but less work was completed than anticipated in Q2. The project is still expected to be completed on time and within scope and budget.
100,000	100,000	9,394	90,606	91%	Some consultation occurred in Q2. We anticipate construction efforts to begin in Q3 and continue into 2025. Due to long lead times in ordering equipment, this project is expected to extend into 2025, but overall project is within scope and budget.
2,110,000	200,000	54,074	145,926	73%	Cost savings realized in conceptual design in Q2. Project substantial completion remains forecast for end of 2025. Overall, project is within scope and budget.
50,000	75,000	56,117	18,883	25%	Preliminary design is progressing as part of a larger program. Construction expected to begin in 2025. Overall project within scope and budget.
50,000	25,000	13,299	11,701	47%	Final detailed design report under revision, to be completed in Q3; permitting and preparation of invitation to tender (ITT) in progress in Q2. Construction cost estimate from Consultant has resulted in a project budget increase, reflected on the 2025 Capital Plan. Construction phase planned to start in Q3 2025 and forecasted to be completed Q2 2026. Overall project within scope, but timing delay due to need to increase construction budget for 2025.

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %
8,000,000	7,253,214	746,786	9%
2,180,000	1,111,664	1,068,336	49%
1,000,000	756,099	243,901	24%
5,550,000	604,857	4,945,143	89%
2,010,000	216,040	1,793,960	89%
850,000	805,147	44,853	5%
600,000	568,320	31,680	5%
1,218,000	42,280	1,175,720	97%
553,000	74,135	478,865	87%
1,700,000	1,699,100	900	0%
600,000	110,130	489,870	82%
8,440,000	593,648	7,846,352	93%
1,260,000	230,083	1,029,917	82%
1,650,000	739,044	910,956	55%

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
2024 to be re-evaluated	2025 plan revised; Construction Delayed	2025 plan revised
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	2025 plan revised

Capital Regional District

2024 - Quarter 2 - Capital Plan Report

Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Integrated Water Services	Regional Water Supply	Sooke Lake Dam - Breach Risk Reduction Measures
	Regional Water Supply	Replacement of UV System
	Regional Water Supply	Integrate Dam Performance and Hydromet to SCADA
	Regional Water Supply	RWS Supply Main No. 4 Upgrade
	Regional Water Supply	Vehicle & Equipment Replacement (Funding from Replacement Fund)
	Regional Water Supply	Main No. 4 - Mt Newton to Highway 17
	Regional Water Supply	Bulk Supply Meter Replacement Program
	Regional Water Supply	Kapoor Main Mile 1 Bridge and Asphalt Upgrade
	Regional Water Supply	Leech River Watershed Restoration
	Regional Water Supply	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials
	Regional Water Supply	Cecelia Meter Replacement
	Regional Water Supply	Mt. Tolmie Control Valve Replacement
	Regional Water Supply	Mount Tolmie Tank Structural and Infiltration Improvements
	Regional Water Supply	Implications from Goldstream Dam Safety Review
Regional Water Supply	Implications from 2016 Sooke Lake Dam Safety Review	

QUARTER 2						
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation	
50,000	20,000	3,555	16,445	82%	In Q2 work continued with Consultant on Phase 1 of project, Reservoir Operating Rules, which is bundled with the Flood Forecasting System project. Delays expected due to internal resourcing for Phase 2. Overall project is within scope and budget.	
1,000,000	150,000	174,686	(24,686)	-16%	Detailed design work in Q2 and construction contract awarded. Mobilization will occur in Q3 with construction still scheduled to be completed within the low demand period Q4 2024 & Q1 2025. Overall project is within scope and budget.	
10,000	10,000	-	10,000	100%	Some scoping and planning work is planned for later in 2024 with IT support, though significant project work deferred to 2025, to begin upon completion of Sooke Lake Dam instrumentation improvements. Overall project is within scope and budget.	
50,000	100,000	91,292	8,708	9%	Preliminary design in Q2, cost estimates have now been developed as part of the preliminary design stage and the 2025 Capital Plan has been updated to reflect the Engineering Estimate. No construction effort is expected in 2024 or early 2025 while Cap Project 23-17 Main No. 4 Mt. Newton to Highway 17 is being prioritized. Overall project is within scope and budget.	
340,250	-	9,280	(9,280)	-100%	Q2 road prep of 2 trucks. Internal resource prioritization, supply chain issues and availability of EVs impacted ability to procure vehicles for 2024, will have a better estimate of 2024 deliveries in Q3.	
50,000	350,000	235,143	114,857	33%	Preliminary design in Q2, cost estimates have now been developed as part of the preliminary design stage and the 2025 Capital Plan has been updated to reflect the Engineering Estimate.	
50,000	10,000	21,353	(11,353)	-114%	Work on this program is ad hoc in nature and fluctuates to accommodate other larger scale projects. Some design work in Q2, but bulk of work postponed due to competing priorities. Completion of 2024 planned work deferred to 2025, overall project is within scope and budget.	
50,000	-	1,340	(1,340)	-100%	Q2 work on design, but project has been re-prioritized to 2025. Overall project is within scope and budget.	
142,500	-	1,200	(1,200)	-100%	Q2 minor planning work. Project includes multiple subprojects in the Leech WSA. Survey Mtn Rd upgrade and Horton Rd surface upgrade completion scheduled for Q3 and Q4, balance of work planned for 2024 re-scheduled to 2025 and 2026. Overall project is within scope and budget.	
-	30,000	133,005	(103,005)	-343%	Initial thinning project work in Q2, contract for juvenile spacing expected in Q4. Additional thinning work deferred to 2025, overall project is within budget.	
10,000	10,000	6,866	3,134	31%	Construction Tender was posted in Q2. Construction contract expected to be awarded in Q3 with construction to occur in low demand period of Q4 2024 to Q1 2025. Overall project is within scope and budget.	
300,000	1,000	705	295	30%	Project has been put on hold while assessing structural/infiltration issues so that CRD can assess overall plan for this asset.	
50,000	350,000	394,636	(44,636)	-13%	Physical work for soil removal was completed in Q2. Engineering assessments to continue through Q2 & Q3 to detail the plan of action for the site. Overall project is on time and within budget.	
-	-	-	-	0%	Project delays forecasted due to internal resource availability and project prioritization. Expecting to get started on smaller projects in Q4, though significant portion of work planned for 2024 deferred to 2025. Overall project is within scope and budget.	
50,000	30,000	69,611	(39,611)	-132%	Sooke Lake Dam Emergency Reservoir Drawdown and Freeboard Assessment sub-projects have been bundled with the Flood Forecasting System project for efficiency. Better than expected progress on project in Q2 by consultant and CRD staff. Delays continue to be expected due to resource availability. Overall project is within scope and budget.	

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %
550,000	49,132	500,868	91%
10,370,000	7,328,834	3,041,166	29%
1,200,000	20,000	1,180,000	98%
2,215,000	368,374	1,846,626	83%
1,361,000	1,370,280	(9,280)	-1%
8,600,000	569,587	8,030,413	93%
650,000	133,944	516,056	79%
868,000	15,897	852,103	98%
570,000	172,404	397,596	70%
1,095,000	417,042	677,958	62%
1,490,000	1,058,342	431,658	29%
800,000	56,311	743,689	93%
850,000	622,883	227,117	27%
525,000	31,859	493,141	94%
637,000	139,611	497,389	78%

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Construction Delayed	
	2025 plan revised; Construction Delayed	2025 plan revised
2025 plan revised	2025 plan revised; Construction Delayed	2025 plan revised
	2025 plan revised; Completion Delayed	
	2025 plan revised; Construction Delayed	
	2025 plan revised; Completion Delayed	
2024 to be re-evaluated	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
2024 to be re-evaluated	2024 to be re-evaluated	2024 to be re-evaluated
2024 to be re-evaluated		
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	

Capital Regional District
2024 - Quarter 2 - Capital Plan Report
Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Integrated Water Services	Regional Water Supply	Cabin Pond Dams Decommissioning (PES)
	Regional Water Supply	Goldstream Dams Instrumentation Improvements
	Regional Water Supply	Deception Dam - Dam Safety Review 2021 & Improvements
	Regional Water Supply	EV Charging Stations Electrical Infrastructure
	JDF Water Distribution	Comprehensive Pump Station Upgrades (10 year Program)
	JDF Water Distribution	AC Pipe Replacement Program
	JDF Water Distribution	Residential Service & Meter Replacement Program
	JDF Water Distribution	Vehicle & Equipment Replacement (Funding from Replacement Fund)
	JDF Water Distribution (DCC)	Sooke Henlyn Supply & Distribution Mains
	JDF Water Distribution	SCADA Master Plan Update & Upgrades
	JDF Water Distribution	JDF Site Decommissioning Program
	JDF Water Distribution	Distribution System Seismic Resiliency Improvements
	JDF Water Distribution	William Head & VGH Meter Replacement
	JDF Water Distribution	East Sooke Interconnect Water Main
JDF Water Distribution	Charters Road Watermain Replacement	

QUARTER 2						
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation	
-	-	-	-	0%	Project work forecasted to be delayed to 2025 due to internal resource availability and project prioritization. Overall project is within scope and budget.	
-	-	-	-	0%	Delays due to internal resource availability and project prioritization. Instrumentation improvements to the Sooke Lake Dam is currently the higher priority as per Dam Safety Risk Register. Project work deferred to 2025, overall project is within scope and budget.	
150,000	50,000	56,292	(6,292)	-13%	Consultant work Q2 to complete geotechnical analysis tasks and conceptual design of seismic improvements. This work anticipated to be delayed and planned for completion by end of 2024, with additional engineering tasks to be scoped afterwards. Overall project is within scope and budget. Consultant also retained to design improvements to Deception Dam Low Level Overflow Gate, led by Capital Projects team. Design efforts in progress Q2/Q3. Due to delay with new gate delivery happening in Q1 2025, construction is delayed to Q2/Q3 2025.	
213,750	-	26,220	(26,220)	-100%	Q2 costs related to completion of Phase 1 EV Chargers installed. Phase 2 infrastructure upgrades deferred to 2025, to be informed by Fleet plan expected to be completed by end of 2024. Overall project is within scope and budget.	
1,000,000	150,000	106,358	43,642	29%	Portable pumpstation purchased in Q2 for Coppermine Pumpstation. Construction to begin in Q3, with work continuing through to 2025. Overall 2024 planned work is within scope and budget.	
1,000,000	500,000	802,386	(302,386)	-60%	The AC replacement program has been progressing ahead of schedule with CRD forces completing installation works at multiple locations. Construction on Goldstream Ave and Hagel Rd occurred in Q2. 2024 funding is expected to be applied to a larger tender in Sooke to be completed in 2025. Overall project is within scope and budget.	
325,000	400,000	481,615	(81,615)	-20%	Response work on failed meters performed in Q2. Response work has exceeded amount expected. Planned work has been paused as a result to remain within budget. Overall project is within scope and budget.	
291,250	258,027	11,658	246,369	95%	Q2 road prep of welding truck and 2 trucks. Internal resource prioritization, supply chain issues and availability of EVs have impacted ability to procure vehicles for 2024, will have a better estimate of 2024 deliveries in Q3.	
-	-	-	-	0%	This project is developer-driven and no work or planning has begun to trigger this project. The project is not proceeding in 2024, overall project is within scope and budget.	
50,000	2,000	3,051	(1,051)	-53%	Communication work at 479 Island Hwy office and Mt. McDonald locations in Q2. This project has been delayed due to prioritization and need for alignment between various departments. Further work expected in Q3 and Q4, continuing into 2025. Overall project is within scope and budget.	
-	-	-	-	0%	Project on pause to consider strategic direction, no activity expected in 2024.	
10,000	10,000	-	10,000	100%	Project on pause due to competing priorities, significant portion of work expected in Q4, overall project is within scope and budget.	
100,000	20,000	26,148	(6,148)	-31%	William Head Meter replacement planning is underway with installation expected to be completed in Q3. Project is expected to be completed in Q4 2024 below budget. Overall project is within scope and on time.	
150,000	15,000	1,286	13,714	91%	Minor spending on design in Q2. Project will be initiated after Seagirt Road Watermain installation is complete but expected to be complete by end of 2024. Overall project is on time and within scope and budget.	
650,000	300,000	243,254	56,746	19%	Project Management is driven by District of Sooke project. Contractor progressed CRD work in Q2. Overall project is on time and within scope and budget.	

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %
600,000	-	600,000	100%
665,000	-	665,000	100%
600,000	302,269	297,731	50%
855,000	40,283	814,717	95%
2,100,000	2,027,491	72,509	3%
7,360,000	3,221,730	4,138,270	56%
1,300,000	1,300,005	(5)	0%
1,165,000	918,631	246,369	21%
1,000,000	-	1,000,000	100%
900,000	503,500	396,500	44%
540,000	-	540,000	100%
750,000	740,000	10,000	1%
585,000	569,755	15,245	3%
820,000	804,756	15,244	2%
650,000	649,410	590	0%

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2025 plan revised; Construction Delayed	
	2025 plan revised; Construction Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Construction Delayed	
	2024 to be re-evaluated	
	2025 plan revised; Construction Delayed	
	2025 plan revised; Completion Delayed	
2024 to be re-evaluated	2025 plan revised; Construction Delayed	

Capital Regional District
2024 - Quarter 2 - Capital Plan Report
Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Integrated Water Services	JDF Water Distribution	Hwy 14 Watermain Relocation
	Regional Water Supply & JDF Distribution	Voice Radio Upgrade
	Seagirt Water System	Seagirt Watermain Extension
	Saanich Peninsula Treatment Plant	Odour Control Upgrade Construction
	Saanich Peninsula Water Supply	Hamsterly Pump Station Backup Power Generator
	Saanich Peninsula Water Supply	SCADA Upgrades
	Saanich Peninsula Water Supply	SPW System Upgrade and Expansion
	Saanich Peninsula Water Supply	Keating Cross Road Water Main
Local Services	Maliview Sewer Utility (SSI)	Wastewater Treatment Plant Upgrade
	Ganges Sewer	Ganges WWTP Replacement of Electrical & Instrumentation
	SSI Park Land and Rec Programs	Park Maintenance Facility
Local Services	Pender Island Community Parks	Schooner Way Trail
	Magic Lake Sewer Utility (SGI)	Pump Station and Treatment Plant Upgrades & Sewer Replacement
Parks and Environmental Services	Regional Parks	Mayne Island Demonstration Trail
	Regional Parks	Vehicle Replacement
	Regional Parks	Design & Expand East Sooke Aylard Farm Parking

QUARTER 2						
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation	
50,000	-	-	-	0%	This is a MOTI project with CRD contributing to a portion of the funding. Forecasting no expenses in 2024, current forecast for construction is 2025. Overall projects is within scope and budget.	
100,000	10,000	6,570	3,430	34%	Installation and programming in Q2. Delays during construction expected to push the project completion to 2025	
1,000,000	750,000	992,224	(242,224)	-32%	Project actively under construction in Q2 and currently forecast to be completed in 2024. Overall project is within scope, timing and budget.	
-	-	-	-	0%	No activity in 2024. Construction is anticipated to commence in 2025. Overall project scope and budget will be refined and reviewed once detailed design is complete in 2025.	
-	-	-	-	0%	Project delivery is on hold and under consideration to align with future project planning at this site for capacity increase.	
1,000	20,000	16,996	3,004	15%	Software application purchased in Q2. This project has been delayed due to prioritization and need for alignment between various departments. Anticipate ramping up spending in Q3 and Q4, continuing into 2025. Overall project is within scope and budget.	
425,000	425,000	239,334	185,666	44%	60% design was completed in Q2 along with updated cost estimates. Revised budgets included on RWS/SPWS 2025 Capital Plans to reflect engineering estimates and construction anticipated to be tendered as early as late Q1 2025.	
5,000	50,000	291	49,709	99%	MOTI project and MOTI driven schedule. Flyover project has commenced, watermain construction was delayed within the lager scope of works and is now expected to commence in September or October. MOTI likely will not bill until project is complete, which is still anticipated (watermain portion) by end of 2024. Project is within scope and budget.	
600,000	50,000	14,259	35,741	71%	Q2 variance is due to delays by the equipment supplier in supplying shop drawings which has delayed detailed design work planned for Q2. Equipment expected in Q3 will now be delivered in Q4 and Q1 2025. Project still forecasted to be completed in 2025 as planned and is within scope and budget.	
-	-	-	-	0%	Project forecasted to begin in Q3 2024, with completion forecast on plan. Overall project is within scope and budget.	
10,000	10,000	-	10,000	100%	Project work planned for Q2 was deferred to Q3, project completion is forecast on plan. Overall project is within scope and budget.	
100,000	96,269	27,927	68,342	71%	Project has been delayed as license approvals from MOTI have taken longer than expected. Majority of work will be deferred to 2025. Project is within scope and budget.	
2,800,000	1,800,000	1,813,982	(13,982)	-1%	Project design and construction are on plan for 2024. Project budget was amended in Q2 to reflect the carry forward of funding for construction work from 2023 to 2024. Overall project is forecast to be within scope and on plan with completion in 2025.	
350,000	115,000	213,023	(98,023)	-85%	Project resumed during Q2 and achieved greater the anticipated progress; project anticipated to be completed in Q4. Overall project is within scope and budget.	
137,750	250,000	125,093	124,907	50%	Procurement process has begun, but long lead times for vehicle procurement have delayed the purchase. First deliveries in Q2. Additional delivery anticipated for Q3 and Q4. Overall project is within scope and budget.	
300,000	150,000	12,448	137,552	92%	The project is slowly progressing through archeological review, began Q2, design to be finalized in Q3. Construction tender to be issued in Q3 with the contract issued in Q4. Project anticipated to complete in Q2 2025 and is within scope and budget.	

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %
2,000,000	-	2,000,000	100%
550,000	322,595	227,405	41%
2,250,000	2,349,804	(99,804)	-4%
1,000,000	-	1,000,000	100%
1,050,000	2,000	1,048,000	100%
700,000	378,356	321,644	46%
7,760,000	588,466	7,171,534	92%
990,000	930,679	59,321	6%
850,000	556,657	293,343	35%
575,000	575,000	-	0%
615,000	615,399	(399)	0%
1,100,000	231,658	868,342	79%
5,600,000	5,613,955	(13,955)	0%
1,400,000	1,589,167	(189,167)	-14%
551,000	551,000	0	0%
1,120,000	631,948	488,052	44%

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2025 plan revised; Construction Delayed	
	2025 plan revised; Completion Delayed	
2025 plan revised	2025 plan revised; Construction Delayed	2025 plan revised
2025 plan revised	2025 plan revised; Completion Delayed	2025 plan revised
	2025 plan revised; Completion Delayed	
2025 plan revised	2025 plan revised; Construction Delayed	2025 plan revised
	2025 plan revised; Construction Delayed	
		2024 amended
	2025 plan revised; Completion Delayed	

Capital Regional District
2024 - Quarter 2 - Capital Plan Report
Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Parks and Environmental Services	Regional Parks	Regional Trestle Renewal, Trails Widening and Lighting Project
	SEAPARC	Skate Park Renewal
	Panorama Recreation	Heat Recovery Plant
	Panorama Recreation	Centennial Park Multi-Sport Box
	Environmental Resource Management	Cell 4 Liner Installation
	Environmental Resource Management	Aggregate Production for Internal Use
	Environmental Resource Management	Landfill Gas Utilization
	Environmental Resource Management	Gas Flare, Candlestick & LFG Blowers
	Environmental Resource Management	Hartland Amenity Project
	Environmental Resource Management	Contractor Workshop Relocation
	Environmental Resource Management	Cell 5&6 Gravity Retaining Wall Construction
	Environmental Resource Management	Cell 5 Liner Construction
	Environmental Resource Management	Cell 1, 2 & 3 Transition Liner
Environmental Resource Management	Diversion Transfer Station	

QUARTER 2						
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation	
250,000	140,000	117,484	22,516	16%	Project planning continues, with specific work on Selkirk Trestle to be initiated in 2024 Q3. 2024 activity for the project is within scope and budget.	
25,000	25,000	-	25,000	100%	Community consultation took place in Q2, but no expenses incurred. Project is dependent Debt funding; debt option will be brought forward in Q3, with the project being advanced in 2025. Project is within scope and budget.	
596,500	50,000	179,066	(129,066)	-258%	Progress made on dehumidifier portion of project, design work on balance of the system initiated in Q2 slightly ahead of forecast. Final design to be completed in Q3, tendering to occur in Q4 and completion in 2025. Project is within scope and budget.	
1,207,102	50,000	233,224	(183,224)	-366%	Contract for steel superstructure issued in early Q2 ahead of forecast, accelerated timeline for delivery to occur in late Q3. Tender on balance of construction to be issued in Q3. Project to be completed in Q1 2025. Project is within scope and budget.	
2,233,333	2,230,000	2,666,473	(436,473)	-20%	Preparation of Cell 4 subgrade and installation of pore pressure relief piping sub-liner occurred in Q2. Remaining activity in the fiscal year includes the installation of Cell 4 liner, leachate piping (above liner) and final drainage blanket including all access roads and piping to finalize the cell. Some Cell 4 subgrade and installation moved to Q2 from Q3. 2024 phase of project forecasted to be completed in scope and on budget.	
750,000	760,000	768,623	(8,623)	-1%	Production of approximately 50% of operation aggregate occurred in Q2, in line with forecast. Remaining production will occur in Q3. Overall project is within scope. Given the number of projects under construction in 2024 and a higher operational aggregate consumption as the final contours of Cell 3 are reached, the site requires an additional 20,000 m3 (\$480,000) of aggregate production in 2024 - as a result, a budget amendment will be required in Q3.. This additional quantity will ensure that operations can continue until July 2025.	
1,600,000	1,600,000	1,893,553	(293,553)	-18%	Construction of the civil subgrade and forming for all concrete work occurred in Q2. Remaining activity will include delivery and mechanical installation of all equipment including piping and electrical work. Some construction of the civil subgrade moved to Q2 from Q3. 2024 phase of project forecasted to be completed in scope and on budget.	
425,000	425,000	420,000	5,000	1%	The new Gas Flare portion of this project has been completed in Q1, and is now in operation at Q2. Operation will continue until the RNG facility construction is complete and the facility begins upgrading landfill gas. Overall project is within scope and budget.	
1,000,000	1,000,000	89,545	910,455	91%	Finalizing design of 3 intersections occurred in Q2. Work was tendered in Q2 and construction will commence in Q3/Q4. Majority of construction work deferred to 2025 due to the delay of contractor's work schedule.	
-	-	8,943	(8,943)	-100%	Project management occurred in Q2. Project construction costs forecast to be incurred in Q4, in line with budget. Majority of construction work deferred to 2025 due to the delay of contractor's work schedule.	
-	-	-	-	0%	Project construction costs forecast to be incurred in Q3. Overall project is within scope and budget.	
-	-	-	-	0%	Project construction costs forecast to be incurred in Q3. Overall project is within scope and budget.	
-	-	359,284	(359,284)	-100%	Grading preparation work and liner installation occurred ahead of forecast in Q2. Completion of this work will continue into Q3-Q4. Overall project is within scope and budget.	
-	2,000,000	-	2,000,000	100%	Contract was signed in Q2, and contractor has mobilized onsite. Majority of the work to prepare the subgrade and asphalt the depot area will occur in Q3. Equipment and building erection to be completed the remainder of the year. Overall project is within scope and budget.	

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %
1,932,485	1,932,485	-	0%
1,000,000	50,450	949,550	95%
2,386,000	1,398,023	987,977	41%
4,828,408	2,794,763	2,033,645	42%
6,700,000	6,666,310	33,690	1%
1,250,000	1,749,435	(499,435)	-40%
22,281,000	22,273,024	7,976	0%
1,700,000	1,689,637	10,363	1%
3,800,000	2,883,226	916,774	24%
1,150,000	308,943	841,057	73%
750,000	750,000	-	0%
3,000,000	2,999,697	303	0%
2,000,000	1,995,265	4,735	0%
5,000,000	5,000,000	-	0%

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	
		2024 to be amended
	2025 plan revised; Construction Delayed	
	2025 plan revised; Completion Delayed	

Capital Regional District

2024 - Quarter 2 - Capital Plan Report

Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title
Parks and Environmental Services	Environmental Resource Management	RNG Spare Parts Inventory
	Environmental Resource Management	NE & NW Aggregate Stockpile cover
	LWMP- Core and Westshore	Biosolids Advanced Thermal Pilot Demonstration Plant
	Climate Action and Adaptation	Regional electric vehicle charging infrastructure
Facilities	CRD Headquarters	Interior Renovations
Finance and Technology	Information Technology	SAP Migration from ECC to S4
Facilities	Family Court Building	Detail Design & Replacement of HVAC
Land Banking and Housing	Land Banking and Housing	Village on the Green
	Land Banking and Housing	Campus View
	Land Banking and Housing	Verdier/Brentwood & Mt Tolmie
	Land Banking and Housing	Land Acquisition for future development
Royal Theatre	Royal Theatre	Repair Building Envelope
Finance and Technology	Finance	Additional Office Space at IWS Field Office
		Total Projects >\$500k
		Total Projects <\$500k; Potential Parkland Acquisitions
		Total Projects

QUARTER 2						
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation	
-	-	-	-	0%	Project construction costs forecast to be incurred in Q3. Overall project is within scope and budget.	
300,000	300,000	-	300,000	100%	Due to project logistics, the timeline for this project has changed. This project will not occur in 2024 and has been moved to 2025 per the 2025 capital plan. Overall project is within scope and budget.	
100,000	100,000	109,977	(9,977)	-10%	Developing a Request for Proposals (RFP) for an advanced thermal demonstration plant occurred in early Q2, for issuance in Q3. The RFP closes in Q3 and it is intended to identify a preferred proponent in early Q4. The 2024 phase of the project is forecasted to be completed on plan and is within scope and budget.	
212,500	212,500	14,087	198,413	93%	Project management occurred in Q2 on developing requirements for CRD Public EV Network. Some EV Network installation work deferred to 2025 due to the delay of contractor's work schedule. 2024 phase of project forecasted to be completed within scope and budget.	
206,250	250,000	323,949	(73,949)	-30%	Densification work continued on the 2nd floor and was completed Q2. 4th floor densification began in Q2 ahead of forecast and continues into Q3. Overall project is on time and within scope and budget.	
1,040,151	1,274,268	1,313,194	(38,926)	-3%	Project costing phase completed in Q2 and the RFP was awarded to Deloitte as system integrator. Work has commenced on brownfield conversion and new financial model ahead of forecast. Project scope and budget was amended in Q2 for critical hardware upgrades and software licences.	
262,500	-	-	-	0%	Project is dependent on a new lease arrangement for the facility with VIHA, and also requires grant or other funding. Project on hold, but is within scope and budget.	
-	-	-	-	0%	Project is in predevelopment phase and CRD is anticipated to advance funds in Q4 2024. Project is within scope and budget.	
-	-	-	-	0%	Project is in predevelopment phase and CRD is anticipated to advance funds in Q4 2024. Overall project is on time and within scope and budget.	
-	-	3,795	(3,795)	-100%	Project is in predevelopment phase and CRD is anticipated to advance funds towards Mt Tolmie in Q3 2024 (if needed) and Verdier/Brentwood in Q4 2024. Overall project is on time and within scope and budget.	
700,000	700,000	-	700,000	100%	Land acquisition delayed, forecast to occur in Q4 2024. Overall project is on time and within scope and budget.	
175,000	50,000	2,169	47,831	96%	Project tendered in Q2 and work to commence in Q3. Overall project is on time and within scope and budget.	
-	-	-	-	0%	Project forecasted to begin in Q4 2024 subject to completion of corporate space planning study. Project budget under review as staff assess cost to install sanitary line. Project planning is on time and within scope.	
30,389,836	20,759,064	16,611,306	4,147,758	20%		

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %
700,000	700,000	-	0%
750,000	-	750,000	100%
1,000,000	999,415	585	0%
792,961	587,401	205,560	26%
825,000	825,000	-	0%
3,975,952	3,855,503	120,449	3%
1,050,000	-	1,050,000	100%
2,000,000	2,000,000	-	0%
2,000,000	2,000,000	-	0%
5,400,000	5,410,927	(10,927)	0%
700,000	700,000	-	0%
700,000	700,000	-	0%
750,000	200,000	550,000	73%
193,814,806	123,642,279	70,172,527	36%
69,172,321			
262,987,127			

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget
	2025 plan revised; Completion Delayed	
	2025 plan revised; Construction Delayed	
2024 amended		2024 amended
	2025 plan revised; Acquisition Delayed	
		2025 plan revised

*Amended Budget as at May 8, 2024 (Bylaw #4614)

Capital Regional District

2024 - Quarter 2 - Capital Plan Report

Projects Greater than \$500,000

GOOD	As planned or better than plan
WARNING	Changes to project plan to consider; no revision necessary at this time
RE-EVALUATED	Changes to project plan; 2024 Capital Plan amended and/or 2025 Capital Plan revised
ATTENTION	Changes to project plan; need to amend 2024 Capital Plan

CAPITAL PROJECT		
Department	Service Description	Capital Project Title

QUARTER 2					
Q2 Budget	Q2 Forecast	Q2 Actuals	Forecast Variance (over)/under \$	Forecast Variance %	Q2 Variance Explanation

TOTAL 2024			
Total 2024 Budget (as per approved budget)	Total 2024 Forecast	Forecast Variance (over)/under \$	Forecast Variance %

ANNUAL STATUS OF CAPITAL PROJECT		
Scope	Timing	Budget

CRHD		
Planning & Protective Services	Capital Regional Hospital District	Regional Housing First Program Contribution
		Total Projects >\$500k
		Total Projects <\$500k; Capital Grants
		Total Projects

-	-	-	-	0%	Contribution to RHFP forecast to occur in Q4 2024.
-	-	-	-	-	

10,000,000	10,000,000	-	0%
10,000,000	10,000,000	-	0%
16,373,443			
26,373,443			

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CRHC		
Planning & Protective Services	Regional Housing	Michigan Redevelopment Housing
		Caledonia Redevelopment Housing
		Carey Lane BER
		Campus View Redevelopment
		Village on the Green Redevelopment
		New Redevelopment Projects - including Verdier/Brentwood
		Routine Capital
		Total Projects >\$500k
Total Projects <\$500K		
Total Projects		

1,684,310	5,100,458	1,970,334	3,130,124	61%	Q2 variance due to timing of construction draws. Project is on track for completion in Q3 2024. A budget amendment will be approved in Q3 to address increased costs of construction financing. Overall project is within scope and on plan with amended budget.
8,508,553	8,651,986	6,885,950	1,766,036	20%	The variance in Q2 is attributed to the timing of trade billing. The overall forecast for 2024 remains within budget. The project is still on track to be completed by Q2 2025. Overall project is within scope and budget.
1,778,303	1,778,303	2,235,136	(456,833)	-26%	Variance due to scope increase related to attic/truss repairs which are being covered by the current budget contingency funds. As a result a 2024 Budget Amendment is required in Q3 for \$4.5M to address increase in budget and scope.
672,278	672,278	149,241	523,037	78%	The development permit was issued in May. Consultants are now progressing with the design development drawings, aiming for provisional project approval from BC Housing in November. This approval is necessary to apply for BC Housing grant funding. The project is currently anticipating occupancy in Q3 2027. Overall project is within scope and budget but the start is delayed and unspent 2024 budget will be reallocated to 2025.
782,835	782,835	236,596	546,239	70%	The 2024 phase is now forecasted to be completed in 2025 due to the delayed procurement of the construction management company. Additionally, some consultant billing paused while the design was revised for the purchase of the adjacent lot at 1138 Johnson Street. Overall project is on time and within scope and budget.
66,259	66,259	43,589	22,670	34%	Consultant procurement was delayed, causing a pause in further design development. Design development is now planned to begin in September after finalizing the approval to award the remaining consultant contracts. 2024 phase projected to be completed in 2025, with overall project forecasted for completion in Q1 2028. Overall project is within scope and budget.
1,162,310	1,162,310	1,636,583	(474,273)	-41%	Over budget in Q2 due to unplanned replacements at various buildings and timing of contractor billings on larger common area projects. Routine townhouse and apartment unit upgrade spending is affected by timing of tenant moveouts and contractor availability. Overall projects are on time and forecasted within scope and budget.
14,654,848	18,214,429	13,157,430	5,056,999	28%	

6,354,172	8,906,699	(2,552,527)	-40%
32,000,000	30,700,818	1,299,182	4%
5,005,232	5,566,006	(560,774)	-11%
2,530,000	1,067,273	1,462,727	58%
4,632,205	2,210,544	2,421,661	52%
3,972,427	397,188	3,575,239	90%
4,304,852	4,304,852	-	0%
58,798,888	53,153,380	5,645,508	10%
350,002			
59,148,890			

		2024 to be amended
	2025 plan revised; Completion Delayed	
2024 to be re-evaluated	2025 plan revised; Completion Delayed	2024 to be re-evaluated
	2025 plan revised; Construction Delayed	
	2025 plan revised; Completion Delayed	
	2025 plan revised; Completion Delayed	



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**APPENDIX H
HUMAN RESOURCES TRENDS AND CORPORATE SAFETY
OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, OCTOBER 9, 2024**

1. Workforce Composition and Turnover

The Chief Administrative Officer submits a Staff Establishment Chart (SEC) annually together with the Financial Plan for consideration of approval by the Board. For 2024, the SEC identifies 786.94 FTE's – 756.94 regular and 30 term positions (with terms ranging from one to five years, with the majority being two years or longer). The CRD also has 692 auxiliary staff, with most of these staff working Parks and Recreation where we see a number of seasonal opportunities. In addition, the CRD engages almost 1,500 registered volunteers to assist in the support of many of its services and programs including volunteer fire services and emergency response and support. 89.7% of the CRD's paid workforce is unionized. The average length of service and average workforce age of CRD staff is 8.9 years and 45.3 years respectively, and this has been relatively consistent year over year. Turnover rates for the first quarter are trending consistent with previous years' quarters, with retirements accounting for approximately 43% of all employee turnover. This turnover and retirement trend will be monitored closely over subsequent quarters.

Table 1:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
Total Unionized Workforce (all staff)	Q1: 89.6% Q2: 89.7%	89.7%	79.3%	90.1%	78.9%
Average Length of Service (regular staff)	Q1: 8.9 years Q2: 8.8 years	8.9 years	11.0 years	9.1 years	10.8 years
Average Employee Age (regular staff)	Q1: 45.3 yrs Q2: 45.3 yrs	45.3 years	46.9 years	45.5 years	46.7 years
Turnover Rate / Retirement Rate (regular staff)	Q1: 3.1% (1.5% retire.) Q2: 2.0% (0.7% retire.)	5.1% (2.2% retirements)	4.0% (1.1% retirements)	8.3% (1.8% retirements)	8.4% (1.7% retirements)

2. Job Opportunities

To the end of Quarter 2, 2024, 230 job postings for 403 individual job opportunities were posted, with 3,318 applications received, which is trending greater than that of the previous 2023 year (352 job postings and 488 individual job opportunities, with 5,368 applications received at year end 2023). As of writing, there are 46 job postings under active recruitment and listed on the CRD's

website, inclusive of auxiliary/seasonal opportunities. The CRD continues to review and modify recruitment strategies and approaches as needed to better attract and retain staff especially in the hard-to-fill market positions, with recruitment approaches a key component of the People, Safety and Culture Strategic Plan.

Significant workplace onboarding and orientation is undertaken for all new employees. In addition to the workplace orientations and required training programs, all new employees attend the regular twice per month onboarding sessions which are geared to inform and engage new staff early in their CRD careers. Since implementation, 1,144 new employees have been oriented under this program.

Table 2:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
Job Opportunities (all staff)	Q1: 126 Q2: 277	403	N/A	488	N/A

3. Absenteeism and Occupational Health and Safety

As an essential service, the CRD closely monitors the impact of absenteeism and takes appropriate measures to ensure essential operations are maintained. The CRD measures and monitors absenteeism by both its sick leave usage and safety ratings and has commenced a comprehensive disability management program aimed at early intervention and proactive and positive return to work programs. The CRD is continuing its proactive disability management efforts to ensure costs of absenteeism are appropriately managed, and employees are actively engaged early in return-to-work measures to aid in their recovery to work from illness, as well as its proactive healthy workplace program focused on providing employees personal tools to keep them healthy.

Typically, sick leave absenteeism rates will be higher in Quarters 1 and 4 of a year given higher levels of cold-and-flus in the community. This quarter we saw a break in that trend, with quarter 2 being consistent with quarter 1. This will be closely monitored as the year progresses.

Table 3:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
Absenteeism (Illness Leave) Rate (regular staff)	Q1: 4.6% Q2: 4.6%	4.6%	4.3%	3.6%	4.3%

With our proactive focus on safety, absences related to workplace illness or injury remain far below those of industry. This has also resulted in the CRD being in a positive (merit) position with WorkSafeBC resulting in a lower-than-industry Employer Rating Assessment (ERA). The ERA is the premium WorkSafeBC charges employers based on their claims experience over the previous three-year period.

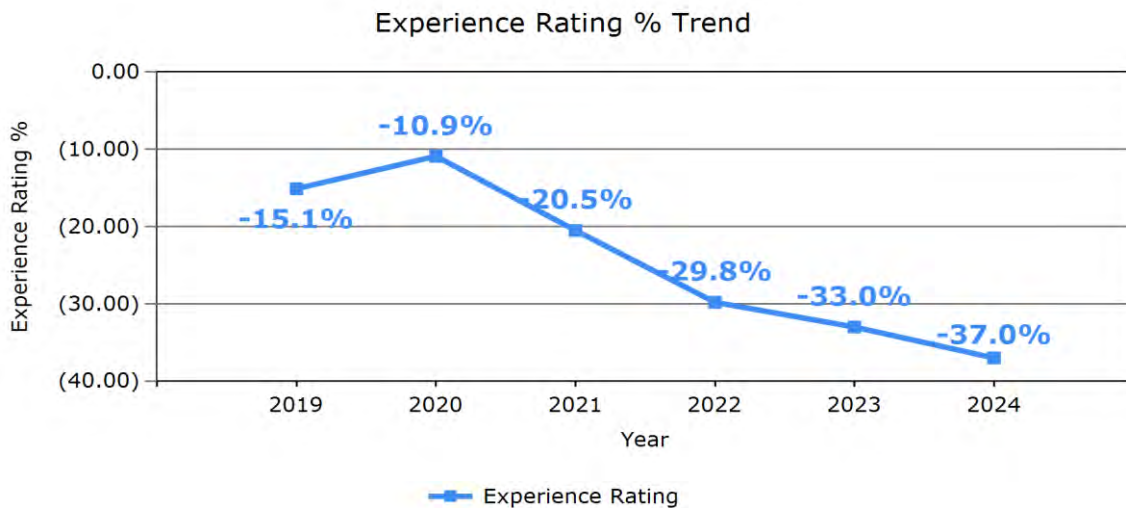
WorkSafeBC base rates for the industry have increased 84% since 2019 (from 2.08% to 3.83%). Despite this base trend, the CRD’s Actual ERA (“Net Rate”) remains consistently below the rate for industry as a result of our proactive and diligent safety program. For 2024, the CRD’s total Net Rate with WorkSafeBC – inclusive of our industry leading Certificate of Recognition (CoR) certification - is 47% below the base rate for the industry, which corresponds to a savings to the CRD of over \$1,300,000 in WorkSafeBC premiums for 2024.

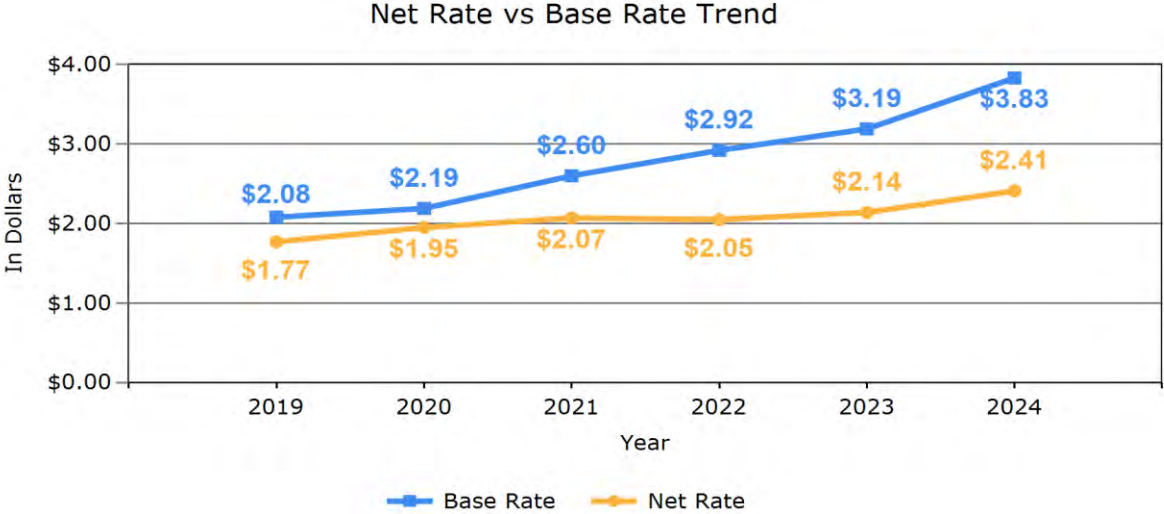
Table 4:

Corporate CRD Human Capital Performance Metric	CRD Current (By Quarter 2024)	CRD Current (Annual 2024)	Industry Average (Annual 2024)	CRD Annual (2023)	Industry Average (2023)
WorkSafeBC Employer Rate (all staff)	All 2024 = 2.41% less 10% ¹	2.41% less 10% ¹	3.83%	2.14% less 10% ¹	3.19%

¹ CoR certification further reduces the Employer Rate by an additional 10%

Table 5:





4. People, Safety and Culture Strategies

Earlier this year the CRD introduced and implemented a comprehensive People, Safety and Culture Strategic Plan. Aligning with the Corporate Plan and Board Strategic Priorities and over the next four years, significant focus will be placed on enhancing efforts around our people and culture. Included in the Plan are robust strategies and outcomes around: Equity, Diversity, Inclusion and Accessibility; Organizational Capacity; Talent Excellence; Employee Experience and Recognition; Talent Acquisition; and People, Safety and Culture Excellence. Thirty-seven (37) of the Plan’s sixty-six (66) actions were identified to commence in 2024, and the CRD remains on track to implement these as scheduled. A copy of the Strategic Plan is [here](#).

5. Awards and Recognition

On October 8, 2024, the CRD received the 2024 Organizational Safety Excellence Award from the BC Municipal Safety Association (BCMSA), an award which recognizes local governments for activities that improve their experience rating, and reduce injuries, illness, and disease. We take immense pride in this award, as it demonstrates the leadership, dedication, and hard work of our staff in creating and keeping the CRD as a safe and healthy workplace.

CONCLUSION

The CRD continuously monitors human resource organizational health, and proactively modifies and adapts human resource programs and systems where trends may show challenges arising. Overarching to this is the newly implemented People, Safety and Culture Strategic Plan for 2024-2027. While there continues to be no significantly concerning organizational health trends based on metrics information, the CRD continues to monitor environmental factors affecting the workplace and workforce closely and adapt workplace practices and programs to continue to ensure essential services are maintained.



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REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, OCTOBER 9, 2024

SUBJECT **CRD Evolves 2024-2025**

ISSUE SUMMARY

To provide strategic context about the Capital Regional District (CRD) Evolves 2024-2025 organizational plan.

BACKGROUND

The Executive Leadership (ELT) has developed a new organizational plan (CRD Evolves 2024-2025) which presents the next phase of the CRD's organizational journey. The purpose of the plan is to identify impactful organizational changes that would address opportunities and drive benefits through efficiency or effectiveness gains. The goals of the plan are to:

1. Create a common vision for how the organization is going to grow and deliver services in future years;
2. Consolidate where we have similar work happening in two or more places to avoid duplication and make better use of resources, with clear lines of responsibility and accountability;
3. Create alignment between those that plan/set service standards and those that deliver services to enhance consistency and streamline; and
4. Utilize capacity, skills, and expertise more effectively and gain efficiencies.

Per Bylaw No. 3343 Officers, General Managers & Management Staff, the Chief Administrative Officer is authorized to organize or reorganize departments as may be necessary to carry out the more efficient and effective administration of the affairs of the CRD.

Appendix A highlights key areas of change proposed. There are four types of changes envisioned:

1. Name changes, e.g. updates to department, division or section names;
2. Structural changes, e.g. changes to reporting lines and function/service placement in the organization;
3. Functional changes, e.g. redesign of (internal) service approach, service functions, scope of work, system/processes and deliverables; and
4. Service changes, e.g. the creation or transformation of functions, divisions and departments.

The implementation of CRD Evolves will impact 21 divisions and sections and approximately 200 members of staff. Once implementation is complete, around 50 staff will report to a new supervisor or manager.

Organizational change on this scale has not been introduced in over a decade. An essential element of the organizational restructure, which was emphasized with staff, was that there would be no reductions in staffing complements because of the plan. Implementation of CRD Evolves will happen in two phases with the first one starting January 15, 2025.

IMPLICATIONS

Alignment with Board & Corporate Priorities

CRD Evolves aligns with the following 2023-2026 CRD Corporate Plan goals and initiatives:

Goal 11b: Organizational capacity

- 11b-3 Maintain business continuity, efficiency and resilience by rightsizing the staffing complement and facilities
- 11b-4 Implement the recommendations of the 2023 CRD Employee Experience Survey report

Goal 13a: Effective systems, processes and policies

- 13a-1 Advance strategic approaches to procurement and project delivery to build capacity, improve standardization and support affordable services.

Service Delivery Implications

Change Management Approach

In November 2023, the ELT shared the vision for CRD Evolves with all staff. They outlined the upcoming changes, the broad reasons for each change, and the aspirations for their organizational impact. This was followed by a period of feedback collection to hear staff's thoughts. A majority of staff who provided feedback reported optimism about the plans and support for, at least some of, the changes proposed and/or the overarching goals of CRD Evolves.

Throughout 2024, staff, supported by the ELT, planned the implementation of CRD Evolves. In February 2024, seven Transition Teams were established, comprising selected managers and supervisors from affected divisions. These teams collaborated to analyze and develop detailed Transition Plans for implementing the vision. The plans they developed were presented and endorsed by the ELT in May 2024. In June 2024, the finalized Transition Plans were shared with key support services (e.g., Human Resources & Corporate Safety, Financial Services, etc.), who were tasked with creating an Accommodation Plan to implement the Transition Plans organizationally. The ELT approved this plan at the end of July 2024. The final stage of planning involved developing the Implementation Plan, summarizing all work done to date and outlining final preparations before activation. This plan will be shared with all staff in fall 2024. As 2024 ends, a final round of staff engagement will validate the proposed approaches and make necessary adjustments, setting the stage for implementation in early 2025.

Affected staff are being directly engaged about how their role and work will be affected by changes so they can start preparing for implementation in 2025.

Communication Plan

Regular Milestone Updates and Frequently Asked Questions were posted to the staff intranet (CRD Central) throughout 2024 to keep staff informed. The Chief Administrative Officer also sent all-staff emails to alert them to new updates. The focus was on ensuring staff were aware of the process progress, understood when they would receive additional information, and felt the process was transparent. The Chief Administrative Officer and the Senior Manager, Human Resources & Corporate Safety have also kept the labour unions apprised and informed and will continue to meet as the transition plans unfold.

Supporting Staff Through Changes

At the request of staff, a tailored training program has been organized to support staff through the implementation of CRD Evolves including structured change management training for staff leading teams through changes and learning sessions to support change resilience skills for all staff who feel like they would benefit from it. Staff have also been consulted at various points in the planning process.

Financial Implications

Planning for the changes resulting from CRD Evolves has been ongoing throughout 2024, with implementation set to begin in 2025. It will be important to begin to realize the benefits of the new organizational structure before any significant adjustments associated with CRD Evolves are made to staffing levels or service budgets. There are two exceptions of note. Two initiatives related to CRD Evolves have been included in this year's service planning package and provisional budget as the resource adjustments are necessary to implement the changes envisaged. More information about this will be provided at the Committee of the Whole meeting on October 30, 2024.

CRD Evolves sets long-term corporate goals and achieving them will, in some cases, require increases in resource capacity. Staff will bring forward any future resource adjustment requests through the usual service and financial planning process annually, for approval by the CRD Board.

CONCLUSION

The ELT has developed an organizational plan called CRD Evolves to guide the next phase of the CRD's organizational journey. Throughout 2024, staff have been developing detailed plans for implementing the CRD Evolves goals and transforming operations, starting in January 2025. Progress against the goals will be measured in 2025 to ensure that the organization remains on track. The Chief Administrative Officer will provide regular updates about the implementation to the CRD Board.

RECOMMENDATION

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

Submitted by:	Fran Lopez, Manager, Strategic Planning
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Scope Overview

CRD Evolves 2024-2025: Scope Overview

This report outlines the major transitions that will take place starting in January 2025 as a result of CRD Evolves 2024-2025. In most cases, the transition marks the start of a longer-term service transformation. Each transition has been carefully documented and mapped out by staff from participating teams to ensure that changes proposed advance the goals of CRD Evolves 2024-2025, there is a clear implementation schedule and any potential risks emerging from the changes are managed and/or mitigated. There are also a series of minor adjustments being made that will be implemented separately; this includes, for example, division and section name changes to make their responsibilities clearer. For example, Human Resources & Corporate Safety will become People, Safety & Culture. The Executive Leadership Team (ELT) has enacted some early changes in 2024 where opportunities to do so emerged. For example, where a key member of staff retired in 2024, their replacement was recruited with a revised job description that reflected the team's new identity and/or scope of responsibilities.

Transition 1: Corporate Asset & Maintenance Management

We will support the evolution of the asset management program into operational implementation by making one division – Corporate Asset & Maintenance Management – responsible for setting organization-wide asset management standards and for defining standard maintenance programs. To achieve this, the responsibility for asset management functions will be transferred from the Finance & Technology department to the Integrated Water Services department. Resources delivering maintenance management, fleet management, scheduling, and planning functions will also be consolidated in this division.

Participants: Asset Management, Customer & Technical Services, Regional Parks and Wastewater Infrastructure Operations

Transition 2: Corporate Communications

We are taking the first step towards improving consistency and having an organization-wide approach to communication, while balancing the needs and priorities of services and programs. To achieve this, all embedded communications resources will start reporting to Corporate Communications, while continuing to support their existing divisional client(s) and remaining subject matter experts.

Participants: Corporate Communications, Environmental Resource Management, Panorama Recreation, Environmental Protection, Regional Planning, Regional Parks, Regional Housing

Transition 3: Electoral Area Services

We are taking the first step towards improving the consistency of service levels across Electoral Areas, providing strong leadership to oversee the evolution of services and support committees and commissions, and creating a single point of contact for Electoral Area Directors. To achieve this, the responsibility for most services provided for the three Electoral Areas, including local services operations, will be transferred to a new Electoral Area Services department overseen by a new General Manager.

Participants: Building Inspections, Juan de Fuca Local Area Services, Real Estate & Southern Gulf Islands, Salt Spring Island Administration, Wastewater Infrastructure Operations

Transition 4: Finance Services & Procurement

We are taking the first step towards having a centralized organization-wide approach for procurement. To achieve this, the responsibility for the procurement and purchasing functions will be transferred to a new Procurement division to be created in the Finance & Technology department. In addition, the Corporate Finance & Treasury function will start reporting to the Chief Financial Officer to optimize functional business processes, including the core management of financial assets. Other functions will report to either the Senior Manager, Financial Services or the Controller.

Participants: Legal & Risk Management, Finance Services

Transition 5: Infrastructure Engineering, Planning, and Capital Project Services

We are taking the first step towards having centralized organization-wide project delivery by creating a multidisciplinary project delivery team. The division will be responsible for delivering all major capital infrastructure from preliminary design to commissioning and final completion, working collaboratively with operational divisions. They will also implement standardized, streamlined processes to support efficient project delivery and enhance consistency. To achieve this, the responsibility for major capital projects delivery functions (excluding Regional Housing) will be transferred to a new Corporate Capital Project Services division in the Integrated Water Services department.

Participants: Facilities Management & Engineering Services, Infrastructure Engineering, Integrated Water Services Administration

Transition 6: Legislative Services

We are taking the first step to improve consistency and provide an organizational approach to meeting management and governance, while balancing service/program needs. To achieve this, some embedded legislative resources in Integrated Water Services will start reporting to Legislative Services in the Corporate Services division.

Participants: Legislative Services, Integrated Water Services Administration, Customer & Technical Services

Transition 7: Real Estate & Facilities Management

We are taking the first step to centralize building services and the overall management of all CRD facilities and building systems. To achieve this, the Facilities Management functions will be joined with Real Estate Services in the Corporate Services department.

Participants: Real Estate & Southern Gulf Islands, Facilities Management & Engineering Services

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, OCTOBER 09, 2024**

SUBJECT Short-term Biosolids Management Plan – October Update

To provide a monthly update to the Capital Regional District (CRD) Board on the status of short-term options for biosolids management and the implementation of the Long-term Biosolids Management Strategy.

BACKGROUND

The 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: The kiln was shut down for maintenance in early September. Consistent shipment of biosolids continued in late September, and staff anticipate approximately 50% of the monthly biosolids will be sent to the cement kiln for use as an alternative fuel. Staff have been advised by Lafarge to plan for eight weeks of market driven and maintenance shutdowns over the remainder of 2024.

Land Reclamation in Cassidy, BC: Biosolids not sent to the cement kiln were mixed with sand at Hartland and shipped to the Cassidy quarry. Staff anticipate sufficient contingency capacity at the quarry for the remainder of 2024. However, the Cassidy site is 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 September. Landfilling is not a beneficial use, as per provincial regulations, and consumes valuable airspace at the landfill.

Long-term Biosolids Management Strategy Implementation

The draft long-term strategy was submitted to the Province on June 18, 2024 for regulatory review; the CRD has not yet received a response.

Tier 1: A Request for Proposals (RFP) for an advanced thermal demonstration plant closed on September 11. Out of the six proponents short-listed after the Request for Expressions of Interest, only three submitted detailed proposals. Staff are currently reviewing the submissions and will be presenting a recommendation for award to the Environmental Services Committee at an upcoming meeting. Additionally, staff have requested a pre-meeting with the Ministry of Environment & Climate Change Strategy to discuss the regulatory permitting process for the demonstration facility, which is anticipated to take place in late 2024.

Tier 2: Staff issued a broad Request for Expressions of Interest (RFEOI) 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 also issued a separate RFP seeking biosolids management options that are available immediately to provide an additional contingency for beneficial use for biosolids during the coming winter months. Staff will be reporting on the RFP results in the November update.

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 three 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., Acting Senior Manager, Environmental Innovation & Strategy
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, OCTOBER 09, 2024**

SUBJECT **Bylaw No. 4644: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 4, 2024**

ISSUE SUMMARY

The 2024 to 2028 Financial Plan was adopted on March 13, 2024, then amended on May 8, 2024, July 10, 2024, and September 11, 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, Bylaw No. 4619, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024” on July 10, 2024 and Bylaw No. 4626: “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 3, 2024” on September 11, 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
Debt-Core Area Wastewater Capital	Western Trunk Sewer Twinning	Capital	Reserve Fund	\$475,000	Staff Recommended

The proposed Financial Plan amendment Bylaw No. 4644 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule B.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4644, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 4, 2024”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4644 be adopted.

Alternative 2

That Bylaw No. 4644 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

Western Trunk Sewer Upgrade

The City of Colwood is planning to build a pedestrian and cycle overpass that will provide a Regional Trail connection on top of an existing CRD Trunk Sewer. Site constraints are limiting the ability to consider an alternate design. In the event of damage to the pipe, repair will not be possible with the overpass in place. Therefore, CRD staff recommend planning for and installing a twinned main at this location, which would reduce future construction costs and prevent service interruptions in the event of a failure of the primary CRD Trunk Sewer. The CRD has capped its contribution to the construction costs at \$475,000. This will result in an additional \$475,000 for the project in 2024, which will be funded from the capital reserve.

CONCLUSION

In compliance with the *LGA*, the proposed amending Bylaw No. 4644 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, July 10, 2024 and September 11, 2024.

RECOMMENDATION

1. That Bylaw No. 4644, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 4, 2024”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4644 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:	Alicia Fraser, P. Eng, General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4644, with Schedule B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4644

**A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN
 FOR THE YEARS 2024 – 2028**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 4603, "2024 to 2028 Financial Plan Bylaw, 2024", is hereby amended by replacing Schedule B with the attached schedules hereto.
2. This Bylaw may be cited as "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 4, 2024".

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

CHAIR

CORPORATE OFFICER

Attachment: Schedule B



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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	179,338,717	129,237,926	100,450,875	86,460,400	80,030,500	575,518,418
Vehicles	8,593,000	3,308,750	2,920,000	3,802,000	3,438,000	22,061,750
	266,836,145	180,843,581	123,857,234	101,122,320	97,243,636	769,902,916
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	50,576,984	19,152,968	15,763,500	9,753,400	10,759,380	106,006,232
Other	6,621,000	3,015,000	200,000	-	-	9,836,000
	266,836,145	180,843,581	123,857,234	101,122,320	97,243,636	769,902,916



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING							
		Engineered					TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL	
		Equipment	Vehicles	Buildings	Structures	Land									
1.011	Board Expenditures	764,500					764,500			764,500					764,500
1.014	CAO / Corporate Services	14,796					14,796			14,796					14,796
1.015	Real Estate	1,500					1,500			1,500					1,500
1.016	Human Resources	6,576					6,576			6,576					6,576
1.017	Finance	506,549		850,000			1,356,549	525,000	-	81,549			750,000		1,356,549
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500					1,500
1.022	Information Technology	5,702,552	170,000	50,000			5,922,552	5,875,952		46,600					5,922,552
1.024	GM - Planning & Protective Services	-					-			-					-
1.025	Corporate Emergency	8,000					8,000			8,000					8,000
1.027	First Nations Relations	1,644					1,644			1,644					1,644
1.105	Facilities Management	10,000	15,000				25,000			25,000					25,000
1.106	Facilities and Risk			1,090,000	25,000		1,115,000	825,000					290,000		1,115,000
1.107	Corporate Satellite Facilities			25,000			25,000						25,000		25,000
1.109	JDF Admin. Expenditures	2,000					2,000			2,000					2,000
1.110	SGI Admin. Expenditures	6,600					6,600			6,600					6,600
1.111	SSI Admin. Expenditures	46,100					46,100			46,100					46,100
1.118	Corporate Communications	453,288					453,288			3,288			450,000		453,288
1.123	Family Court Building			1,352,500			1,352,500	47,500				700,000	605,000		1,352,500
1.137	Galiano Island Community Use Building			12,000			12,000						12,000		12,000
1.141	SSI Public Library			90,000			90,000				70,000		20,000		90,000
1.226	Health Facilities - VIHA	440,000		3,155,000			3,595,000	615,000				375,000	2,605,000		3,595,000
1.235	SGI Small Craft Harbour Facilities				482,000		482,000	247,000				20,000	215,000		482,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				70,000		70,000						70,000		70,000
1.238A	Community Transit (SSI)			110,000			110,000	50,000			60,000		-		110,000
1.238B	Community Transportation (SSI)	55,000			420,000		475,000	45,000			210,000		220,000		475,000
1.280	Regional Parks	445,200	1,772,000	145,000	6,197,657	5,000,000	13,559,857	843,172	6,300,000	1,516,200	1,954,485	76,000	2,870,000		13,559,857
1.290	Royal Theatre			867,000			867,000					350,000	517,000		867,000
1.295	McPherson Theatre	57,000		275,000			332,000						332,000		332,000
1.297	Arts Grants and Development	2,100					2,100			2,100					2,100
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478				792,961
1.310	Land Banking and Housing	10,000		9,400,000		700,000	10,110,000		9,400,000	10,000	700,000				10,110,000
1.313	Animal Care Services	40,000	42,000	185,000	65,000		332,000	302,000		30,000					332,000
1.318	Building Inspection	60,500	125,000				185,500			185,500					185,500
1.323	Bylaw Services	2,500	100,000				102,500			102,500					102,500
1.324	Regional Planning Services	44,000					44,000			44,000					44,000
1.325	Community Planning	49,355			325,000		374,355			49,355	325,000				374,355
1.335	Geo-Spatial Referencing	190,000					190,000			190,000					190,000
1.350	Willis Point Fire	155,500		15,000			170,500			11,500	108,000		51,000		170,500
1.352	South Galiano Fire	29,000	420,000				449,000			429,000			20,000		449,000
1.353	Otter Point Fire	15,000		40,000			55,000			15,000			40,000		55,000
1.356	Pender Island Fire	60,000		18,000			78,000			60,000			18,000		78,000
1.357	East Sooke Fire	51,551	300,000				351,551			324,551			27,000		351,551
1.358	Port Renfrew Fire	51,000		30,000	5,000		86,000			51,000			35,000		86,000
1.359	North Galiano Fire						-								-
1.360	Shirley Fire Department	10,000					10,000			10,000					10,000
1.371	SSI Emergency Program	20,000					20,000						20,000		20,000
1.372	Emergency Planning Coordination	2,500					2,500			2,500					2,500
1.373	SGI Emergency Program	25,000					25,000						25,000		25,000
1.375	Hazardous Material Incident Response	75,000					75,000			75,000					75,000
1.377	JDF Search and Rescue	92,000					92,000			92,000					92,000
1.405	IDF EA Community Parks & Recreation		100,000		589,000	50,000	739,000	379,000		100,000	260,000				739,000
1.40X	SEAPARC	429,000		295,500	1,122,000		1,846,500	69,300		234,700	778,000		764,500		1,846,500
1.44x	Panorama Recreation	869,072	57,000	3,836,500	4,828,408		9,590,980	390,000	5,201,500	776,072	2,104,408		1,119,000		9,590,980
1.455	SSI Community Parks	15,000	90,000		420,000		525,000	40,000		45,000	440,000				525,000
1.458	SSI Community Recreation	40,000			202,500		242,500			5,000	100,000		137,500		242,500
1.459	SSI Park Land & Rec Programs	453,687	30,000	948,081	450,000	15,000	1,896,768	345,039		51,300	869,406	450,000	181,023		1,896,768
1.465	Saturna Island Community Parks				38,000		38,000	5,000					33,000		38,000
1.475	Wayne Island Community Parks	15,000		53,000	9,000		77,000	20,000			30,000		27,000		77,000
1.485	Pender Island Community Parks	45,000			1,157,752	30,000	1,232,752	33,808			700,000	200,000	298,944		1,232,752
1.495	Galiano Community Parks	2,616			43,922		46,538	25,808					18,114		46,538
1.521	Environmental Resource Management	603,000		350,000	53,656,000		54,609,000	15,600,000	14,213,000	1,103,000			23,693,000		54,609,000
1.523	Port Renfrew Refuse Disposal				304,500		304,500				292,500		12,000		304,500
1.575	Environmental Administration Services	6,000					6,000			6,000					6,000



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Engineered						Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
		Equipment	Vehicles	Buildings	Structures	Land	TOTAL							
1.576	Environmental Engineering Services	190,000	105,000				295,000			295,000				295,000
1.577	IW - Environmental Operations	125,000	1,614,000				1,739,000			1,739,000	-			1,739,000
1.578	Environmental Protection	514,600	220,000				734,600	380,000		354,600				734,600
1.911	911 Call Answer	-					-			-				-
2.610	Saanich Peninsula Water Supply	850,000			11,013,028		11,863,028		6,000,000	200,000			5,663,028	11,863,028
2.620	Highland Water (SSI)				20,000		20,000	20,000						20,000
2.621	Highland & Fernwood Water (SSI)				1,251,000		1,251,000	155,500	913,000		40,000		142,500	1,251,000
2.622	Cedars of Tuam Water (SSI)				55,000		55,000	5,000	-		42,000		8,000	55,000
2.624	Beddis Water (SSI)				622,450		622,450	183,450	340,000		40,000		59,000	622,450
2.626	Fulford Water (SSI)	103,000			302,000		405,000	7,000	220,000		90,000		88,000	405,000
2.628	Cedar Lane Water (SSI)				468,000		468,000		448,000				20,000	468,000
2.630	Magic Lake Estates Water (Pender)	15,000			145,000		160,000	15,000					145,000	160,000
2.640	Lyll Harbour Boot Cove Water (Saturna)	66,000			335,000		401,000	268,000	88,000		30,000		15,000	401,000
2.642	Skana Water (Mayne)	10,000			50,000		60,000	30,000	-		-		30,000	60,000
2.650	Port Renfrew Water	20,000			275,000		295,000		-		275,000		20,000	295,000
2.665	Sticks Allison Water (Gallano)				5,000		5,000						5,000	5,000
2.667	Surfside Park Estates (Mayne)	-			15,000		15,000		-				15,000	15,000
2.670	Regional Water Supply	18,697,750	1,991,000	8,740,000	27,760,000	4,330,000	61,518,750	42,407,750	7,300,000	1,361,000	6,000,000	4,450,000		61,518,750
2.680	IDF Water Distribution	578,750	1,365,000	80,000	20,720,000		22,743,750	16,058,750	4,500,000	1,165,000			1,020,000	22,743,750
2.682	Seagirt Water System	-			2,250,000		2,250,000	250,000	2,000,000					2,250,000
2.691	Wilderness Mountain Water Service				50,000		50,000		-		45,000		5,000	50,000
3.701	Millstream Site Remediation					1,037,000	1,037,000	920,000			117,000			1,037,000
3.705	SSI Septage / Composting			30,000	250,000		280,000	20,000	120,000		-		140,000	280,000
3.718	Saanich Peninsula Wastewater	570,000			2,245,000		2,815,000		-	905,000			1,910,000	2,815,000
3.798C	Debt - Core Area Wastewater Treatment Program	550,000			32,694,000		33,244,000	375,000	27,271,000	855,000	450,000		4,293,000	33,244,000
3.810	Ganges Sewer Utility (SSI)	646,500	77,000		332,500		1,056,000	56,000	-		712,625		287,375	1,056,000
3.820	Maliview Sewer Utility (SSI)				1,050,000		1,050,000		100,000		850,000		100,000	1,050,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			5,600,000		5,660,000	1,400,000	-		4,200,000		60,000	5,660,000
3.850	Port Renfrew Sewer				235,000		235,000	40,000			175,000		20,000	235,000
1.579	Environmental Water Quality	30,000					30,000						30,000	30,000
3.750	L.W.M.P. - Core and West Shore				1,000,000		1,000,000		-				1,000,000	1,000,000
1.370	IDF Emergency Program	4,100					4,100			4,100				4,100
Total		35,809,847	8,593,000	31,932,581	179,263,717	11,162,000	266,761,145	89,086,512	84,414,500	13,412,247	22,649,902	6,621,000	50,576,984	266,761,145



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered		Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
					Structures										
1.011	Board Expenditures	91,500					91,500			91,500				91,500	
1.014	CAO / Corporate Services	3,288					3,288			3,288				3,288	
1.015	Real Estate	-					-			-				-	
1.016	Human Resources	6,765					6,765			6,765				6,765	
1.017	Finance	228,994		4,250,000			4,478,994	200,000	3,000,000	28,994			1,250,000	4,478,994	
1.018	Health & Capital Planning Strategies	-					-			-				-	
1.022	Information Technology	1,876,551	100,000				1,976,551	1,824,551		152,000				1,976,551	
1.024	GM - Planning & Protective Services	-					-			-				-	
1.025	Corporate Emergency	6,000					6,000			6,000				6,000	
1.027	First Nations Relations	-					-			-				-	
1.105	Facilities Management	10,000	150,000				160,000			160,000				160,000	
1.106	Facilities and Risk			265,000			265,000						265,000	265,000	
1.107	Corporate Satellite Facilities						-			-				-	
1.109	JDF Admin. Expenditures	-					-			-				-	
1.110	SJI Admin. Expenditures	-					-			-				-	
1.111	SSI Admin. Expenditures	4,900	65,000				69,900			69,900				69,900	
1.118	Corporate Communications	4,932					4,932			4,932				4,932	
1.123	Family Court Building			10,000			10,000						10,000	10,000	
1.137	Galliano Island Community Use Building						-			-				-	
1.141	SSI Public Library						-			-				-	
1.226	Health Facilities - VIHA	-		955,000	75,000		1,030,000					660,000	370,000	1,030,000	
1.235	SJI Small Craft Harbour Facilities				304,000		304,000	179,000					125,000	304,000	
1.236	SSI Small Craft Harbour (Fernwood Dock)				130,000		130,000				75,000		55,000	130,000	
1.238A	Community Transit (SSI)				60,000		60,000				50,000		10,000	60,000	
1.238B	Community Transportation (SSI)				1,327,000		1,327,000		320,000		840,000		167,000	1,327,000	
1.280	Regional Parks	68,400	350,000	585,000	10,720,015	5,000,000	16,723,415		13,067,515	418,400			2,967,500	16,723,415	
1.290	Royal Theatre	462,000		2,337,000			2,799,000	112,000			680,000	1,055,000	952,000	2,799,000	
1.295	McPherson Theatre	15,000		300,000			315,000						315,000	315,000	
1.297	Arts Grants and Development						-			-				-	
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961	
1.310	Land Banking and Housing	5,000		16,100,000			16,105,000		16,100,000	5,000				16,105,000	
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000	
1.318	Building Inspection	4,500					4,500			4,500				4,500	
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500	
1.324	Regional Planning Services	4,000					4,000			4,000				4,000	
1.325	Community Planning	3,290					3,290			3,290				3,290	
1.335	Geo-Spatial Referencing	60,000					60,000			60,000				60,000	
1.350	Willis Point Fire	44,750					44,750	12,280		7,500			24,970	44,750	
1.352	South Galliano Fire	45,200	85,000				130,200			95,200			35,000	130,200	
1.353	Otter Point Fire	15,000		40,000			55,000			15,000			40,000	55,000	
1.356	Pender Island Fire	5,000					5,000			5,000				5,000	
1.357	East Sooke Fire	19,512					19,512			19,512				19,512	
1.358	Port Renfrew Fire	16,000		10,000			26,000			16,000			10,000	26,000	
1.359	North Galliano Fire	150,000					150,000			150,000				150,000	
1.360	Shirley Fire Department						-			-				-	
1.371	SSI Emergency Program						-			-				-	
1.372	Emergency Planning Coordination						-			-				-	
1.373	SJI Emergency Program						-			-				-	
1.375	Hazardous Material Incident Response						-			-				-	
1.377	JDF Search and Rescue						-			-				-	
1.405	JDF EA Community Parks & Recreation					100,000	100,000				100,000			100,000	
1.40X	SEAPARC	417,150		710,500		500,000	1,627,650		700,000	171,650			756,000	1,627,650	
1.44x	Panorama Recreation	486,612		400,000	70,000		956,612			411,612			545,000	956,612	
1.455	SSI Community Parks	60,000			70,000		130,000			30,000	40,000		60,000	130,000	
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000			7,500	12,500	
1.459	SSI Park Land & Rec Programs	40,000		1,500,000	45,000	50,000	1,635,000		1,500,000	30,000			105,000	1,635,000	
1.465	Saturna Island Community Parks				35,225		35,225	727					34,498	35,225	
1.475	Mayne Island Community Parks				25,000		25,000						25,000	25,000	
1.485	Pender Island Community Parks	20,000			1,092,500		1,112,500	12,500			625,000	300,000	175,000	1,112,500	
1.495	Galliano Community Parks	1,000			11,000		12,000			1,000			11,000	12,000	
1.521	Environmental Resource Management	355,000			14,475,000		14,830,000	225,000	7,650,000	355,000			6,600,000	14,830,000	
1.523	Port Renfrew Refuse Disposal				30,000		30,000						30,000	30,000	
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000	
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000				95,000	
1.577	IW - Environmental Operations	125,000	683,500				808,500			808,500				808,500	
1.578	Environmental Protection	145,600	180,000				325,600			325,600				325,600	
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000				1,000,000	
2.610	Saanich Peninsula Water Supply	300,000			4,404,000		4,704,000		3,000,000	200,000			1,504,000	4,704,000	



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered		Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
					Structures										
2.620	Highland Water (SSI)						-	-						-	
2.621	Highland & Fernwood Water (SSI)				1,981,500		1,981,500	-	1,895,000		-		86,500	1,981,500	
2.622	Cedars of Tuam Water (SSI)				885,000		885,000	-	870,000		-		15,000	885,000	
2.624	Beddis Water (SSI)				1,727,000		1,727,000	-	1,582,000		-		145,000	1,727,000	
2.626	Fulford Water (SSI)	-			1,320,000		1,320,000	-	1,295,000		-		25,000	1,320,000	
2.628	Cedar Lane Water (SSI)				274,000		274,000		274,000				-	274,000	
2.630	Magic Lake Estates Water (Pender)	-			22,000		22,000	-					22,000	22,000	
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			580,000		580,000	-	580,000		-		-	580,000	
2.642	Skana Water (Mayne)	115,000			50,000		165,000	-	150,000		-		15,000	165,000	
2.650	Port Renfrew Water	260,000			1,915,000		2,175,000		916,667		1,233,333		25,000	2,175,000	
2.665	Sticks Allison Water (Galiano)				-		-						-	-	
2.667	Surfside Park Estates (Mayne)	20,000			500,000		520,000		500,000				20,000	520,000	
2.670	Regional Water Supply	2,312,500	685,250	3,390,000	32,050,000	807,000	39,244,750	19,359,500	16,700,000	685,250	1,500,000	1,000,000		39,244,750	
2.680	JDF Water Distribution	232,500	905,000	40,000	12,520,000		13,697,500	8,172,500	3,700,000	905,000			920,000	13,697,500	
2.682	Seagirt Water System	-			-		-	-	-				-	-	
2.691	Wilderness Mountain Water Service				410,000		410,000		200,000		200,000		10,000	410,000	
3.701	Millstream Site Remediation				-		-	-					-	-	
3.705	SSI Septage / Composting			-	2,280,000		2,280,000	-	2,280,000		-		-	2,280,000	
3.718	Saanich Peninsula Wastewater	1,050,000			2,850,000		3,900,000		3,600,000	200,000			100,000	3,900,000	
3.798C	Debt - Core Area Wastewater Treatment Program	-			19,790,000		19,790,000		18,090,000	700,000			1,000,000	19,790,000	
3.810	Ganges Sewer Utility (SSI)	-	-		6,217,186		6,217,186	-	2,624,296		3,322,890		270,000	6,217,186	
3.820	Maiview Sewer Utility (SSI)				1,675,000		1,675,000		501,000		1,139,000		35,000	1,675,000	
3.830	Magic Lake Sewer Utility (Pender)	-			300,000		300,000	100,000	-		200,000		-	300,000	
3.850	Port Renfrew Sewer				15,000		15,000	-	-		-		15,000	15,000	
1.579	Environmental Water Quality	-			-		-						-	-	
3.750	L.W.M.P. - Core and West Shore				9,000,000		9,000,000		9,000,000				-	9,000,000	
1.370	JDF Emergency Program	-			-		-						-	-	
Total		10,947,405	3,308,750	30,892,500	129,237,926	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	



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	55,000					55,000			55,000				55,000
1.014	CAD / 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	Galliano Island Community Use Building													
1.141	SSI Public Library													
1.226	Health Facilities - VMA			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	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 Galliano 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 Galliano Fire													
1.360	Shirley Fire Department													
1.371	SSI Emergency Program													
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500
1.373	Sgi Emergency Program													
1.375	Hazardous Material Incident Response													
1.377	JDF Search and Rescue													
1.405	JDF EA Community Parks & Recreation													
1.40X	SEAPARC	1,671,500		2,223,000			3,894,500		1,850,000	166,500	1,400,000	478,000	3,894,500	3,894,500
1.44x	Panorama Recreation	383,380	15,000	310,000			708,380			398,380		310,000		708,380
1.455	SSI Community Parks	15,000			10,000		25,000			15,000		10,000		25,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000		7,500		12,500
1.459	SSI Park Land & Rec Programs	40,000		25,000		50,000	115,000			40,000		75,000		115,000
1.465	Saturna Island Community Parks													
1.475	Mayne Island Community Parks	4,000					4,000					4,000		4,000
1.485	Pender Island Community Parks				15,000		15,000					15,000		15,000
1.495	Galliano Community Parks	1,000			3,000		4,000			1,000		3,000		4,000
1.521	Environmental Resource Management	385,000			9,600,000		9,985,000	200,000	2,000,000	385,000		7,400,000	9,985,000	9,985,000
1.523	Port Renfrew Refuse Disposal				27,500		27,500					27,500		27,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000				95,000
1.577	IW - Environmental Operations	125,000	630,000				755,000			755,000				755,000
1.578	Environmental Protection	122,000	50,000				172,000			172,000				172,000
1.911	911 Call Answer													
2.610	Saanich Peninsula Water Supply	300,000			3,400,000		3,700,000		3,000,000	200,000		500,000	3,700,000	3,700,000



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL		
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves			
2.620	Highland Water (SSI)						-									
2.621	Highland & Fernwood Water (SSI)				3,750,000		3,750,000		3,750,000							3,750,000
2.622	Cedars of Tuam Water (SSI)				465,000		465,000		465,000							465,000
2.624	Beddis Water (SSI)				443,000		443,000		305,000						138,000	443,000
2.626	Fulford Water (SSI)				1,125,000		1,125,000		1,125,000							1,125,000
2.628	Cedar Lane Water (SSI)				105,000		105,000		95,000						10,000	105,000
2.630	Magic Lake Estates Water (Pender)				145,000		145,000								145,000	145,000
2.640	Lyal Harbour Boat Cove Water (Saturna)															
2.642	Skana Water (Mayne)	674,120					674,120		127,262		546,858					674,120
2.650	Port Renfrew Water	10,000			200,000		210,000		200,000						10,000	210,000
2.665	Sticks Allison Water (Gallano)															
2.667	Surfside Park Estates (Mayne)				1,500,000		1,500,000		1,500,000							1,500,000
2.670	Regional Water Supply	2,425,000	773,000	40,000	47,385,000	292,000	50,915,000	19,742,000	28,400,000	773,000	2,000,000					50,915,000
2.680	JDF Water Distribution	175,000	774,000	40,000	9,120,000		10,109,000	8,215,000	1,100,000	774,000					20,000	10,109,000
2.682	Seagirt Water System															
2.691	Wilderness Mountain Water Service															
3.701	Millstream Site Remediation															
3.705	SSI Septage / Composting				132,500		132,500		82,500		40,000				10,000	132,500
3.718	Saanich Peninsula Wastewater	1,270,000			350,000		1,620,000		1,120,000	400,000					100,000	1,620,000
3.798C	Debt - Core Area Wastewater Treatment Program				7,475,000		7,475,000		6,075,000	400,000					1,000,000	7,475,000
3.810	Ganges Sewer Utility (SI)				474,375		474,375		118,594		355,781					474,375
3.820	Malview Sewer Utility (SSI)				285,000		285,000		230,000		45,000				10,000	285,000
3.830	Magic Lake Sewer Utility (Pender)															
3.850	Port Renfrew Sewer															
1.579	Environmental Water Quality															
3.750	L.W.M.P. - Core and West Shore															
1.370	JDF Emergency Program															
Total		11,057,859	2,920,000	4,086,500	100,450,875	5,342,000	123,857,234	29,952,483	66,763,356	5,698,778	5,479,117	200,000	15,763,500		123,857,234	



2027 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves		
1.011	Board Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.014	CAO / Corporate Services	20,133	-	-	-	-	20,133	-	-	20,133	-	-	-	-	20,133
1.015	Real Estate	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.016	Human Resources	354,932	-	-	-	-	354,932	-	-	4,932	-	-	350,000	-	354,932
1.017	Finance	12,994	-	-	-	-	12,994	-	-	12,994	-	-	-	-	12,994
1.018	Health & Capital Planning Strategies	1,500	-	-	-	-	1,500	-	-	1,500	-	-	-	-	1,500
1.022	Information Technology	180,000	-	-	-	-	180,000	130,000	-	50,000	-	-	-	-	180,000
1.024	GM - Planning & Protective Services	2,318	-	-	-	-	2,318	-	-	2,318	-	-	-	-	2,318
1.025	Corporate Emergency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.027	First Nations Relations	4,932	-	-	-	-	4,932	-	-	4,932	-	-	-	-	4,932
1.105	Facilities Management	10,000	75,000	-	-	-	85,000	-	-	85,000	-	-	-	-	85,000
1.106	Facilities and Risk	-	-	140,000	-	-	140,000	-	-	-	-	-	140,000	-	140,000
1.107	Corporate Satellite Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.109	JDF Admin. Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.110	SGI Admin. Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.111	SSI Admin. Expenditures	10,900	-	-	-	-	10,900	-	-	10,900	-	-	-	-	10,900
1.118	Corporate Communications	3,288	-	-	-	-	3,288	-	-	3,288	-	-	-	-	3,288
1.123	Family Court Building	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.137	Galiano Island Community Use Building	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.141	SSI Public Library	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.226	Health Facilities - VIHA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.235	SGI Small Craft Harbour Facilities	-	-	-	50,000	-	50,000	-	-	-	-	-	50,000	-	50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)	-	-	-	10,000	-	10,000	-	-	-	-	-	10,000	-	10,000
1.238A	Community Transit (SSI)	-	-	-	60,000	-	60,000	-	-	-	50,000	-	10,000	-	60,000
1.238B	Community Transportation (SSI)	-	-	-	1,100,000	-	1,100,000	-	-	-	700,000	-	85,000	-	1,100,000
1.280	Regional Parks	62,800	485,000	545,000	14,385,000	5,000,000	20,477,800	-	15,000,000	547,800	-	-	4,930,000	-	20,477,800
1.290	Royal Theatre	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.295	McPherson Theatre	-	-	190,000	-	-	190,000	-	-	-	-	-	190,000	-	190,000
1.297	Arts Grants and Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.309	Climate Action and Adaptation	164,023	-	-	-	-	164,023	43,745	-	-	120,278	-	-	-	164,023
1.310	Land Banking and Housing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	5,000	25,000	-	-	-	30,000	-	-	30,000	-	-	-	-	30,000
1.318	Building Inspection	6,000	60,000	-	-	-	66,000	-	-	66,000	-	-	-	-	66,000
1.323	ByLaw Services	2,500	25,000	-	-	-	27,500	-	-	27,500	-	-	-	-	27,500
1.324	Regional Planning Services	3,000	-	-	-	-	3,000	-	-	3,000	-	-	-	-	3,000
1.325	Community Planning	2,700	-	-	-	-	2,700	-	-	2,700	-	-	-	-	2,700
1.335	Geo-Spatial Referencing	10,000	-	-	-	-	10,000	-	-	10,000	-	-	-	-	10,000
1.350	Willis Point Fire	13,500	-	-	-	-	13,500	-	-	13,500	-	-	-	-	13,500
1.352	South Galiano Fire	9,700	-	-	-	-	9,700	-	-	9,700	-	-	-	-	9,700
1.353	Otter Point Fire	20,000	-	40,000	-	-	60,000	-	-	20,000	-	-	40,000	-	60,000
1.356	Pender Island Fire	98,000	-	10,000	-	-	108,000	5,000	-	98,000	-	-	5,000	-	108,000
1.357	East Sooke Fire	18,850	582,000	-	-	-	600,850	-	-	600,850	-	-	-	-	600,850
1.358	Port Renfrew Fire	16,000	-	-	-	-	16,000	-	-	16,000	-	-	-	-	16,000
1.359	North Galiano Fire	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.360	Shirley Fire Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.371	SSI Emergency Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.372	Emergency Planning Coordination	-	70,000	-	-	-	70,000	-	-	70,000	-	-	-	-	70,000
1.373	SGI Emergency Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.375	Hazardous Material Incident Response	-	300,000	-	-	-	300,000	-	-	300,000	-	-	-	-	300,000
1.377	JDF Search and Rescue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.405	JDF EA Community Parks & Recreation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.40X	SEAPARC	139,850	-	232,000	27,000	-	398,850	-	-	118,850	-	-	280,000	-	398,850
1.44x	Panorama Recreation	304,000	-	-	385,000	-	689,000	-	-	304,000	-	-	385,000	-	689,000
1.455	SSI Community Parks	15,000	-	-	10,000	-	25,000	-	-	15,000	-	-	10,000	-	25,000
1.458	SSI Community Recreation	10,000	-	-	2,500	-	12,500	-	-	5,000	-	-	7,500	-	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000	-	-	40,000	-	-	50,000	-	90,000
1.465	Saturna Island Community Parks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.475	Mayne Island Community Parks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.485	Pender Island Community Parks	-	-	-	25,000	-	25,000	-	-	-	-	-	25,000	-	25,000
1.495	Galiano Community Parks	-	-	-	5,900	-	5,900	-	-	-	-	-	5,900	-	5,900
1.521	Environmental Resource Management	385,000	-	-	1,600,000	-	1,985,000	-	350,000	385,000	-	-	1,250,000	-	1,985,000
1.523	Port Renfrew Refuse Disposal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1.575	Environmental Administration Services	9,000	-	-	-	-	9,000	-	-	9,000	-	-	-	-	9,000
1.576	Environmental Engineering Services	40,000	-	-	-	-	40,000	-	-	40,000	-	-	-	-	40,000
1.577	IW - Environmental Operations	125,000	615,000	-	-	-	740,000	-	-	740,000	-	-	-	-	740,000
1.578	Environmental Protection	97,000	-	-	-	-	97,000	-	-	97,000	-	-	-	-	97,000
1.911	911 Call Answer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.610	Saanich Peninsula Water Supply	100,000	-	-	1,000,000	-	1,100,000	-	600,000	200,000	-	-	300,000	-	1,100,000



2027 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					SOURCE OF FUNDING							
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
2.620	Highland Water (SSI)				-		-	-						-
2.621	Highland & Fernwood Water (SSI)				2,750,000		2,750,000	-	2,665,000		40,000		45,000	2,750,000
2.622	Cedars of Tuam Water (SSI)				460,000		460,000	-	435,000		20,000		5,000	460,000
2.624	Beddis Water (SSI)				3,170,000		3,170,000	-	3,120,000		40,000		10,000	3,170,000
2.626	Fulford Water (SSI)				1,175,000		1,175,000	-	1,125,000		40,000		10,000	1,175,000
2.628	Cedar Lane Water (SSI)				680,000		680,000	-	675,000				5,000	680,000
2.630	Magic Lake Estates Water (Pender)				75,000		75,000	-					75,000	75,000
2.640	Lyall Harbour Boot Cove Water (Saturna)				-		-	-	-		-		-	-
2.642	Skana Water (Mayne)				-		-	-	-		-		-	-
2.650	Port Renfrew Water	10,000			200,000		210,000		200,000				10,000	210,000
2.665	Sticks Allison Water (Gallano)				-		-		-				-	-
2.667	Surfside Park Estates (Mayne)				-		-		-				-	-
2.670	Regional Water Supply	1,612,500	855,000	40,000	39,690,000	220,000	42,417,500	21,212,500	16,750,000	855,000	3,600,000	-	-	42,417,500
2.680	JDF Water Distribution	182,500	710,000	40,000	6,775,000		7,707,500	6,977,500	-	710,000			20,000	7,707,500
2.682	Seagirt Water System				-		-	-	-				-	-
2.691	Wilderness Mountain Water Service				-		-	-	-				-	-
3.701	Millstream Site Remediation				-		-	-	-				-	-
3.705	SSI Septage / Composting				-		-	-	-				-	-
3.718	Saanich Peninsula Wastewater	250,000			800,000		1,050,000		400,000	200,000			450,000	1,050,000
3.798C	Debt - Core Area Wastewater Treatment Program				12,025,000		12,025,000		10,275,000	750,000			1,000,000	12,025,000
3.810	Ganges Sewer Utility (SSI)				-		-	-	-				-	-
3.820	Malview Sewer Utility (SSI)				-		-	-	-				-	-
3.830	Magic Lake Sewer Utility (Pender)				-		-	-	-				-	-
3.850	Port Renfrew Sewer				-		-	-	-				-	-
1.579	Environmental Water Quality				-		-	-	-				-	-
3.750	L.W.M.P. - Core and West Shore				-		-	-	-				-	-
1.370	JDF Emergency Program				-		-	-	-				-	-
Total		4,352,920	3,802,000	1,237,000	86,460,400	5,270,000	101,122,320	28,368,745	51,910,000	6,479,897	4,610,278	-	9,753,400	101,122,320



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING					
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves
1.011	Board Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
1.014	CAO / Corporate Services	14,796	-	-	-	-	14,796	-	-	14,796	-	-	14,796
1.015	Real Estate	1,500	-	-	-	-	1,500	-	-	1,500	-	-	1,500
1.016	Human Resources	6,576	-	-	-	-	6,576	-	-	6,576	-	-	6,576
1.017	Finance	38,549	-	-	-	-	38,549	-	-	38,549	-	-	38,549
1.018	Health & Capital Planning Strategies	1,500	-	-	-	-	1,500	-	-	1,500	-	-	1,500
1.022	Information Technology	94,000	-	-	-	-	94,000	45,000	-	49,000	-	-	94,000
1.024	GM - Planning & Protective Services	1,644	-	-	-	-	1,644	-	-	1,644	-	-	1,644
1.025	Corporate Emergency	5,000	-	-	-	-	5,000	-	-	5,000	-	-	5,000
1.027	First Nations Relations	1,644	-	-	-	-	1,644	-	-	1,644	-	-	1,644
1.105	Facilities Management	10,000	-	-	-	-	10,000	-	-	10,000	-	-	10,000
1.106	Facilities and Risk	-	-	140,000	-	-	140,000	-	-	-	-	140,000	140,000
1.107	Corporate Satellite Facilities	-	-	-	-	-	-	-	-	-	-	-	-
1.109	JDF Admin. Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
1.110	Sgi Admin. Expenditures	5,000	-	-	-	-	5,000	-	-	5,000	-	-	5,000
1.111	SSI Admin. Expenditures	6,100	-	-	-	-	6,100	-	-	6,100	-	-	6,100
1.118	Corporate Communications	3,288	-	-	-	-	3,288	-	-	3,288	-	-	3,288
1.123	Family Court Building	-	-	-	-	-	-	-	-	-	-	-	-
1.137	Galiano Island Community Use Building	-	-	-	-	-	-	-	-	-	-	-	-
1.141	SSI Public Library	-	-	15,000	-	-	15,000	-	-	-	-	15,000	15,000
1.226	Health Facilities - VHA	-	-	-	-	-	-	-	-	-	-	-	-
1.235	Sgi Small Craft Harbour Facilities	-	-	-	50,000	-	50,000	-	-	-	-	50,000	50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)	-	-	-	10,000	-	10,000	-	-	-	-	10,000	10,000
1.238A	Community Transit (SSI)	-	-	-	60,000	-	60,000	-	-	50,000	10,000	60,000	60,000
1.238B	Community Transportation (SSI)	-	-	-	1,570,000	-	1,570,000	-	-	1,015,000	145,000	1,570,000	1,570,000
1.280	Regional Parks	74,400	938,000	750,000	14,185,000	5,000,000	20,947,400	-	15,000,000	787,400	2,000,000	3,160,000	20,947,400
1.290	Royal Theatre	16,500	-	-	-	-	16,500	-	-	-	-	16,500	16,500
1.295	McPherson Theatre	16,500	-	-	-	-	16,500	-	-	-	-	16,500	16,500
1.297	Arts Grants and Development	-	-	-	-	-	-	-	-	-	-	-	-
1.309	Climate Action and Adaptation	-	-	-	-	-	-	-	-	-	-	-	-
1.310	Land Banking and Housing	-	-	-	-	-	-	-	-	-	-	-	-
1.313	Animal Care Services	5,000	25,000	-	-	-	30,000	-	-	30,000	-	-	30,000
1.318	Building Inspection	-	-	-	-	-	-	-	-	-	-	-	-
1.323	Bylaw Services	2,500	25,000	-	-	-	27,500	-	-	27,500	-	-	27,500
1.324	Regional Planning Services	10,000	-	-	-	-	10,000	-	-	10,000	-	-	10,000
1.325	Community Planning	-	-	-	-	-	-	-	-	-	-	-	-
1.335	Geo-Spatial Referencing	10,000	-	-	-	-	10,000	-	-	10,000	-	-	10,000
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	Otter Point Fire	20,000	800,000	-	-	-	820,000	-	-	820,000	-	-	820,000
1.356	Pender Island Fire	-	-	15,000	-	-	15,000	120	-	-	-	14,880	15,000
1.357	East Sooke Fire	14,000	-	-	-	-	14,000	-	-	14,000	-	-	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	-	-	-	-	-	-	-	-	-	-	-	-
1.371	SSI Emergency Program	-	-	-	-	-	-	-	-	-	-	-	-
1.372	Emergency Planning Coordination	-	-	-	-	-	-	-	-	-	-	-	-
1.373	Sgi Emergency Program	-	-	-	-	-	-	-	-	-	-	-	-
1.375	Hazardous Material Incident Response	-	-	-	-	-	-	-	-	-	-	-	-
1.377	JDF Search and Rescue	-	-	-	-	-	-	-	-	-	-	-	-
1.405	JDF EA Community Parks & Recreation	-	-	-	-	-	-	-	-	-	-	-	-
1.40X	SEAPARC	176,300	-	189,500	-	-	365,800	-	-	109,800	-	256,000	365,800
1.44x	Panorama Recreation	520,239	-	3,560,000	-	-	4,080,239	-	-	520,239	-	3,560,000	4,080,239
1.455	SSI Community Parks	15,000	-	-	10,000	-	25,000	-	-	15,000	-	10,000	25,000
1.458	SSI Community Recreation	10,000	-	-	2,500	-	12,500	-	-	5,000	-	7,500	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000	-	-	40,000	-	50,000	90,000
1.465	Saturna Island Community Parks	-	-	-	-	-	-	-	-	-	-	-	-
1.475	Mayne Island Community Parks	-	-	-	-	-	-	-	-	-	-	-	-
1.485	Pender Island Community Parks	-	-	-	25,000	-	25,000	-	-	-	-	25,000	25,000
1.495	Galiano Community Parks	-	-	-	33,000	-	33,000	-	-	-	-	33,000	33,000
1.521	Environmental Resource Management	385,000	-	-	1,250,000	-	1,635,000	-	-	385,000	-	1,250,000	1,635,000
1.523	Port Renfrew Refuse Disposal	-	-	-	-	-	-	-	-	-	-	-	-
1.575	Environmental Administration Services	6,000	-	-	-	-	6,000	-	-	6,000	-	-	6,000
1.576	Environmental Engineering Services	40,000	65,000	-	-	-	105,000	-	-	105,000	-	-	105,000
1.577	IW - Environmental Operations	500,000	340,000	-	-	-	840,000	-	-	840,000	-	-	840,000
1.578	Environmental Protection	111,100	-	-	-	-	111,100	-	-	111,100	-	-	111,100
1.911	911 Call Answer	-	-	-	-	-	-	-	-	-	-	-	-
2.610	Saanich Peninsula Water Supply	-	-	-	850,000	-	850,000	-	300,000	200,000	-	350,000	850,000



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
2.620	Highland Water (SSI)				-		-							
2.621	Highland & Fernwood Water (SSI)				2,665,000		2,665,000		2,665,000					2,665,000
2.622	Cedars of Tuam Water (SSI)				-		-		-					-
2.624	Beddis Water (SSI)				2,780,000		2,780,000		2,780,000					2,780,000
2.626	Fullford Water (SSI)				1,125,000		1,125,000		1,125,000					1,125,000
2.628	Cedar Lane Water (SSI)				645,000		645,000		645,000					645,000
2.630	Magik Lake Estates Water (Pender)				60,000		60,000		-			60,000		60,000
2.640	Lyall Harbour Boot Cove Water (Saturna)				-		-		-			-		-
2.642	Skana Water (Mayne)				-		-		-			-		-
2.650	Port Renfrew Water				-		-		-			-		-
2.665	Sticks Allison Water (Gallano)				-		-		-			-		-
2.667	Surfside Park Estates (Mayne)				-		-		-			-		-
2.670	Regional Water Supply	1,033,000	495,000	40,000	32,635,000	180,000	34,383,000	22,988,000	4,900,000	495,000	6,000,000	-		34,383,000
2.680	JDF Water Distribution	133,000	750,000	40,000	6,920,000		7,843,000	6,928,000	-	750,000			165,000	7,843,000
2.682	Seagirt Water System				-		-		-					-
2.691	Wilderness Mountain Water Service				-		-		-					-
3.701	Millsstream Site Remediation				-		-		-					-
3.705	SSI Septage / Composting				-		-		-					-
3.718	Saanich Peninsula Wastewater	430,000			2,800,000		3,230,000		2,600,000	380,000			250,000	3,230,000
3.798C	Debt - Core Area Wastewater Treatment Program				12,150,000		12,150,000		10,750,000	400,000			1,000,000	12,150,000
3.810	Ganges Sewer Utility (SSI)				-		-		-					-
3.820	Mallview Sewer Utility (SSI)				-		-		-					-
3.830	Magik Lake Sewer Utility (Pender)				205,000		205,000		40,000				165,000	205,000
3.850	Port Renfrew Sewer				-		-		-					-
1.579	Environmental Water Quality				-		-		-					-
3.750	L.W.M.P. - Core and West Shore				-		-		-					-
1.370	JDF Emergency Program				-		-		-					-
Total		3,795,636	3,438,000	4,749,500	80,030,500	5,230,000	97,243,636	29,961,120	41,215,000	6,243,136	9,065,000	-	10,759,380	97,243,636

**REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 09, 2024**

SUBJECT **Bylaw No. 4631: Tax Exemption (Permissive) Bylaw, 2024**

ISSUE SUMMARY

To authorize electoral area permissive tax exemptions for 2025.

BACKGROUND

Under Section 391 of the *Local Government Act* (LGA), the Capital Regional District (CRD) may provide tax exemption for eligible properties in an electoral area. A bylaw must be adopted by the CRD Board prior to October 31 each year for the exemption to be processed by BC Assessment for the following year.

The permissive tax exemption requests are evaluated and considered by the CRD Board annually. The deadline is July 31 each year to apply for the tax exemption of the next taxation year. The detailed information regarding the application process and additional resources are available on the CRD website (Appendix D).

2025 Exemption Requests

For the 2025 taxation year, there are eight (8) renewals to be considered. Letters of request are included in Appendix B.

The renewals outlined in Table 1 include one leased property used for CRD services (North Galiano Fire Service).

Table 1: Renewal Requests

#	PROPERTY	DESCRIPTION
1	Pender Island Golf and Country Club	Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached
2	Galiano Golf and Country Club	Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached
3	Magic Lake Property Owners Society	Granted upon request for land only used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached
4	Royal Canadian Legion, Branch #239 Pender Island	Granted since 2018 upon request for land and improvements used principally for public athletic or recreation purposes exemption under LGA 391(4)(a); letter of request for 2025 attached.

#	PROPERTY	DESCRIPTION
5	Royal Canadian Legion, Branch #92, Salt Spring Island	Granted since 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2025 attached
6	Salt Spring Island Golf and Country Club	Granted since 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2025 attached
7	Salt Spring Island Rod & Gun Club	Granted since 2022 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2025 attached
8	North Galiano Fire Hall	Granted since 2013 for land and improvements held by the CRD for the fire service – LGA 391(4)(g); this exemption is required given that the new fire hall has been constructed on property that the CRD leases from the North Galiano Fire Protection Society; no letter of request necessary (CRD itself)

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4631, “Tax Exemption (Permissive) Bylaw, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4631 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

The following values represent the estimated tax revenue of the proposed exemptions (based on 2024 assessment values and tax rates):

Table 3: Estimated Total Proposed Tax Exemptions

PROPERTY	CRD	CRHD	OTHER	TOTAL
Pender Island Golf & Country Club	\$2,589	\$208	\$5,462	\$8,259
Galiano Golf & Country Club	\$2,782	\$220	\$5,861	\$8,863
Magic Lake Property Owners Society	\$6,942	\$162	\$4,473	\$11,577
Royal Canadian Legion, Branch #239 Pender Island (Class 8 Only)	\$439	\$31	\$872	\$1,342
Royal Canadian Legion, Branch #92, Salt Spring Island (Class 8 Only)	\$566	\$39	\$1,342	\$1,947
Salt Spring Island Golf & Country Club	\$5,472	\$645	\$20,875	\$26,992
Salt Spring Island Rod & Gun Club	\$998	\$110	\$3,722	\$4,830
North Galiano Fire Hall	\$2,667	\$236	\$5,580	\$8,843

The estimated exemption under “Other” in the table above accumulates multiple tax jurisdictions, such as School Tax, Provincial Rural Tax, Police Tax, BC Assessment, Municipal Finance Authority, Islands Trust, Salt Spring Island Fire and Water Protection (for Salt Spring Island only).

The exemption from property taxes removes the eligible assessed values on these properties and corresponding tax assessed values from the total taxable assessed value that taxes will be applied to. This results in other ratepayers absorbing the tax revenue from which these properties are exempted.

Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

CONCLUSION

The CRD has eight (8) permissive tax exemptions to consider for the taxation year 2025; seven (7) by request and one (1) for the North Galiano Fire Hall now located on property that the CRD leases from the North Galiano Fire Protection Society. The proposed Bylaw No. 4631 will grant permissive tax exemption to eight renewal requests in accordance with Section 391 of the *Local Government Act*. Staff have consulted with the respective Electoral Area Director on each application received and have compiled this report and recommendation in alignment with support for exemption.

RECOMMENDATION

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

1. That Bylaw No. 4631, “Tax Exemption (Permissive) Bylaw, 2024”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4631 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., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4631: “Tax Exemption (Permissive) Bylaw, 2024” (with Schedule A)
- Appendix B: Correspondence – 2025 Tax Exemption Requests (7)
- Appendix C: BC Assessment Property Classifications
- Appendix D: CRD Permissive Tax Exemption Application Process

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4631

A BYLAW TO AUTHORIZE ELECTORAL AREA PERMISSIVE TAX EXEMPTIONS

WHEREAS:

A. Under Section 391 of the Local Government Act, the Capital Regional District may provide tax exemption for properties in an electoral area that meet any of the conditions listed in Section 391(4).

B. The Board wishes to exempt certain properties owned, held or operated for the uses or purposes set out in Section 391(4)(a) and (g) of the Local Government Act from taxation for the calendar year 2025.

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

- 1. Each property described in Schedule "A" attached to this bylaw shall be exempt from taxation under Section 391 of the Local Government Act for the year 2025 by virtue of it being used, held, owned or occupied by the organizations named in the Schedule.
2. This Bylaw may be cited as "Tax Exemption (Permissive) Bylaw, 2024".

READ A FIRST TIME THIS day of 202_

READ A SECOND TIME THIS day of 202_

READ A THIRD TIME THIS day of 202_

ADOPTED THIS day of 202_

CHAIR

CORPORATE OFFICER

Attachment: Schedule A

SCHEDULE A

OWNER / OCCUPIER / HOLDER	DESCRIPTION	EXEMPTION	LGA REFERENCE
Salt Spring Island Rod & Gun Club	Lot A, Plan VIP14462, Section 4, Range 4, Cowichan Land District, Portion Salt Spring, (221 Long Harbour Road) Tax Roll No. 01-64-764-00716.007	Land and improvements (exclude Class 1 Residential Class)	391(4)(a)
Pender Island Golf & Country Club	Lot A, Plan VIP52327, Section 17, Cowichan Land District, Portion Pender Island (2314 Otter Bay Road) Tax Roll No. 01-64-764-08647.010	Land and improvements	391(4)(a)
Galiano Golf & Country Club	Lot AM11, Block 1, Plan 24167, District Lot 4, Cowichan District, Portion Galiano Island, and Lot 6, Block 2, District Lot 4, Galiano Island, Cowichan District, Plan 24167 (Linklater Road) Tax Roll No. 01-64-764-02192.023	Land and improvements (exclude Class 1 Residential Class)	391(4)(a)
Magic Lake Property Owners Society	Lot A, Plan VIP41807; Section 9; Portion Pender Island; District Lot 465 Cowichan Land District (Thieves Bay Marina) Tax roll No. 01-764-13027.026 Tax roll No. 01-764-13027.027	Land only (exclude improvement and water lot)	391(4)(a)
Magic Lake Property Owners Society	Lot 21, Plan VIP22335; Section 9; Cowichan Land District, Portion Pender Island (Land adjacent to Mouat Park) Tax roll No. 01-764-08454.305, Lot 18, Plan VIP22424; Section 10; Cowichan Land District Portion Pender Island (Tennis Court & Play Area) Tax roll No. 01-764-08455.036, Lot 67, Plan VIP22335, Section 9, Cowichan Land District Portion Pender Island Tax roll No. 01-764-08454.397	Land only (exclude improvements and water lot)	391(4)(a)
Royal Canadian Legion, Branch #239 Pender Island	Lot 6 PL; VIP7196 SEC: 17 Parcel A, Portion PENDER ISLAND, Parcel A (DD 47774W) Tax Roll No. 01-764-08666.000	Land and improvements (Class 8 Only)	391(4)(a)
Royal Canadian Legion, Branch #92 Salt Spring Island	Lot A, Plan VIP11826, Section 4, Range 3, Cowichan Land District, Portion North Salt Spring Tax Roll No. 01-764-00655.001	Land and improvements (Class 8 Only)	391(4)(a)
Salt Spring Island Golf & Country Club	Section 5, Range 2, Cowichan Land District, (805 Lower Ganges Rd) Tax Roll No. 01-764-00481.000	Land and improvements	391(4)(a)
Capital Regional District (North Galiano Fire Hall)	Lot 1 of Lot 83, Galiano Island, Cowichan District, Plan VIP69843 Tax roll No. 01-764-02273.110	Land and improvements	391(4)(g)

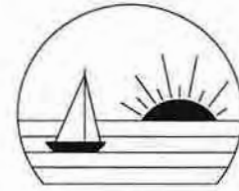
Pender Island Golf & Country Club

2305 Otter Bay Road, Pender Island, B.C. ☐ www.penderislandgolf.com

Mailing Address:

P.O. Box 6, Pender Island, B.C. V0N 2M0

Golf Shop 250-629-6659
Office Phone/Fax 778-402-6527



A scenic 9-hole golf course
located on Pender Island
amidst B.C.'s beautiful
Gulf Islands.

April 16, 2024

Capital Regional District
Attention: Ms. Rianna Lachance
Senior Manager, Financial Services
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Ms Lachance,

The Pender Island Golf and Country Club respectfully requests exemption from taxes for the year 2025 under Section 809(3)(a) of the *Local Government Act*.

Background

The Pender Island Golf and Country Club has been in existence since 1937 and, except for a period during the Second World War, the golf course has been in operation ever since. The Golf Club is a not-for-profit society and was incorporated under the *Societies Act* on July 3, 1945 (Charter No. 1047671-7). The purpose of this Society as stated in the constitution is to maintain the Golf Club “for the use and pleasure of club members and the public”.

The Club in the Community

The Pender Island “community” is quite small, with about 2,500 full time residents, a high percentage of whom are retired or semi-retired. The summertime community expands substantially with many short-term residents and visitors coming to the island for vacation activities. In terms of recreation, Pender Island is somewhat isolated; however, the Golf Club provides an excellent outlet for recreational activities and is one of the major attractions for both residents of and visitors to Pender Island.

In terms of members, the Golf Club has junior, intermediate, social and regular memberships. As well, the Golf Club also provides recreational opportunities to many more residents and visitors on a casual green fee basis and these participants are increasing. We estimate that about 400 people regularly use these facilities. With few other recreational activities on the island other than boating, disc golf, cycling and walking, the Golf Club is one of the major providers of recreation on Pender Island. There are no bowling facilities, no public swimming pool, no curling or hockey rinks and no theatre.

There are no restrictions to membership in the Golf Club. While members can play as often as they wish, there is no preference given to members over green fee players. All golfers play on a first-come/ first booked, first-to-play basis.

Pender Island is very much a volunteer environment, and the Golf Club is no exception. The Club was built by volunteers and volunteers continue to help maintain the course and work to continually improve its infrastructure.

Prior to COVID-19, a "Pro-Am" tournament was held each year and a portion of the proceeds were donated to local community organizations, including the Pender Island Medical Clinic and the Roger Coleman Bursary Fund. As well, an active junior golf program provides free lessons to junior golfers through our involvement with the Pender Island School. Adult lessons are also available allowing senior residents to take advantage of golf as a recreational activity.

The Golf Club provides employment and training for up to eight full and part-time employees.

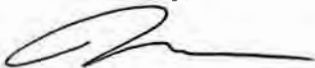
Tax History

We have requested and been very appreciative to have received a tax exemption each year since 1999. We endeavor to be fiscally responsible and at the same time provide a product that is appreciated and of benefit to all Pender Island residents and visitors at as low cost as possible.

The Club has maintained its fees and charges at break-even levels. A tax bill would place a heavy burden on our financial situation and would undoubtedly necessitate higher recreation costs to the community as well as reductions in services and employment.

We respectfully request a tax exemption under Section 809(3),(a) of the *Local Government Act* for the year 2025. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,



Frank Deme
President, Pender Island Golf & Country Club

Enclosure: Copy of 2024 Assessment Notice

CC: Paul Brent, Capital Regional District Director
116 Winter Cove Road
Saturna Island, BC V0N 2Y0



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02327507

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08647.010

School District: 64-Gulf Islands Neighbourhood: 910

CONFIDENTIAL PIN: 0000948597



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

2305 OTTER BAY RD

LOT A, PLAN VIP52327, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND; PARCEL F, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND, EXCEPT PLAN 22933 36581 PID: 017-337-178 009-675-698

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, and Class. Rows include Land, Buildings, 2024 Assessed Value, Taxable Value, and 2024 Taxable Value.



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
• If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.

THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024

Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08647.010

The Owner/Lessee of this property is:

159735

S-04
PENDER ISLAND GOLF & COUNTRY CLUB
2305 OTTER BAY RD
RR 1 PO BOX 6
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02327507

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

159735_1_2
BCA_PROD_ANOT_24_STD_A01_20231203

Galiano Golf Course Society
12 St. Andrews Crescent
Galiano Island, BC V0N 1P0

TO Capital Regional District

Re: Permissive Exemption from Property Tax for 2025

APRIL 10, 2024

I am writing on behalf of Galiano Golf Course Society to request an exemption from property taxes for the year 2025.

Our Golf Course Society continues to operate as a nonprofit society providing an important recreational facility to Galiano Island residents and visitors alike. Our course is open to everyone year round and encourages exercise, mental stimulation, practicing social engagement in a beautiful natural setting.

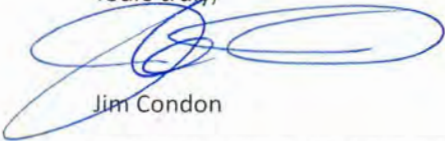
As in the past years we host two educational clinics during the summer months – both of which are free to all residents of Galiano Island.

One is for kids under 19 in which volunteers provide instruction on the basics of golf and with supervision the kids are allowed to play and practice at the course until the end of the season for free.

The other is an adult course which is well attended by young and old adults – who are given access to many different lessons at different levels of play.

We maintain an environmentally friendly course – we do not draw on any wells or aquifers – instead depend on two large ponds of water to keep the irrigation of the course at a minimal level in the summer.

Yours truly,



Jim Condon

Treasurer, Galiano Golf Course Society



Magic Lake Property Owners' Society
P.O. Box 65, Pender Island, BC V0N 2M0
www.magiclake.ca
notifymlpos@gmail.com

July 15, 2024.

Financial Services – Permissive Tax Exemption
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

To Financial Services – Permissive Tax Exemption,

The Magic Lake Property Owners' Society (MLPOS) recognizes, with thanks, our 2024 tax exemption and requests a further exemption from rural property taxes for the year 2025 under Section 391 of the Local Government Act.

MLPOS was incorporated as a non-profit society on 29 August 1975, Charter No. 11823. The objectives of MLPOS are two-fold: (1) To represent the members in matters affecting their property or their life style in Magic Lake Estates. (2) To acquire, maintain and administer, or dispose thereof, property in Magic Lake Estates or the foreshore adjacent thereto for the recreational use of the members and the public at large.

The North and South Pender Islands have roughly 3700 full-time residents (Pender Island Fire Rescue) – with more than one third of these full-time residents living in Magic Lake Estates.

MLPOS operates and maintains a non-profit, recreational marina at Thieves Bay with 180 berths for the use of members and guests of the society. Our marina provides emergency moorage for any vessel in the area requiring shelter and/or assistance. We reserve, at no charge, a designated berth for the Ambulance Service to conduct medical evacuations for anyone on the Pender Islands. The RCMP and Coast Guard have used our marina for emergency incidents. MLPOS has equipped the marina breakwater with picnic tables open to the public. This Thieves Bay spot has become a very popular, and spectacular, public whale watching site as well as being a favourite walk/drive destination.

In addition to Thieves Bay Marina, MLPOS operates and maintains the only public tennis courts on the Pender Islands. These courts are open year round to members of the Society and to the public, on a pay-per-use basis. We also maintain a children's playground beside the tennis courts and a public park (Mouat Park) designated for the propagation of plants native to the Gulf Islands.

Volunteerism thrives on the Pender Islands and this is apparent in MLPOS. Volunteers build, maintain and manage the marina, tennis courts and playground. We keep all fees charged for the use of these facilities at break-even levels and use all funds generated solely for the short and long-term upkeep and improvement of these recreational facilities.

We hope that you grant our request for a property tax exemption for the year 2025. Such an exemption will significantly enhance our ability to maintain and provide these important recreational facilities for the benefit of our members, our community and tourists to the Gulf Islands.

Yours truly

A handwritten signature in black ink, appearing to read "R. Coulson". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

Robert Coulson
President, Magic Lake Property Owners' Society

CC: Paul Brent, CRD District Director (by email)

Encl:

Application Form for Permissive Exemption from Property Taxation Year 2025
Copy of 2024 Property Assessment Notices



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 03251773
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 13027.027
CONFIDENTIAL PIN: 005006940

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 935



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY

DISTRICT LOT 465, COWICHAN LAND DISTRICT, COMMERCIAL MARINA IN THIEVES BAY, 1.57 HA ISSUED FOR GROUP MOORAGE, BREAKWATER & BOAT LAUNCHING PURPOSES, LEASE/PERMIT/LICENCE # 114382 LBF:0288670

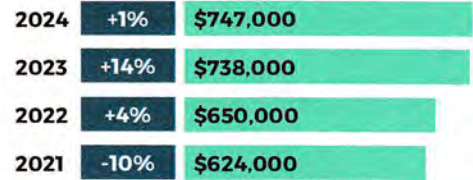
This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment - represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, Class. Rows include Land, Buildings, 2024 Assessed Value (\$747,000), Taxable Value, Less Exemptions, and 2024 Taxable Value (\$615,000).



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- A copy of this Property Assessment Notice is sent to all owners.
2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-13027.027

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 03251773



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: **03248486**
 Area: **01-Capital**
 Jurisdiction: **764-Gulf Islands Rural**
 Roll: **13027.026**
 CONFIDENTIAL PIN: **005006940**

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 935



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY
 LOT A, PLAN VIP41807, SECTION 9, COWICHAN LAND DISTRICT, PORTION
 PENDER ISLAND
 PID: 000-952-141

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of **July 1, 2023**

YOUR PROPERTY VALUE CHANGE

0%	0%
Your value change	Class 08 average in Gulf Islands Rural

The graph above shows average change for multiple property types and is for informational purposes only. Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Assessed Value	Value	Class
Land	112,000	
2024 Assessed Value	\$112,000	08-Rec/Non Profit
Taxable Value	Rural	
Less Exemptions	112,000	
2024 Taxable Value	NIL	

YOUR PROPERTY VALUE HISTORY

2024	0%	\$112,000
2023	+6%	\$112,000
2022	+7%	\$106,000
2021	-3%	\$99,200

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-13027.026

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
 PO BOX 65
 PENDER ISLAND BC V0N 2M0

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.
 Reference #: 03248486



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02326511
Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08455.036
CONFIDENTIAL PIN: 005006940

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

PRIVATEERS RD
LOT 18, PLAN VIP22424, SECTION 10, COWICHAN LAND DISTRICT, PORTION
PENDER ISLAND
PID: 003-246-442

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Year, Change, Value. Rows for 2024, 2023, 2022, 2021.

Table with 3 columns: Assessed Value, Value, Class. Rows for Land, Buildings, 2024 Assessed Value, Taxable Value, Less Exemptions, 2024 Taxable Value.

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08455.036

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02326511



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02326429

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08454.305

CONFIDENTIAL PIN: 005006940

Bulk Mail: 0004692651
School District: 64-Gulf Islands
Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

STORM CRES

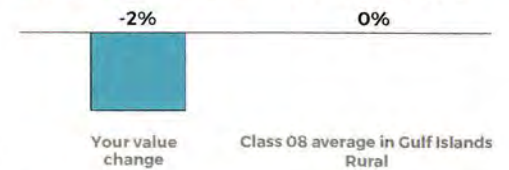
LOT 21, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-275-400

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for multiple property types and is for informational purposes only. Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Table with 3 columns: Assessed Value, Value, Class. Includes rows for Land, 2024 Assessed Value (\$235,000), Taxable Value, and 2024 Taxable Value (NIL).

YOUR PROPERTY VALUE HISTORY



Important messages about your 2024 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08454.305

The Owner/Lessee of this property is:

S-02
MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

5935

IMPORTANT DATES

- July 1, 2023: Assessed value is the property's market value as of this date.
October 31, 2023: Assessed value reflects property's physical condition and permitted use as of this date.
THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024
Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02326429

5935
BCA_PROD_ANOT_24_MBK_20231203



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: **02326474**
 Area: **01-Capital**
 Jurisdiction: **764-Gulf Islands Rural**
 Roll: **08454.397**
 CONFIDENTIAL PIN: **005006940**

Bulk Mail: 0004692651
 School District: 64-Gulf Islands
 Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

LOT 67, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION
 PENDER ISLAND
 PID: 003-219-666

2024 Assessment – represents your property value as of **July 1, 2023**

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



The graph above shows average change for residential property types (e.g. homes, townhouses, condos, etc.) and is for informational purposes only. View changes by neighbourhood at bcassessment.ca/map

Assessed Value	Value	Class
Land	15,600	01-Residential
2024 Assessed Value	\$15,600	
Taxable Value	Rural	
Less Exemptions	15,600	
2024 Taxable Value	NIL	

YOUR PROPERTY VALUE HISTORY

2024	-1%	\$15,600
2023	+13%	\$15,800
2022	+8%	\$14,000
2021	+2%	\$13,000

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- Visit bcassessment.ca and create a free account to unlock additional features such as favourites, comparisons and our interactive map.
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-08454.397

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
 PO BOX 65
 PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.
 Call us at 1-866-825-8322 or 604-739-8588.
 Reference #: 02326474



Royal Canadian Legion
Branch #239
1344 Mackinnon Road
Pender Island, BC V0N 2M1

Tel: 250-629-3441
email: branch239.rcl@gmail.com

July 15, 2024.

Capital Regional District
Attention: Financial Services – Permissive Tax Exemption
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

The Royal Canadian Legion - Branch #239 (Pender Island) respectfully requests relief from municipal taxes for the year 2025 under Section 391(3)(a) of the *Local Government Act*.

Background

Branch #239 has been active on Pender Island since 1952, and has occupied its current premises since 1972. Current membership stands at 200, representing 8% of the island's full time population of 2,467 per 2021 census.

Contributions to the Island Community

Every year, Branch #239 organizes the island's Canada Day and Remembrance Day celebrations and services. Gaming funds typically return to the community \$10,000 per year in bursaries, scholarships and donations in support of island youth and their activities. The poppy fund generates \$3,500 in support of both island youth and Canadian veterans. The branch also provides part-time casual employment for three island residents.

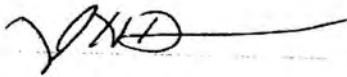
As well as hosting the Legion's own functions, the building is available as a low cost venue for other Pender Island community clubs and services, private functions and memorials. The Legion also functions as one of Pender Island's emergency muster points and shelters, with its crisis-ready condition maintained by Legion volunteers.

Tax History

We were granted our first tax exemption in 2018, having managed to remain largely solvent to this point in our history. This tax exemption has been most gratefully received. We experience ongoing annual maintenance costs for our aging building, and while we intend to remain financially responsible, municipal taxes are a heavy burden. Without this burden, we will feel less pressure to cut back on our services, reduce employment, or increase our charges.

Therefore, we respectfully request another tax exemption under Section 391(2)(a) of the *Local Government Act* for the year 2025. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,



Jean Deschenes
Past President, Royal Canadian Legion Branch #239 (Pender Island)

CC: Paul Brent, Capital Regional District Director (by email)



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02327526

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 08666.000

CONFIDENTIAL PIN: 0001048707

School District: 64-Gulf Islands Neighbourhood: 910



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

1344 MACKINNON RD
PARCEL A, LOT 6, PLAN VIP7196, SECTION 17, COWICHAN LAND DISTRICT,
PORTION PENDER ISLAND, PCL A (DD 47774W)
PID: 005-758-289

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of July 1, 2023

YOUR PROPERTY VALUE HISTORY

Table with 3 columns: Assessed Value, Value, Class. Rows include Land, Buildings, 2024 Assessed Value (\$400,600), Taxable Value, and 2024 Taxable Value (\$137,900).

Property value history table with columns: Year, Change, Value. Rows for 2024 (+1% \$400,600), 2023 (+13% \$397,000), 2022 (+17% \$351,100), 2021 (+1% \$299,300).

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
• If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

Timeline of important dates: July 1, 2023 (Assessed value is the property's market value as of this date), October 31, 2023 (Assessed value reflects property's physical condition and permitted use as of this date), and THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024. Includes a calendar icon and a note that important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08666.000

The Owner/Lessee of this property is:

S-04
ROYAL CANADIAN LEGION PENDER ISLAND BRANCH NO.
239
1344 MACKINNON RD
PENDER ISLAND BC V0N 2M1

159754

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588. Reference #: 02327526

Royal Canadian Legion Branch 92
120 Blain Road Salt Spring Island V8K 2P7
250 537-5822
legionbr92@shaw.ca



To Whom It May Concern,

The Royal Canadian Legion Branch 92 is requesting that the permissive exemption be granted for the 2025 taxation year. Without this relief, we would likely have to close our doors and with that, the service to the Veterans and members of our community.

We fundraise every week of the year, to provide grants to deserving organizations in our community; provide medical funding and education bursaries to local students for post secondary.

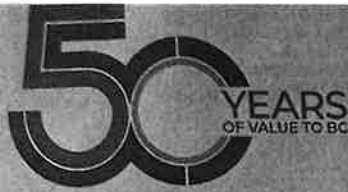
Please find attached the Application for Permissive Exemption from Property Taxation Year 2025, as well as a copy of the 2024 Property Tax Assessment.

I look forward to your response.

Sincerely,

Noella Fraser

President
Royal Canadian Legion Br92
Salt Spring Island, BC



Reference #: 02318139

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 00655.001

CONFIDENTIAL PIN: 0001048708

School District: 64-Gulf Islands
Neighbourhood: 810



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

120 BLAIN RD

LOT A, PLAN VIP11826, SECTION 4, RANGE 3E, COWICHAN LAND DISTRICT,
PORTION NORTH SALT SPRING, EXCEPT PLAN VIP64146
PID: 000-553-387

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

2024 Assessment – represents your property value as of **July 1, 2023**

YOUR PROPERTY VALUE HISTORY

Assessed Value	Value	Class
Land	503,000	06-Business/Other
	148,000	08-Rec/Non Profit
Buildings	187,000	06-Business/Other
	166,000	08-Rec/Non Profit
2024 Assessed Value	\$1,004,000	
Taxable Value	Rural	
Less Exemptions	324,000	
2024 Taxable Value	\$680,000	

2024	-2%	\$1,004,000
2023	+47%	\$1,027,000
2022	+17%	\$698,100
2021	+5%	\$597,700

Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-00655.001

The Owner/Lessee of this property is:

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

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150164_1.2



Salt Spring Island Golf & Country Club
805A Lower Ganges Road
Salt Spring Island, B.C. V8K 2N5
Telephone: 250-537-7826
Email: president@saltspringgolf.com
Web Site: www.saltspringgolf.com

Date: July 25, 2024

Financial Services – Permissive Tax Exemption
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

To the General Manager Corporate Services,

The Salt Spring Island Golf and Country Club (SSIGCC) gratefully acknowledges our previous permissive tax exemption for the year 2023 and respectfully requests relief from property taxes for the year 2024 under Section 391(4)(a) of the Local Government Act.

Background:

While best known for the golf course that was first opened here on Salt Spring Island in 1928, residents and visitors currently enjoy a variety of recreational activities on the property, including golf, tennis, squash, disc golf and a restaurant. The tennis and squash facilities are operated by not-for-profit societies under contractual agreements with the Golf Club. Disc golf is played on and around the golf course layout itself. The golf course, indoor tennis and squash facilities provide the only public access to these activities on Salt Spring (there is outdoor tennis elsewhere on the island).

The Salt Spring Golf and Country Club is a not-for-profit society incorporated under the B.C. Societies Act. Title to the property is held by non-society Salt Spring Recreational Holdings Ltd (SSRHL) which leases it to majority shareholder SSIGCC. The property tax is paid by SSIGCC on behalf of SSRHL.

Public Use of the Facilities:

Last year, about 24,000 9-hole equivalent rounds of golf were played on the course, with more than 7,000 rounds being played by public greens-fee paying residents or visitors to the island. Our junior, intermediate, regular and social members play the bulk of the remaining rounds with 350 members currently in the above categories. Our driving range and putting green facilities are also a popular public attraction. Disc golf was brought to the club in partnership with the local disc golf club and has also expanded the appeal of the property to the general public. Our restaurant caters to all our recreational users as well as to the community at large.

Contributions to the Community:

The facility is widely used for charitable fundraising events as well as supporting many on-site and off-site programs for various community groups. In a typical year we would see programs such as free beginner golf lessons for the public, a junior golf program, and high school use of the driving range. In recent year we have held

a Special Olympics golf instruction program with mentoring and support from club members and community volunteers. The club also provides some ground maintenance activities to the local therapeutic equestrian centre. Our junior golf program has been qualified as part of the First Tee - Canada organization. First Tee – Canada is a youth development program offered by Golf Canada that introduces the game of golf and its inherent values to young people.

During the windstorm of December 2018, our facilities were used as an unofficial emergency site and in 2020 our site became an Emergency Reception Centre for the Salt Spring Island Emergency Program to provide service and care of evacuees during an emergency or disaster.

The club currently provides 17-20 course operation positions and 5-10 positions in the restaurant to local residents (the majority are seasonal/part-time positions). A substantial volunteer effort supplements maintenance and administration activities. The club works with local businesses to promote tourism. Several tournaments (including disc golf) bring participants from off-island for a day or more.

The club's not-for-profit fee structure is geared towards covering operating costs and basic capital maintenance without the use of public funding. Demand for repair or replacement of our aging clubhouse assets and maintenance equipment is an ongoing challenge and often requires fund-raising or donations. As well as reducing the cost burden for the golf course, the exemption lessens the costs for the not-for-profit tennis and squash facilities. An exemption on eligible property tax would be of great assistance in continuing and enhancing the community's enjoyment of this historic Salt Spring Island recreational hub.

Sincerely,

Randy Cunningham

Randy Cunningham

President, Salt Spring Island Golf and Country Club

Vice-President, Salt Spring Recreational Holdings Ltd

Contact: Randy Cunningham president@saltspringgolf.com

Enclosures:

2024 Property Assessment Notice

Application for Permissive Exemption From Property Taxation Year 2024



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02317516
 Area: 01-Capital
 Jurisdiction: 764-Gulf Islands Rural
 Roll: 00481.000
 CONFIDENTIAL PIN: 0001060821
 School District: 64-Gulf Islands
 Neighbourhood: 810



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

805 LOWER GANGES RD
 SECTION 5, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 2183
 39530, RGE 2E, N SALT SPRING ISLAND, EXC PT IN PLANS 2183 & 39530;
 SECTION 6, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 14185,
 RGE 2E, N SALT SPRING ISLAND, EXC THE EASTERLY 6.75 CHAINS
 THEREOF; EXC PCL B (DD 770361) & EXC PT IN PL 14185
 PID: 009-600-451 009-600-426

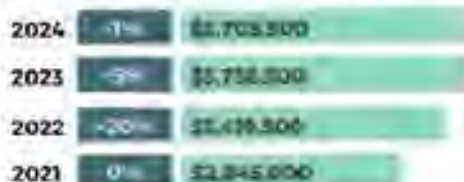
2024 Assessment represents your property value as of **July 1, 2023**

Assessed Value	Value	Class
Land	84,500	06-Business/Other
Buildings	2,670,000	08-Rec/Non Profit
2024 Assessed Value	\$3,705,500	06-Business/Other
Taxable Value	Rural	
Less Exemptions	3,705,500	
2024 Taxable Value	NIL	

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Important messages about your 2024 Assessment

- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
 - October 31, 2023**
Assessed value reflects property's physical condition and permitted uses as of this date.
 - THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
- Repeal of the 2024 assessment freeze timeline process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
 102-3350 Douglas St
 Victoria BC V8Z 7X9
 01-64-764-00481.000

The Owner/Lessee of this property is:

S-03
SALT SPRING REC HOLDINGS
ATTN ERIC BEAMISH
805A LOWER GANGES RD
SALT SPRING ISLAND BC V8K 2N5

149608

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-800-625-8322 or 604-739-8588
 Reference #: 02317516

149608_01_01_2024_01_01_2024_01_01



Salt Spring Island Rod & Gun Club

PO Box 442
Salt Spring Island, BC
V8K 2W1

July 25, 2024

Att: Finance Manager, *Local Services and Grant Management Finance and Technology*, CRD.

The Salt Spring Island Rod and Gun Club, (the “Club”) respectfully requests an exemption from property taxes for its land and facilities located at 221/223 Long Harbour Road, Salt Spring Island for the 2025 tax year pursuant to *Sections 391(3) and (4)* of the BC Local Government Act. Our Club has received this exemption in a few of the past years and this financial assistance has allowed the Club to begin rebuilding its programs and to recover financially after unanticipated operational demands.

Background

The Club was organized in 1913 and has been a provincial non-profit society since about 1960. It is one of the two or three oldest public service and recreational clubs in the Gulf Islands. The Club promotes shooting sports and teaches the safe handling and use of firearms and archery for both recreational and hunting purposes to Club members as well as the general public. The Club has been the home facility for several national and international champions in their sport as well as a judge for the Canada Games. Subject to the Club’s policies and rules, the general public is welcome to join members in the recreational and educational activities offered. The Club makes its facilities available to other sporting, recreational, service and non-profit organizations.

The Club Today

The Club became established at its present location about 1960 and since that time the Club’s grounds and facilities have served the community as a venue for indoor and outdoor recreation, family events, educational workshops, training exercises, meetings and similar events. The venue is offered free of charge for non-commercial use although donations are welcomed in order to recover relevant operating costs. The Club has provided land and facilities without charge to the CRD, RCMP, Salt Spring Island Fire and Rescue, Salt Spring Amateur Radio Society and the communications team of the Salt Spring Island Search and Rescue for emergency and training purposes.

The Club has a signed agreement with the CRD for the use of Club lands and facilities as an emergency *Reception Center and Group Lodging* location. The grounds have been evaluated as an

alternate emergency helicopter landing site. In the past, the CRD has also made use of the facilities for activities related to Camp Colossus as has the Wolf Kids Nature Program. Members of the local RCMP detachment utilize the Club's indoor range for to qualify in and maintain firearm proficiency standards. Salt Spring Island Fire and Rescue has used both the lands and facilities for training purposes including hose lays, the setup of a heliport and most recently for the department's drone pilot training which the grounds are well suited. In addition to member training the fire department has also used the Club for public workshop on fire safety.

The Salt Spring Amateur Radio Society is in its third year of regular weekly meetings and annual field days held at the Club. The Radio Society is considering additional events during the year as well as renewing investigations into installing a permanent antenna which would benefit not only their Society but would also provide Salt Spring Island with an additional emergency communication option.

The Club has regularly provided a number of educational opportunities to members and the general public. These classes have included;

- Junior Rifle Program for youths 11-15 to learn basic firearms safety and handling.
- Archery and rifle shooting for Boy Scouts and high school students
- Canadian Firearms Safety Course (CFSC) [required for federal firearms license]
- BC CORE hunter education classes [required provincially for hunting license]
- Archery Canada courses
- introductory lessons in firearm safety and handling for adults
- introductory lessons in fly fishing
- trap shooting

The Club is in its fourth year of regularly providing the federally mandated CFSC courses and has provided 13 classes graduating approximately 150-200 individuals in that time. On three consecutive weekends this Fall the Club is planning to host a CFSC course first, then a CORE course and finally a course on how to handle and prepare harvested game; or basically, how to become a legally qualified and prepared hunter.

All Club events and activities are planned and run by volunteers and wherever possible facility maintenance and improvements are performed by both Club members and volunteers from the general public. Nominal fees are charged for membership plus some activities however these fees are used only to cover operating and insurance costs and no Club group or individuals profit from Club sponsored events.

The Club has received Permissive Tax Exemptions in the past and the financial assistance provided has played a major role in allowing the Club to better address facility maintenance along with program development and presentation; our club is rebuilding.

On behalf of the President, Board and membership of the Salt Spring Island Rod and Gun Club,

Sincerely,

John Wiebe, treasurer



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Reference #: 02318487

Area: 01-Capital

Jurisdiction: 764-Gulf Islands Rural

Roll: 00716.007

CONFIDENTIAL PIN: 0001060807

School District: 64-Gulf Islands
Neighbourhood: 810



2024 PROPERTY ASSESSMENT NOTICE

Property Location & Description

221 LONG HARBOUR RD

LOT A, PLAN VIP14462, SECTION 4, RANGE 4, COWICHAN LAND DISTRICT, RGE 4E, N SALT SPRING ISLAND, MANUFACTURED HOME REG.# 43606;

LOT 1, PLAN VIP20794, SECTION 3&4, RANGE 4, COWICHAN LAND DISTRICT, PORTION SALT SPRING, RGE 4E, N SALT SPRING ISLAND, MANUFACTURED HOME REG.# 43606

PID: 004-416-074 003-598-861

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. No action is required unless you disagree with your assessment

2024 Assessment – represents your property value as of **July 1, 2023**

YOUR PROPERTY VALUE HISTORY



Visit bcassessment.ca/propertytax for details on how your value change may impact your property taxes.

Assessed Value	Value	Class
Land	63,900	01-Residential
	773,000	08-Rec/Non Profit
Buildings	44,900	01-Residential
	55,200	06-Business/Other
2024 Assessed Value	\$937,000	
Taxable Value	Rural	
Less Exemptions	828,200	
2024 Taxable Value	\$108,800	

IMPORTANT DATES

- July 1, 2023**
Assessed value is the property's market value as of this date.
- October 31, 2023**
Assessed value reflects property's physical condition and permitted use as of this date.
- THE DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2024**
Important information about the complaint process can be found on the back page.

Important messages about your 2024 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2024 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- If you own land for the benefit of a corporation, a trust or legal partnership, you must check if you need to file with the Land Owner Transparency Registry. See landtransparency.ca for more information.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-00716.007

The Owner/Lessee of this property is:

150508

S-04
SALT SPRING IS ROD & GUN CLUB
PO BOX 442 STN GANGES
SALT SPRING ISLAND BC V8K 2W1

CONTACT US

For more information about your assessment, go to bcassessment.ca, where you can search for your property, compare your assessment, and update your mailing address.

Call us at 1-866-825-8322 or 604-739-8588.
Reference #: 02318487



Understanding property classes and exemptions

BC Assessment places property in one or more of nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

The property classes:

Class 1, Residential — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

Class 2, Utilities — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This property class does not include gathering pipelines, offices or sales outlets.

Class 3, Supportive Housing — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, and who are affected by mental illness or who are recovering from drug or alcohol addictions or have other barriers to housing. For more information, visit [Classifying Supportive Housing Property \(/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property\)](/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property).

Class 4, Major Industry — land and improvements (buildings and structures) of prescribed types of industrial plants, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

Class 5, Light Industry — property used or held for extracting, processing, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages and retail sales outlets, which fall into Class 6. For more information, visit [Light Industrial vs. Business and Other Property Classifications \(/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications\)](/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications).

Class 6, Business and Other — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

Class 7, Managed Forest Land — privately-owned, forest land managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the pages: [Managed Forest Classification in British Columbia \(/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia\)](#) and [How Managed Forest Land is Assessed \(/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia/how-managed-forest-land-is-assessed\)](#).

Class 8, Recreational Property, Non-profit Organization — includes two very different categories:

Recreational Land

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.

- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

Non-Profit Organization Land and Improvements

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.
- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

Class 9, Farm — to qualify as farm for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale, such as crops or livestock. Farm buildings come within Class 1. For more information on farm land, visit [Farm Land Assessment \(/Services-products/property-classes-and-exemptions/farm-land-assessment\)](#).

Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class.

Exemptions from property tax

BC Assessment is required to determine the "actual value" of land and improvements (i.e., property) in the Province. However, property taxes are levied on a property's "taxable value", not its actual value. "Taxable value" is a property's actual value minus the value of any tax exemptions.

What is a tax exemption?

A tax exemption is a tool that reduces or eliminates liability to property tax. In a few unusual situations property may be exempt from assessment, in which case it is not included on the assessment roll. But more commonly, property is assessable (i.e., included on the roll) but exempt from property tax in whole or in part. This page focuses on exemptions from property tax.

How exemptions work

Exemptions from property tax operate in a number of different ways. Exemptions may be whole or partial; that is, they may exempt all or only part of a property from taxes, or they may provide relief from all or only some property taxes. In all cases, specified criteria such as ownership, use, location, or property type, must be met before an exemption applies. In

some cases, the discretion to grant or deny an exemption lies with the taxing jurisdiction.

Look up tax exemptions

The majority of property tax exemptions are contained in taxing statutes such as the *Community Charter*, the *Vancouver Charter*, the *Local Government Act* and the *Taxation (Rural Area) Act*. However, exemptions are also set out in more subject-specific legislation such as the *School Act*, the *Health Authorities Act* or the *University Act*.

Examples of exemptions providing full relief from property taxes

- Property owned by the federal or provincial government is fully exempt from property taxes for all purposes: section 125 of the *Constitution Act*.
- Property owned by a municipality is fully exempt from property taxes for all purposes: section 220(1)(b) of the *Community Charter*, and section 131(1) of the *School Act*.

Examples of exemptions providing partial relief from property taxes

- A farmer's dwelling in a rural area is exempt from provincial general property taxes, but subject to school taxes: section 15(1)(f) of the *Taxation (Rural Area) Act*; and section 131(4)(a) of the *School Act*.
- Up to \$10,000 of the assessed value of improvements in Class 4 – major industry, Class 5 – light industry and Class 6 – business and other is exempt from all property taxes: Industrial and Business Property Exemption Regulation, made under the *Community Charter*.
- 50% of the assessed value of a parcel of land in Class 9 – farm is exempt from school taxes: section 130(1)(a) of the *School Act*.

This information is not intended to be a comprehensive guide on exemptions from property tax.

More information

More information about property taxation and exemptions can also be found at the following provincial government links:

1. Municipalities - [Local governments - Province of British Columbia](https://www2.gov.bc.ca/gov/content/governments/local-governments)
(<https://www2.gov.bc.ca/gov/content/governments/local-governments>).
2. Rural areas - [Property taxes in rural areas - Province of British Columbia](https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/rural-area)
(<https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/rural-area>).

<https://info.bcassessment.ca/Services-products/property-classes-and-exemptions/understanding-property-classes-and-exemptions>



Electoral Area Property Taxes

[CRD Home](#) > [About CRD](#) > [Electoral Areas](#) > [Electoral Area Property Taxes](#)

Electoral Areas

[Salt Spring Island](#)

[Juan de Fuca](#)

[Southern Gulf Islands](#)

[Grants in Aid](#)

[Community Works Fund](#)

[Electoral Area Property Taxes](#)

As a regional district, the Capital Regional District (CRD) does not directly collect property taxes from electoral area property owners. Instead, the [Provincial Surveyor of Taxes](#) collects revenue on behalf of the CRD and the hospital district (CRHD).

The CRD delivers local, sub-regional and regional services to residents within electoral areas. Each service is budgeted for separately and the tax burden is shared between participating municipalities and electoral areas as set out in each service bylaw. For local services delivered to a smaller area within an electoral area, taxes are only levied for those within the boundaries of that service. [Read more](#)

Permissive Tax Exemptions

The CRD may exempt non-profit organizations from taxation for a specified period of time. This exemption is granted by bylaw under the authority of Section 391 of the [Local Government Act](#).

Property tax exemptions remove the assessed value of that property from the total taxable assessed value in a service or area. This means the remaining assessed values generate the total tax revenue required for each tax category collected by the Surveyor of Taxes, including School Tax, Islands Trust, Hospital Districts, BC Assessment, Municipal Finance Authority and Regional District services.

Exemptions may be limited to a specified portion of the net taxable value of the property to which the exemption applies.

Eligibility

Eligible non-profit organizations include:

- an athletic or service organization used principally for public athletic or recreation purposes;
- a church as tenant or licensee for the purpose of public worship or for the purposes of a church hall;
- an agricultural or horticultural society and that is in excess of the area exemption under section 15 (1) (j) of the [Taxation \(Rural Area\) Act](#);
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;
- a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees;
- a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority

Application process

Applications are evaluated and considered by the Board annually; the application deadline is July 31 each year. To apply, applicants must submit the following to the CRD:

- a letter requesting an exemption,
- [an application form \(PDF\)](#), and
- a copy of their property assessment notice.

Applicants meeting all criteria are included in a bylaw to authorize electoral area permissive tax exemptions and presented to the Board for approval.

Applicants will be notified of submissions to the Board and any subsequent approvals.

Once approved, the CRD submits the bylaw authorizing the exemptions to the BC Assessment Authority to be included in the following year's assessment roll.

Additional Resources

- [Exemption and Tax Relief Programs](#)
- [Property Taxes in Rural Areas](#)
- [Local Government Act, section 391](#)

Contact Information

For more information about the process, please contact us by [email](#).

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands, serving about 440,000 people. [Read more >>](#)

» [Get Involved](#)

Contact Us

Main office address:

625 Fisgard Street
Victoria, British Columbia
Canada V8W 1R7

Tel. 250.360.3000

» [Contacts, Locations & Hours](#)

Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKÉĆEN (Pauquachin), MÁLEXEL (Malahat), P'a:chi:da?ah̓t (Pacheedaht), Spune'luxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, S̓TÁUTW (Tsawout), T'Sou-ke, W̓JOLELP (Tsartlip), W̓SIKEM (Tseycum), and x̓w̓sepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

» [Statement of Reconciliation](#)

[Careers](#) [Webdesk](#) [Accessibility](#) [Freedom of Information Request](#) [Copyright Disclaimer & Privacy](#)

<https://www.crd.bc.ca/about/electoral-areas/electoral-area-property-taxes>



Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, SEPTEMBER 24, 2024

SUBJECT **Zoning Bylaw Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the South of the Southerly Boundary of Plan 503RW and to the West of a Boundary Parallel to and Perpendicularly Distant 575 Feet from the Easterly Boundary of that Part of Said Section Shown Outlined in Red on Said Plan 913R, Except Part in Plan VIP80043 (PID: 009-592-130) – 9285 Invermuir Road**

ISSUE SUMMARY

The landowner has applied to rezone the subject property from the Rural A zone to the Rural Residential 6A zone (RR-6A) to facilitate subdivision.

BACKGROUND

The 3.11 ha oceanfront subject property is located on Invermuir Road in Shirley and is zoned Rural A in the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Appendix A). The property is designated Pacific Acreage in the Shirley-Jordan River Official Community Plan (OCP), Bylaw No. 4001. Abutting properties along the south side of Invermuir Road are zoned Rural A, and parcels on the north side of Invermuir Road are a mixture of Rural A, Rural 2 (RU-2), and Forestry (AF) zoned lands. Portions of the property are designated as Steep Slopes, Shoreline Protection, and Sensitive Ecosystem development permit areas. There are three existing dwellings and four accessory buildings that are serviced by three separate septic systems and one water supply well. The property is entirely within the Shirley Fire Protection local service area.

The landowner has submitted an application to amend Bylaw No. 2040 by removing the property from the Rural A zone (Appendix B) and adding it to the (RR-6A) zone (Appendix C) to facilitate a 3-lot fee-simple subdivision application (SU000766), proposing one lot for each existing dwelling (Appendix D). Staff have prepared Bylaw No. 4616 (Appendix E) for consideration.

At its meeting of June 18, 2024, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaw to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation, T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62. Comments have been received and are included in Appendix F.

ALTERNATIVES

Alternative 1

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

1. That the referral of proposed Bylaw No. 4616, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 166, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received;
2. That proposed Bylaw No. 4616 be introduced and read a first, second and third time; and

3. That adoption of proposed Bylaw No. 4616 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000766.

Alternative 2

That the CRD not proceed with proposed Bylaw No. 4616.

IMPLICATIONS

Legislative Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act (LGA)*. The Shirley-Jordan River APC considered the application at its meeting on July 9, 2024.

Since the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, in accordance with Section 464(3)(c) of the *LGA*, the CRD must not hold a public hearing. Notice of the proposed bylaw amendment with respect to the date of first reading will be provided in accordance with Sections 466 and 467 of the *LGA*.

Regional Growth Strategy Implications

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a regional growth strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Shirley-Jordan River OCP area is consistent with the OCP, it does not proceed to the CRD Board for a determination of consistency with the RGS. Staff are of the opinion that the proposed amendment is consistent with the policies of the Shirley-Jordan River OCP.

Referral Comments

Referrals were sent to 11 agencies, CRD departments, and to the Shirley-Jordan River APC. Comments received are summarized below and included in Appendix F.

CRD Bylaw Enforcement stated that they have no concerns with the proposed bylaw.

CRD Electoral Area Fire Services responded that the applicant must produce a report by a Qualified Professional that recommends how the proposed development provides satisfactory access for emergency vehicles. JdF Planning staff note that confirmation of access for emergency vehicles would be addressed at the time of subdivision.

CRD First Nations Relations commented that a search of the Remote Access to Archaeological Data managed by the BC Archaeology Branch indicated that the property is not located within or immediately adjacent to a protected archaeological site and that a permit is not required to undertake work unless archaeological materials are exposed or impacted during land-altering activities.

Pacheedaht First Nation stated that they have no comment at this time regarding the application.

T'Sou-ke First Nation commented that they agreed with the recommendations of the environmental report and advised of the need to be apprised of any archaeological finds when construction starts. They asked that there be the opportunity for T'Sou-ke Nation Guardians to be onsite when excavation is undertaken. JdF Planning staff advise that such a site visit would be an arrangement between the Nation and the landowner and is beyond the scope of local government authority.

BC Hydro expressed no objection in principle to the proposed rezoning and 3-lot subdivision.

District of Sooke stated that they had no concerns with the proposed rezoning.

Ministry of Forests – Archaeology Branch advised that according to Provincial records, there are no known archaeological sites recorded on the subject property and that a permit is not required to undertake work unless archaeological materials are exposed or impacted during land-altering activities.

Ministry of Water, Land and Resource Stewardship – Ecosystem Section had no objection to approval of the proposed rezoning subject to adhering to the recommendations of the environmental report. Streams and wetlands that have been deemed to be outside of the scope of *RAPR* are still protected under the *Water Sustainability Act*. Future activities that may affect those waterbodies would require approval from the Provincial Water Authorizations Branch. JdF Planning staff note that a development permit to authorize the subdivision and any associated works in DP areas will be required through the subdivision process. Confirmation of Provincial approvals is a requirement of the development permit process.

Ministry of Water, Land and Resource Stewardship – Water Protection Section noted that the rezoning and subdivision is not expected to result in increased housing density. There is one existing well on the subject property and two new wells are proposed as part of the subdivision application such that one well supplies each lot. The existing well supplied 30 litres/minute in 2005 and was completed in Aquifer 449, which consists of fractured sedimentary rock, mostly overlain by Vashon till. The median well depth for wells in the area is 79 m with yields between 7.5 to 190 litres/minute. Aquifer 449 was flagged in 2019 due to “Possible Water Shortage” associated with its connection to streams in the area. The Aquifer is considered to have overall low vulnerability to contaminants introduced at the land surface due to the consistent till layer.

Ministry of Transportation and Infrastructure (MoTI) had no objection to the zoning bylaw amendment and noted that approval of the bylaw pursuant to Section 52 of the *Transportation Act* is not required.

The Shirley-Jordan River APC considered the application at its meeting on July 9, 2024, with approximately 11 members of the public in attendance. The APC passed the following motion with respect to Bylaw No. 4616:

MOVED by Fiona McDannold, **SECONDED** by Melody Kimmel that the Shirley-Jordan River Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee support for zoning amendment application RZ000286 with a lot coverage of 20%.

JdF Planning staff advise that the maximum lot coverage is 15% in the Rural A zone and 25% in the RR-6A zone. However, the maximum floor area ratio is 45% in the Rural A zone and 4.5% in the RR-6A zone. On one 4 ha lot in the Rural A zone, this would allow for a total maximum residential floor area of 18,000 m²; whereas, on an equivalent area of land in the RR-6A zone the total maximum residential floor area would be 1,800 m². Staff's observation is that RR-6A zoned land is principally used for residential and ancillary purposes, and on that basis maximum lot coverage could not be reached. Staff also note that minor, site-specific changes to siting and lot coverage regulations can lead to an increased risk of administrative errors. Therefore, staff recommend that the lot coverage prescribed by the RR-6A zone not be changed as part of this application.

Land Use

The Shirley-Jordan River OCP designates the subject property as Pacific Acreage (PA), which generally consists of rural and rural residential zoned lands outside Settlement areas and west of Muir Creek. The PA designation supports an average minimum parcel size of one parcel per two hectares provided that no new parcels are created with an area of less than one hectare. The OCP generally supports a density of one single-family dwelling or one two-family dwelling per parcel for land designated PA. Policy 484(U) of the OCP supports the rezoning of lands zoned Rural A to facilitate

subdivision based on a ratio of one parcel in the proposed plan of subdivision per hectare of land in the parent parcel prior to the subtraction of any area for road or park dedication. Further, policy 484(V) supports the rezoning of Rural A zoned lands for the purposes of subdivision to create a number of parcels equivalent to the number of existing dwellings. Proposed Bylaw No. 4616 removes the property from the Rural A zone and adds it to the RR-6A zone. This is consistent with the OCP's policy regarding Rural A zoned land and its intention to maintain the neighbourhood's rural character.

The Rural A zone specifies a minimum parcel size of 4 ha and permits up to three one-family dwellings, as well as a secondary suite or detached accessory suite, on existing parcels that are greater than 0.8 ha but less than 4 ha. The RR-6A zone has minimum average parcel size of 1.0 ha, with an absolute minimum parcel size of 0.5 ha and permits one one-family dwelling or one duplex per parcel with either a secondary suite or a detached accessory suite permitted where there is no duplex. The RR-6A zone does not permit intensive agriculture; silviculture; animal hospitals; veterinary clinics; accessory on-site logging; pole, post, or shake cutting from on-site trees; and finfish culture, which are all permitted uses within the Rural A zone. Proposed Bylaw No. 4616 does not increase the existing density of one-family dwellings on the 3.11 ha property; however, each potential parcel could support either a secondary suite or detached accessory suite, in accordance with OCP policy and the Provincial housing regulation with respect to affordable housing options.

The Water and Sewerage Servicing Assessment and Environmental Assessment (Appendix G) submitted as part of the application provided an overview of potential impacts to the aquifer and natural environment. The Water and Sewerage Servicing Assessment concluded that there appears to be sufficient area to provide adequate on-site sewage and that the likelihood that new private groundwater wells with sustained yields of 2,500 litres/day can be completed for proposed Lots 1 and 3 is high. The Environmental Assessment provided an inventory of the sensitive ecosystems, wildlife and non-riparian watercourses and wetlands associated with the subject property, and included recommendations for the proposed rezoning and subdivision application in keeping with the development permit guidelines.

Should Bylaw No. 4616 be adopted, the property could be subdivided into three parcels. At the time of subdivision, the owner will be required to obtain a development permit to address the Steep Slopes, Shoreline Protection, and Sensitive Ecosystem DP guidelines and authorize any land alteration or construction activity. The subdivision application will also require compliance with MoTI, Island Health and CRD standards, including proof of potable water and onsite septic.

The RR-6A zone permits a maximum density of one dwelling per parcel. Should Bylaw No. 4616 be adopted, but the subdivision not completed, the existing development would become non-conforming in accordance with Section 528 of the *LGA*. This may result in constraints on the future use, repair and development of the property, or on reconstruction of dwellings in the event of damage to the structures to the extent of 75% or more of their value above the foundation. For this reason, staff recommend that adoption of Bylaw No. 4616 be withheld until such time as MoTI has issued a Preliminary Layout Review (PLR) for the associated subdivision, and the full set of subdivision requirements, including proof of potable water and septic standards, have been provided to the owners.

Based on the information provided by the applicants, referral comments received and the policies of the Shirley-Jordan River OCP, staff recommend that proposed Bylaw No. 4616 be read a first, second and third time, and that the adoption of the Bylaw be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for concurrent subdivision application SU000766.

CONCLUSION

The purpose of Bylaw No. 4616 is to amend the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 by rezoning the subject property from Rural A to RR-6A. Since the proposed bylaw permits a residential development, a public hearing must not be held with respect to the zoning bylaw. Staff have prepared proposed Bylaw No. 4616 and recommend receipt of referral comments, first, second and third readings, and that adoption of the Bylaw be withheld pending receipt by the CRD of Preliminary Layout Review from MoTI for subdivision application SU000766.

RECOMMENDATION

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

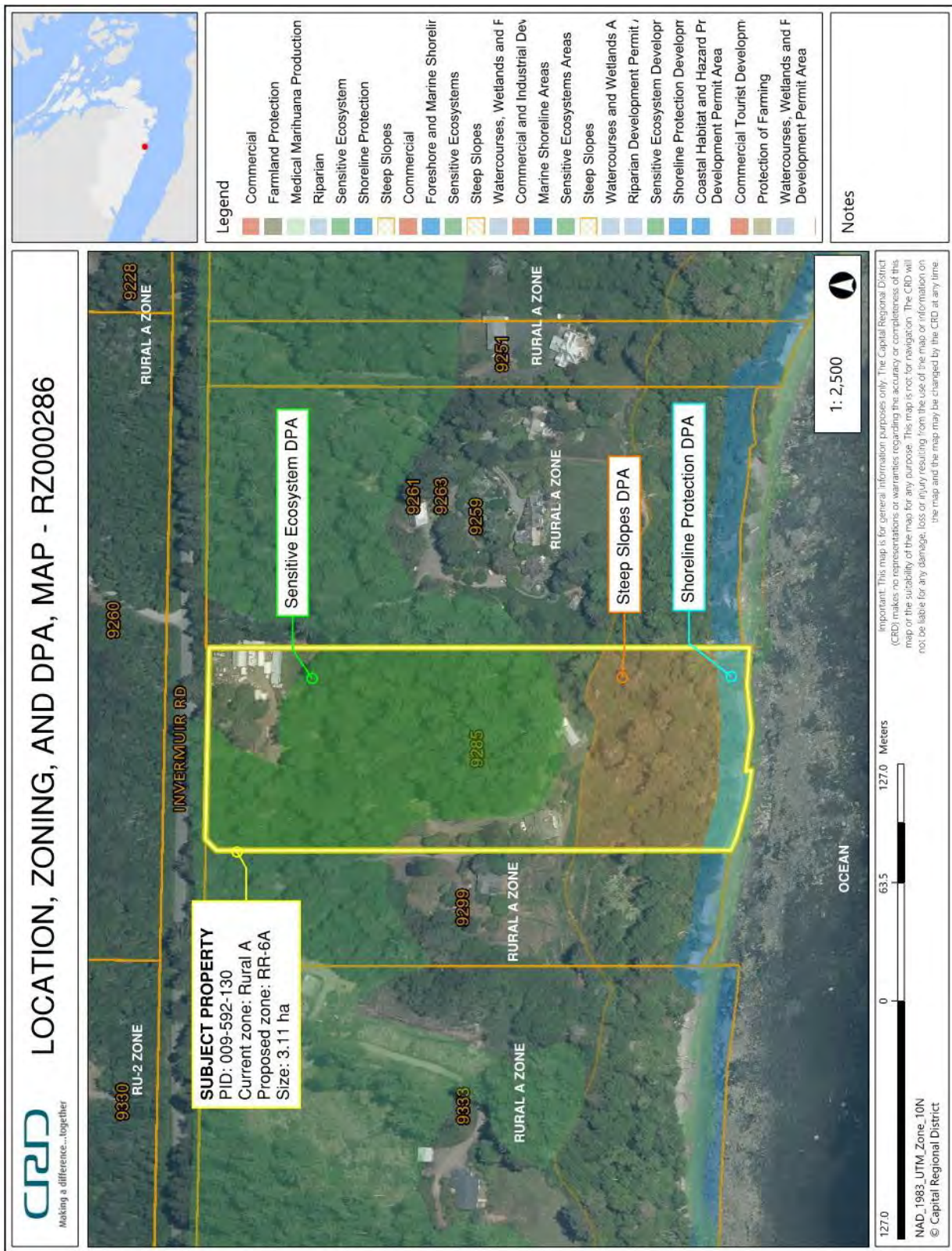
1. That the referral of proposed Bylaw No. 4616, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 166, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received;
2. That proposed Bylaw No. 4616 be introduced and read a first, second and third time; and
3. That adoption of proposed Bylaw No. 4616 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000766.

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Local Area Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Subject Property and Zoning Map
- Appendix B: Rural (A) Zone
- Appendix C: Rural Residential 6A (RR-6A) Zone
- Appendix D: Proposed Subdivision Plan
- Appendix E: Proposed Bylaw No. 4616
- Appendix F: Referral Comments
- Appendix G: Water and Sewerage Servicing Assessment and Environmental Assessment

Appendix A: Subject Property and Zoning Map



Appendix B: Rural (A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.0 RURAL ZONE - A

2.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Rural A Zone:

- (a) Agriculture;
- (b) Intensive Agriculture, except that sites for piggeries, fur farming and other similar agricultural, horticultural and animal raising activities in which the intensity and nature of the use would be materially more offensive by reason of noise, odour or appearance shall be located at least 150m from the nearest Residential or Multiple Family Residential Zone;
- (c) Silviculture;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) One-family dwelling;
- (f) Two-family dwelling;
- (g) Animal Hospitals;
- (h) Veterinary Clinics;
- (i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
- (j) Two Boarders or Lodgers;
- (k) Accessory uses such as on-site logging, and pole- or post- or shake-cutting from trees grown on-site;
- (l) Finfish culture, land-based;
- (m) One secondary suite per lot pursuant to Part 1, Subsection 4.19, *Bylaw 2674*
- (n) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

2.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size shall be 4.0ha.

2.03 Number of Dwelling Units

The maximum density for residential buildings (comprised of one- and/or two-family dwellings) shall not exceed the following:

- (a) On lots of 0.4ha or less, one one-family dwelling;
- (b) On lots of more than 0.4ha and less than 0.8ha, not more than two one-family or one two-family dwelling;
- (c) On lots of more than 0.8ha and less than 4ha, not more than three one-family dwellings or three dwelling units;
- (d) On lots of more than 4ha and less than 16ha, not more than four one-family dwellings or four dwelling units;
- (e) On lots of more than 16ha and less than 32ha, not more than five one-family dwellings or five dwelling units;
- (f) On lots of more than 32ha, not more than eight one-family dwellings or eight dwelling units.

2.04 Height

The maximum height permitted shall be 11m.

2.05 Lot Coverage

The maximum lot coverage permitted shall be 15 percent

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- 2.06 Maximum Size of Residential Buildings** Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral.
Bylaw 3705
- (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;
 - (b) On lots of 1ha or more in size, residential buildings and structure shall not exceed a Floor Area Ratio of 0.45.
Bylaw 3705
- 2.07 Yard Requirements for Residential Buildings**
- (a) Front yards shall be a minimum of 7.5m;
 - (b) Side yards shall be a minimum of 6m except for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15 m each side;
 - (c) Flanking yards shall be a minimum of 6m CTS;
 - (d) Rear yards shall be a minimum of 11m.
- 2.08 Yard Requirements for Farm Buildings**
- (a) Front yards shall be a minimum of 30m;
 - (b) Side, flanking and rear yards shall be a minimum of 15m.
- 2.09 Yard Requirements for Finfish Culture, Land-Based Uses and Structures** Front, side, flanking and rear yards shall be a minimum of 30m.
- 2.10 Yard Requirements for Intensive Agriculture Uses and Buildings**
- (a) Front yards shall be a minimum of 30 m;
 - (b) Side, rear and flanking yards shall be a minimum of 30m.
Bylaw 2103

Appendix C: Rural Residential 6A (RR-6A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

10A.0 RURAL RESIDENTIAL 6A ZONE – RR-6A

Bylaw 4246

10A.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 6A (RR-6A) zone:

- (a) One-family dwelling;
- (b) Agriculture;
- (c) Silviculture;
- (d) Two Boarders or Lodgers;
- (e) Farm/Agriculture Buildings;
- (f) Home Based Business Categories One, Two and Three;
- (g) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, to be used, but not rented, for the temporary accommodation of guests or visitors.
- (h) Secondary suite pursuant to Part 1, Section 4.19;
- (i) Detached accessory suite pursuant to Part 1, Section 4.20.

10A.02 Minimum Lot Size for Subdivision Purposes

- (a) The minimum average lot size for subdivision purposes is 1 ha and no lot shall be created with a lot size smaller than 0.5 ha.
- (b) For the purposes of this zone, the total area of land in a plan of subdivision, prior to the removal of land for road and park dedication or for common property, divided by the number of lots intended to be created shall not be less than the minimum average lot size specified in Section 10A.02(a).

10A.03 Number of Dwellings

One one-family dwelling and one of either a secondary suite or a detached accessory suite, but not both.

10A.04 Height

Maximum height shall be 9 m.

10A.05 Lot Coverage

Lot coverage shall not exceed 25 percent.

10A.06 Maximum Size of Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral:

- (a) On lots of less than 1 ha in area, residential buildings and structures shall not exceed a Total Floor Area of 418 m²;
- (b) On lots of 1 ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.045.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

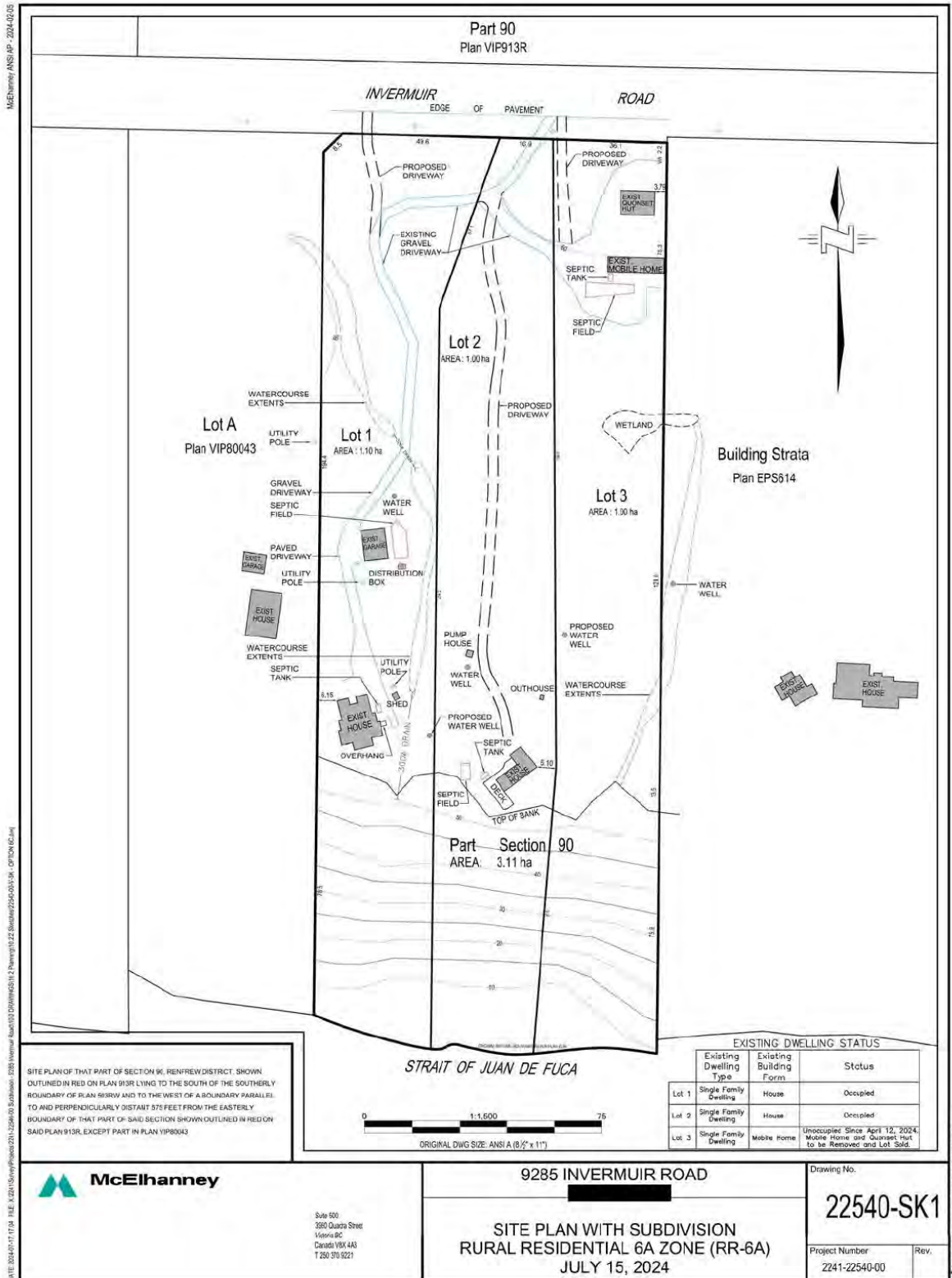
10A.07 Yard Requirements

- (a) Front yards shall be a minimum of 7.5 m;
- (b) Side yards shall be a minimum of 6 m; except that for lots of greater than 1 ha in size and where residential uses exceed a Total Floor Area of 418 m², minimum side yards shall be 15 m each side;
- (c) Flanking yards shall be a minimum of 6 m CTS;
- (d) Rear yards shall be a minimum of 10 m.

10A.08 Yard Requirements for Agricultural Buildings and Structures

Farm buildings and structures for agricultural uses shall be not less than 30 m from the front lot line and not less than 15 m from any other boundary of the lot.

Appendix D: Proposed Subdivision Plan



**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4616**

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

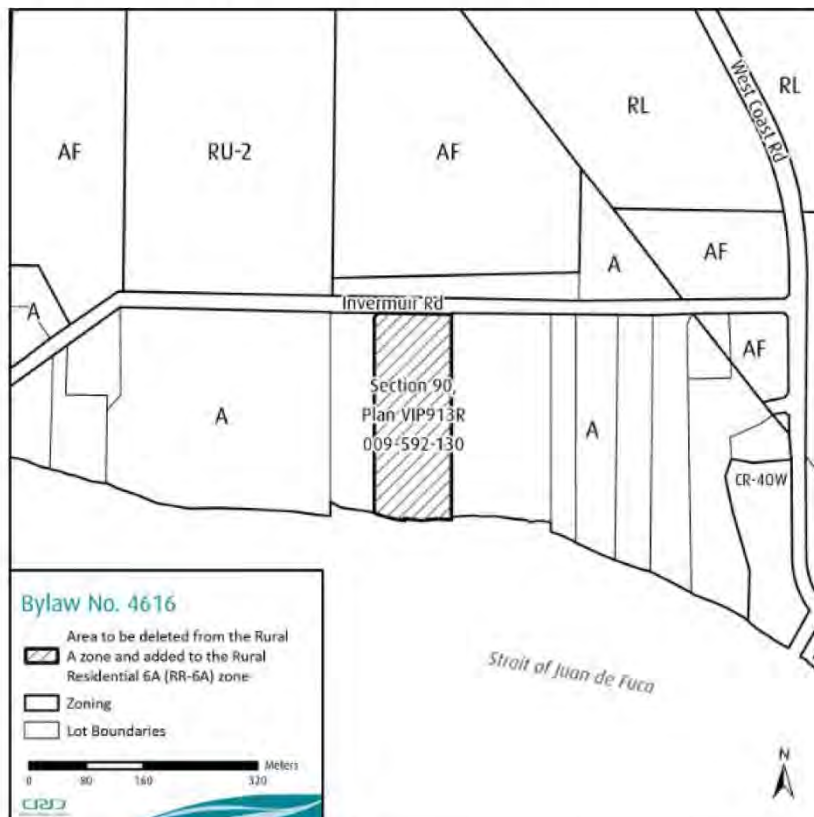
The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE B, Map 3 – SHIRLEY JORDAN RIVER ZONING MAP

- (a) By deleting That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the South of the Southerly Boundary of Plan 503RW and to the West of a Boundary Parallel to and Perpendicularly Distant 575 Feet from the Easterly Boundary of that Part of Said Section Shown Outlined in Red on Said Plan 913R, Except Part in Plan VIP80043 from the Rural A Zone and adding to the Rural Residential 6A Zone – RR-6A, as shown on Plan No. 1.

Plan No. 1 of Bylaw No. 4616, an amendment to Bylaw No. 2040



CRD Bylaw No. 4616 2

2. This Bylaw may be cited as “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 166, 2024”.

READ A FIRST TIME THIS	day of	2024
READ A SECOND TIME THIS	day of	2024
READ A THIRD TIME THIS	day of	2024
ADOPTED THIS	day of	2024

CHAIR

CORPORATE OFFICER

Appendix G: Water and Sewerage Servicing Assessment and Environmental Assessment



March 20th, 2024

9285 INVERMUIR ROAD REZONING PROJECT PRELIMINARY ON-SITE WATER SUPPLY / SEWAGE MANAGEMENT ASSESSMENT

McElhanney Ltd. (McElhanney) was retained by you to express opinions on the potential suitability of a rural residential property in Shirley, BC (the subject property) to host individual on-site sewage management systems and private groundwater water supply wells capable of servicing one 3-bedroom single family dwelling on three proposed fee-simple subdivided daughter lots.

The scope of work undertaken by McElhanney to support the development of these opinions included the following tasks:

- desktop research on the regional location and configuration, legal and municipal settings, current land uses, and environmental setting of the subject property, as well as its regional groundwater and surface water development histories within a 500 m radius of its centre;
- reviews of subdivision standards published by Island Health (IH) to confirm the minimum permitted lot sizes and on-site sewage effluent discharge areas required for fee-simple subdivision purposes, where on-site sewerage systems private groundwater supply wells will service one 3-bedroom residential dwelling on each daughter lot;
- reviews of subdivision bylaws and guidelines published by the Capital Regional District (Juan de Fuca Community Planning Department) and the BC Ministry of Transportation and Infrastructure (MOTI) to confirm the minimum sustainable water supply well yield required for fee-simple subdivision purposes, where private groundwater supply wells will service one 3-bedroom residential dwelling on each daughter lot;
- a brief site visit including an interview with the subject property's current owner relating to its existing on-site sewage management and water supply systems, and visual examinations of the property's topography, surface drainage, and existing on-site sewerage systems and groundwater supply wells;
- data compilation and evaluation; and
- preparation of this report.

BACKGROUND INFORMATION

The subject property is located at 9285 Invermuir Road, Shirley BC, centred at latitude 48°22'57.87"N longitude 123°52'40.67"W (UTM 5359214N 434994E Zone 10), and covers 3.11 hectares (ha). The regional location of the subject property is shown on *Figure 1*.

The current registered owner (the Owner) in fee simple of the subject property is subject property is listed on its land title certificate #CB1027583 as

and legally described as "*That Part Of Section 90, Renfrew District, Shown Outlined In Red On Plan 913R Lying To The South Of The Southerly Boundary Of Plan 503RW And To The West Of A Boundary Parallel To And Perpendicularly Distant 575 Feet From The Easterly Boundary Of That Part Of Said Section Shown Outlined In Red On Said Plan 913R, Except Part In Plan VIP80043 (PID 009-592-130)*". Land title certificate

McElhanney Ltd.
Suite 500, 3960 Quadra Street, Victoria, BC V8X 4A3
mcelhanney.com



#CB1027583 lists three covenants and two statutory rights-of-way, none of which will constrain the siting of on-site sewerage systems or groundwater supply wells on the site. The legal setting and current configuration of the subject property are shown on *Figure 2*, while copies of its current land title certificate, covenants, and statutory rights-of-way are included in *Appendix A*.

The subject property currently hosts three residential dwellings, one garage, one small shed, one pumphouse, one outhouse, three on-site sewerage systems, and one water supply well. Current land uses on the subject property are shown on *Figure 3*.

Land uses on the subject property are municipally regulated by CRD's Juan de Fuca Zoning Bylaw No. 2040, which currently designates the property as "Rural A Zone" and permits a minimum lot size of 4.0 ha for subdivision purposes. It is understood that you are in negotiations with CRD's planning department to rezone the subject property to "Rural Residential 6A Zone (RR6A)", which will permit a minimum average lot size of 1.0 ha for subdivision purposes with no lot being created with an area smaller than 0.5 ha. The proposed subdivision plan for the subject property is shown on *Figure 4*, which indicates that the areal extents of the proposed daughter lots will range from 1.0 to 1.1 ha. Copies of the sections of CRD's land use bylaw pertaining to the subject property's current and proposed zoning categories are included in *Appendix B*.

The climate of the region hosting the subject property is classified as "Transitional Cool Mediterranean"¹ and characterized by warm, humid summers and mild wet winters. The property is within the rain shadows of the Vancouver Island Insular Ranges to the west and the Olympic Mountains to the south. Prevailing winds are from the southeast in winter and northwest in summer. The Shirley region is prone to prolonged periods of heavy rainfall and intense, short-duration storm events during the winter months, and is relatively free of heavy precipitation during the summer. Historical weather statistics for 1981 to 2010 from Environment Canada's (EC's) nearby "Metchosin #1015105" station² 23 km to the east indicate that the area receives on average 1,038.9 mm of precipitation per year, with almost 80% of this amount falling between the months of October and March. The minimum mean monthly rainfall is 16.5 mm occurring in July, while the maximum mean monthly rainfall is 207.8 mm occurring in November. The region also receives on average 30.7 cm of snowfall during the winter months, with maximum mean monthly accumulations of 8.6 cm occurring in January. The location of EC's "Metchosin #1015105" station relative to the subject property is shown on *Figure 5*.

The ground surface within the subject property consists primarily of a south-facing, gently sloping bench within its northern two-thirds overlooking a steep bank on the south shore of the Strait of Juan de Fuca within its southern one-third. Topographic elevations within the property's northern bench range from 58 m above mean sea level (amsl) at its northeast corner to 49 m amsl along its west side adjacent to its main residence, while elevations of its southern steep slope range from 49 m amsl at its crest to sea level along the marine shoreline. The topography of the region surrounding the subject property is shown on *Figure 6*.

1 "Climate, Vancouver Island - Land of Contrasts." (Tuller S.E. 1979) Western Geographical Series, Volume 17. Edited by C.N. Forward, UVIC, Victoria, BC pp71-91.

2 "Canadian Climate Normals 1981-2010". Environment Canada Meteorological Service
http://climate.weather.gc.ca/climate_normals/results_1981_2010_e.html?stnID=97&lang=e&StationName=Shawnigan+Lake&SearchType=Contains&strNameSubmit=go&dCode=1&dispBack=1



The subject property is underlain at depth by siltstone, shale, sandstone, and pebble to boulder conglomerate sedimentary rocks) of the Upper Eocene to Oligocene-aged Carmanah Group³. Bedrock in the vicinity of the property has been extensively modified by glaciation, which resulted in the deposition of areally extensive, variably thick, semi-consolidated blankets to mantles of Fraser Drift Formation ground moraine (till) and glaciofluvial deposits over the bedrock surface up to 36 m thick⁴. Soils within the property reflect their parent materials and topographic settings and include those mapped as part of the Somenos and Sprucebark Soil Associations⁵. Somenos soils are classified as morainal duric dystric brunisols and are generally sandy loam in texture, well drained, and display moderately to strongly cemented pans. Sprucebark soils are classified as colluvial orthic dystric brunisols (shallow lithic phase) and are generally gravelly-sandy loam in texture and rapidly drained. The bedrock geology and soil associations within the region surrounding the subject property are shown on *Figures 7 and 8*, respectively.

Surface drainage on the subject property is variably imperfect to good within its northern benched terrain and rapid within its southern steep bank. The benched portion of the property contains one wetland in its northeast part and two south-flowing, permanent watercourses that drain directly into the Strait of Juan de Fuca, as shown on *Figures 3 and 4*.

The subject property is underlain by Aquifers #449 and #606⁶:

- Aquifer #449 is a moderately productive, partially confined aquifer hosted by a mixed assemblage of sandstone and conglomerate sedimentary rocks of the Carmanah Group that covers 28.1 km² in the vicinity of Muir Creek. Aquifer #449 has low vulnerability to surface contamination sources and is subject to low extraction demand. Based on 64 wells registered by the BC Ministry of Environment and Climate Change Strategy (BCENV) as completed within Aquifer #449, the median yield of wells constructed within this aquifer is 0.76 L/s with a median groundwater depth of 35.4 m below ground surface (bgs); and
- Aquifer #606 is a low productivity, partially confined aquifer underlying Aquifer #449, is hosted by a mixed assemblage of gabbroic intrusive and basaltic volcanic rocks of the Eocene-aged Metchosin Igneous Complex, and covers 537.6 km² along the southwest coast of Vancouver Island within the communities of Jordan River, Sooke, Metchosin, Esquimalt, Colwood, and Langford. Aquifer #606 has low to moderate vulnerability to surface contamination sources and is subject to low extraction demand. Based on 1,550 BCENV-registered wells completed within Aquifer #606, the median yield of wells constructed within this aquifer is 0.13 L/s with a median groundwater depth of 15.2 m bgs.

There are 14 provincially registered wells⁷ within a 500 km radius of the centre of subject property that were constructed within Aquifers #449 and #680 as shown on *Figure 9*, although there may be other unregistered wells in the area. There is one well registered with BCENV within the subject property as shown on *Figures 3 and 4*, which is designated by BCENV as Well Tag Number (WTN) 99450. This well was reportedly completed to a depth of 79.2 m bgs and produces 0.50 L/s from one bedrock fracture zone at 73.8 m bgs. The nearest off-site well to the subject property is indicated by BCENV as being 5 m east of the approximate centre of the property's

³ "MapPlace2 Website, Geology Layer" (2019). BC Geological Survey. http://apps.empr.gov.bc.ca/pub/mapplace/mp2/fusion/templates/mapguide/slate/index.html?ApplicationDefinition=Library//mp2_ApplicationDefinition&locale=en

⁴ "BC Water Resources Atlas, Water Wells Layer, On-Site Well Tag Number 99540". BC Ministry of Environment and Climate Change Strategy <http://webmaps.gov.bc.ca/imf5/imf.isp?site=wrbc>

⁵ "Soils of Southern Vancouver Island". Jungen J.R. (1985) BC Ministry of Environment Technical Report 17. ISSN 0821-0942 <http://sis.agr.gc.ca/cansis/publications/surveys/bc/bc44/index.html>

⁶ "BC Water Resources Atlas, Aquifers Layer." BC Ministry of Environment and Climate Change Strategy <http://webmaps.gov.bc.ca/imf5/imf.isp?site=wrbc>

⁷ "BC Wells Database". BC Ministry of Environment and Climate Change Strategy. <https://apps.nrs.gov.bc.ca/qwells/>



east border (WTN 105344); this well was completed to a depth of 73.1 m bgs and reportedly yields 0.95 L/s from one bedrock fracture zone at 65.5 m bgs. The median yield of the 14 registered wells constructed within Aquifer #449 within a 500 m radius of the centre of the subject property is 1.0 L/s with a median groundwater depth of 41.1 m bgs.

There are no provincially licensed surface water points of diversion (PODs)⁸ within the subject property. There are two licensed PODs within a 500 m radius of the property's centre; the nearest licensed POD to the property is located approximately 430 m to the west, designated by BCENV and License #F110306, and reportedly permitted to divert up to 2.27 m³/day from Killicrankie Creek for domestic purposes.

LOT SERVICING REQUIREMENTS FOR SUBDIVISION PURPOSES

IH's subdivision standards⁹ indicate that the minimum size for subdivided fee-simple daughter lots that will be serviced by private groundwater supply wells is 1 ha. For daughter lots covering at least 1 ha with average ground slopes up to 15%, at least 0.9 m of unsaturated native mineral soil is required for subdivision purposes. Minimum sewage effluent discharge areas (including primary and reserve areas of equal size) required for subdivision purposes for an estimated daily sewage flow of 1,363 L/day and assuming Type 1 (septic tank) sewage treatment varies according to soil textures and soil percolation rates as follows:

- for sand-gravel textured soils with percolation rates of between 1 and 5 minutes per 2.5 centimetres (cm), the minimum discharge area required is 535 m², with a minimum 120 m dispersal field length;
- for loam textured soils with percolation rates of between 6 and 15 minutes per 2.5 centimetres (cm), the minimum discharge area required is 715 m², with a minimum 180 m dispersal field length; and
- for silt textured soils with percolation rates of between 16 and 30 minutes per 2.5 centimetres (cm), the minimum discharge area required is 890 m², with a minimum 240 m dispersal field length.

IH's subdivision standards indicate that soil percolation rates on proposed daughter lots must not exceed 30 minutes per 2.5 cm and natural ground slopes within the proposed lots must not exceed 30%. IH's standards require that proposed lots with existing residential dwellings must have an on-site sewerage system that meets current provincial regulatory design and operating standards and guidelines, and that only a reserve discharge area covering 50% of the minimum areas listed above are required on these lots. IH's standards also prescribe the following minimum horizontal setback distances from sewerage system components to specific receptors:

- minimum setback distances from discharge areas: 3 m from lot boundaries; 3 m from buildings; 3 m from domestic water lines; 30 m from a water supply well; 3 m from an upslope interceptor ditch; 30 m from the high-water mark (HWM) of a freshwater body, watercourse, or wetland; 30 m from the high tide mark of a marine shoreline; and 30 m from an existing or potential sewage effluent breakout point; and
- minimum setback distances from septic tanks: 3 m from lot boundaries; 3 m from buildings; 30 m from a water supply well; and 15 m from the high-water mark of a surface water body or high tide mark of a marine shoreline.

IH's subdivision standards do not contain information on minimum sustainable water supply well yield required for fee-simple subdivision purposes. A copy of an excerpt from IH's standards pertaining to minimum lot sizes, discharge areas, and horizontal setback distances for properties serviced by private groundwater supply wells is

⁸ "BC Water Resources Atlas, Water Licensing Layer." BC Ministry of Environment and Climate Change Strategy <http://webmaps.gov.bc.ca/imf5/imf.jsp?site=wrb>

⁹ "Subdivision Standards" (February 2020). Island Health. <https://www.islandhealth.ca/sites/default/files/environment/documents/subdivision-standards.pdf>



Juan de Fuca, and a mobile home in its northeast corner. All three systems utilize Type 1 (septic tank) sewage treatment and discharge to conventional subsurface dispersal fields. The systems were installed between the early 1970s and 2010. None of the existing sewerage systems are registered with Island Health; and

- the property hosts one water supply well approximately 30 m east-northeast of the main residence in the southwest part of the property that services all three of these buildings using buried water lines. The well is registered with BCENV, and the existing water supply lines will be decommissioned once the property's rezoning and subdivision applications have been approved.

Visual examinations of the subject property provided the following information pertaining to its topography, geology, and surface drainage:

- the property's topography within its northern two-thirds was undulating to rolling and generally slopes gently towards the south with ground slopes of between 1 and 8%. This portion of the property hosted an approximately centrally located, north-south trending surface water divide that separated surface runoff flowing east and west towards its two permanent watercourses. Surface drainage conditions west of the divide were generally imperfect to good, with small areas of seasonally water-saturated ground and hydrophytic vegetation being observed near the property's northwest corner adjacent to Invermuir Road. Surface drainage conditions east of the divide were comparatively imperfect, with one permanent wetland and numerous small areas of seasonally water-saturated ground and hydrophytic vegetation being observed along the east side of the property south of the existing mobile home and sewerage dispersal field;
- no exposures of bedrock or natural soil were observed; and
- the property's topography within its southern one-third was steep and deeply incised by two ravines hosting its permanent watercourses, with ground slopes of up to 75%. Surface drainage conditions within this portion of the property appeared to be rapid.

Visual examinations of the subject property's existing sewerage systems in the company of the Owner provided the following information:

- main residence system: the existing sewerage system servicing the main residence in the southwest part of the property appears to consist of a Type 1 on-site sewerage system, although the only components visible at the time of McElhanney's examination consisted of a metal lid and high-level tank alarm adjacent to the residence's southeast corner that were reportedly associated with an underground septic tank, and an underground concrete distribution box with a concrete lid and a conventional dispersal field adjacent to the east side of a garage building approximately 35 m north of the residence. Based on the slightly elevated setting of the distribution box and dispersal field compared to the residence, it was assumed by McElhanney and confirmed by the owner that treated sewage effluent was conveyed under pressure and on-demand from the septic tank through a solid, 50 mm diameter PVC forcemain northwards to the distribution box, from which effluent was discharged by gravity northwards through solid, 50 mm diameter PVC pipes into the dispersal field; the Owner was not aware of whether treated effluent was dosed from a septic tank clarifier chamber or a separate dosing tank. The interior of the septic tank was not visually examined to determine its configuration (i.e., number of chambers), working volume, or operational condition. An examination of the distribution box indicated that it contained one inlet and five outlet ports, although three of the outlet ports were closed off by plastic fittings; none of the outlet ports were equipped with flow control fittings. The distribution box appeared to be in good operational condition, although contained small amount of coarse and fine organic material suggestive of minor biosolids carryover from the septic tank. An examination of the dispersal field did not reveal the



number, locations, or widths of its infiltration trenches, or provide information on their operational conditions;

- cabin system: the existing sewerage system servicing the small cabin approximately 30 m east-southeast from the main residence appears to consist of a Type 1 on-site sewerage system, although none or the system's components were visible at the time of McElhanney's examination to facilitate evaluations of their configurations, working volumes, or operational conditions. According to the Owner, the system consisted of an underground septic tank adjacent to the cabin's northwest side and a conventional dispersal field approximately 5 m west of the cabin that received treated effluent from the tank by gravity; the Owner was not aware of the presence of a distribution box between the septic tank and dispersal field, which is commonly utilized by gravity-based sewerage systems; and
- mobile home system: the existing sewerage system servicing the mobile home in the northeast part of the property appears to consist of a Type 1 on-site sewerage system, although the only system component visible at the time of McElhanney's examination consisted of a rectangular concrete lid with two concrete access ports; consequently, evaluations of the configurations, working volumes, or operational conditions or its components were not conducted. According to the Owner, the system consisted of an underground septic tank adjacent to the mobile home's southwest corner and a conventional dispersal field approximately 5 m south of the mobile home that received treated effluent from the tank by gravity; the Owner was not aware of the presence of a distribution box between the septic tank and dispersal field.

The locations of these existing sewerage systems are shown on *Figures 3 and 4*.

Horizontal setback distances from the three existing sewerage systems' components to regulated receptors could not be accurately measured since their precise locations are not known. However, the following general interpretations of these system's compliance with current provincial regulatory component siting requirements were apparent based on McElhanney's field observations:

- main residence system: the assumed location of the system's septic tank based on the observed location of its metal lid and information provided by the Owner appears to meet the minimum horizontal setback distances to regulated receptors required by IH for subdivision purposes except for its distance from the residence (i.e., < 3 m). However, the assumed location of the system's dispersal field based on the observed location of its distribution box and information provided by the Owner suggests that while it appears to meet IH's horizontal setback distance requirements to lot boundaries and water supply wells, it does not appear to meet IH's setback requirements from the adjacent garage (i.e., < 3 m) or the HWM of the adjacent watercourse to the east (i.e., < 30 m);
- cabin system: the assumed locations of the system's septic tank and dispersal field based on information provided by the Owner appears to meet the minimum horizontal setback distances to regulated receptors required by IH for subdivision purposes to lot boundaries and water supply wells, they do not appear to meet IH's setback requirements from the cabin (i.e., < 3 m), the HWM of the adjacent watercourse to the west (i.e., < 30 m), or an existing or potential sewage effluent breakout point; and
- mobile home system: the assumed locations of the system's tank and dispersal field based on the observed location of its tank's concrete lid and information provided by the Owner appears to meet the minimum horizontal setback distances to regulated receptors required by IH for subdivision purposes.

Consequently, the assumed locations of the existing sewerage systems tanks, distribution boxes, and dispersal fields servicing the main residence and cabin do not appear to be in full compliance with IH's current horizontal setback distance requirements for subdivision purposes, while the system servicing the mobile home appears to be in compliance with these requirements.



No instances of effluent surfacing or breakout were observed adjacent to the reported locations of the three existing sewerage systems' tanks or dispersal fields that might suggest recent or historical system component malfunctions and/or extant hazards to human health from the systems' operations.

Visual examinations of the subject property's existing water supply system in the company of the Owner provided the following information:

- one 150 mm diameter drilled well as observed approximately 30 m east-northeast of the main residence and 3 m south of a small shed in the southwest part of the property; the Owner confirmed that this well was the only water supply source currently in use on the property and that untreated water was supplied from the well to the main residence, cabin, and mobile home using dedicated, buried water lines. A BCENV "Well Identification Number (WID)" plate was affixed to the well's casing that identified it as WID #12635 (which according to BCENV records was equivalent to WTN #99450). The well was finished at surface with a 30 cm steel casing stick and cap. Raw water from the well was presumably pumped underground to the adjacent shed, which contained a hydropneumatic tank and electrical on-demand pump controls. All observed water system components appeared to be in good operational condition; and
- one 90 cm diameter concrete lid was observed approximately 10 m north of the garage building that the Owner indicated as covering a shallow water supply well that had been decommissioned in 2005 and was therefore not currently in service.

The locations of these existing sewerage systems are shown on *Figures 3 and 4*.

CONCLUSIONS

On-Site Sewage Management Feasibility

Based on the scope of work completed by this assessment, McElhanney reached the following conclusions regarding the potential feasibility of using individual on-site sewerage systems using Type 1 (septic tank) sewage treatment to service one 3-bedroom single family dwelling on each of the subject property's three proposed subdivided daughter lots:

- property-wide sewage management suitability: in consideration of IH's horizontal setback distance requirements from proposed sewage effluent discharge areas to regulated receptors listed in their Subdivision Standards, the four areas shown on *Figure 10* and listed below may be suitable to host sewage effluent discharge zones in accordance with IH requirements:
 - Discharge Zone A: this zone is located at the extreme north end of Proposed Lot 1, covers approximately 720 m², and currently hosts a 17 m long section of the main residence's and cabin's gravelled access road that will be removed when the property is redeveloped in future (included in the estimated total area). Ground slopes within this zone appear to be less than 5% towards south and southeast. Natural soils within this zone appear to be imperfectly to moderately drained and based on their assumed sandy loam soil texture may have soil percolation rates from 6 to 16 minutes per 2.5 cm;
 - Discharge Zone B: this zone is located at the extreme north end of Proposed Lot 2, covers approximately 1,730 m², and currently hosts a 40 m long section of the mobile home's existing and proposed gravelled access road (included in the estimated total area). Ground slopes within this zone appear to be less than 5% towards the south and east. Natural soils within this zone appear to be well drained and based on their assumed sandy loam soil texture may have soil percolation rates



- from 6 to 16 minutes per 2.5 cm;
- Discharge Zone C: this zone is located at the extreme north end of Proposed Lot 3, covers approximately 1,090 m², and currently hosts a mobile home and its sewerage system, a Quonset hut, and an existing gravelled parking area (parking are included in the estimated total area only). Ground slopes within this zone appear to be less than 5% towards the south. Natural soils within this zone appear to be well drained and based on their assumed sandy loam soil texture may have soil percolation rates from 6 to 16 minutes per 2.5 cm; and
- Discharge Zone D: this zone is located near the centre and on the east border of Proposed Lot 2, covers approximately 165 m², and does not currently host any of the property's existing buildings, access road, parking areas, or other infrastructure. Ground slopes within this zone appear to be less than 5% towards the south. Natural soils within this zone appear to be well drained and based on their assumed sandy loam soil texture may have soil percolation rates from 6 to 16 minutes per 2.5 cm;
- proposed Lot 1 on-site sewage management feasibility: assuming a minimum lot size of 1 ha, there appears to be sufficient area within Discharge Zone A with ground slopes of less than 15% and unsaturated thicknesses of at least 0.9 m of sandy loam soils to accommodate one reserve discharge zone covering at least 445 m², pending intrusive confirmations of soil textures, seasonally highest water table depths, and soil percolation rates within the proposed discharge area. Provided IH is satisfied that the existing sewerage system servicing the main residence is acceptable in terms of its substantial compliance with current provincial regulations and is not causing to contributing to a human health hazard, the siting of a primary discharge zone within this lot may not be required for subdivision purposes. However, if IH is not satisfied with the existing sewerage system, Discharge Zone A appears to have sufficient area to host a one primary discharge area and one reserve area with a combined area of at least 715 m², subject to the intrusive confirmation of its soil texture, subsurface drainage characteristics, and percolation rates;
- proposed Lot 2 on-site sewage management feasibility: assuming a minimum lot size of 1 ha, there appears to be sufficient area within Discharge Zone B with ground slopes of less than 15% and unsaturated thicknesses of at least 0.9 m of sandy loam soils to accommodate one primary reserve area and one reserve discharge area with a combined area of least 890 m², pending intrusive confirmations of soil textures, seasonally highest water table depths, and soil percolation rates within the proposed discharge area; and
- proposed Lot 3 on-site sewage management feasibility: assuming a minimum lot size of 1 ha, there appears to be sufficient area within Discharge Zone C with ground slopes of less than 15% and unsaturated thicknesses of at least 0.9 m of sandy loam soils to accommodate one reserve discharge zone covering at least 445 m², pending intrusive confirmations of soil textures, seasonally highest water table depths, and soil percolation rates within the proposed discharge area. Provided IH is satisfied that the existing sewerage system servicing the mobile home is acceptable in terms of its substantial compliance with current provincial regulations and is not causing to contributing to a human health hazard, the siting of a primary discharge area within this lot may not be required for subdivision purposes. However, if IH is not satisfied with the existing sewerage system, Discharge Zone C appears to have sufficient area to host one primary discharge zone and one reserve discharge zone covering a combined area of at least 890 m², subject to the intrusive confirmation of its soil texture, subsurface drainage characteristics, and percolation rates.



On-Site Water Supply Feasibility

Based on the scope of work completed by this assessment, McElhanney reached the following conclusions regarding the potential feasibility of using private groundwater supply wells to service one 3-bedroom single family dwelling on each of the subject property's three proposed subdivided daughter lots:

- property-wide groundwater supply suitability: in consideration of CRD's and MOTI's requirements for minimum sustainable yields for private wells completed on subdivided lots and given that the property hosts one existing well that reportedly produces up to 0.5 L/s and the mean reported yield of the 14 wells within a 500 m radius of the property's centre is 1.0 L/s, the likelihood that two additional water supply wells may be completed on the property with individual sustainable yields of at least 2,500 L/day (equivalent to 0.03 L/s) is considered high;
- proposed Lot 1 private groundwater well supply completion feasibility: the likelihood that a new private groundwater supply well can be completed within this lot is considered high, provided the minimum horizontal setback requirements from the new well to regulated receptors specified by the GWPR, SSR, and SSSPM are met;
- proposed Lot 2 private groundwater well supply completion feasibility: given that Lot 2 contains the property's existing water supply well, the completion of a new private groundwater supply well on this lot should not be required; and
- proposed Lot 3 private groundwater supply well completion feasibility: the likelihood that a new private groundwater supply well can be completed within this lot is considered high, provided the minimum horizontal setback requirements from the new well to regulated receptors specified by the GWPR, SSR, and SSSPM are met.

CLOSURE

McElhanney conducted the assessment described by this report pursuant to a request by you to provide such services. McElhanney has prepared this report for exclusive use by you, Island Health, the Capital Regional District, and the BC Ministry of Environment and Climate Change Strategy in support of the subject property's proposed rezoning and subdivision. Any other third-party use of this report, or reliance placed on it, or decisions taken based on it, are the responsibility of such parties. McElhanney accepts no responsibility for any damages suffered by any third party, or any claims made by any third party because of decisions made or actions taken, based on this report.

McElhanney's desktop investigations and fieldwork were conducted in accordance with generally accepted engineering practices for such investigations, and in accordance with regulatory guidelines and prescriptions. The findings of this report are partially based on information provided to McElhanney by you, as well as other individuals or organizations. While McElhanney believes that this information is true and accurate and provided in good faith, and has attempted to corroborate such information where possible, McElhanney does not accept responsibility for any inaccuracies, deficiencies or omissions contained in this report from the use of such information.

McElhanney has in good faith, and in accordance with generally accepted engineering practices and current regulatory guidelines, provided preliminary opinions on the potential suitability of the subject property to host individual on-site sewage management systems and private groundwater water supply wells capable of servicing



one 3-bedroom single family dwelling on three proposed fee-simple subdivided daughter lots. However, due to the limited scope of work completed by this assessment, McElhanney is unable to offer you any warranties, either express or implied, regarding the conclusions reached by this report.

The findings of this report are based in part on visual observations of the subject property on December 4th, 2023, and are limited to the date of this assessment.

Thank you for the opportunity to assist you on this interesting project. If you have questions or require further information, please contact the undersigned.

Sincerely,

McELHANNEY LTD.

Prepared by:

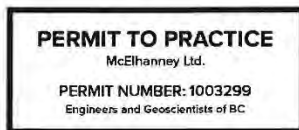
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03/20/24

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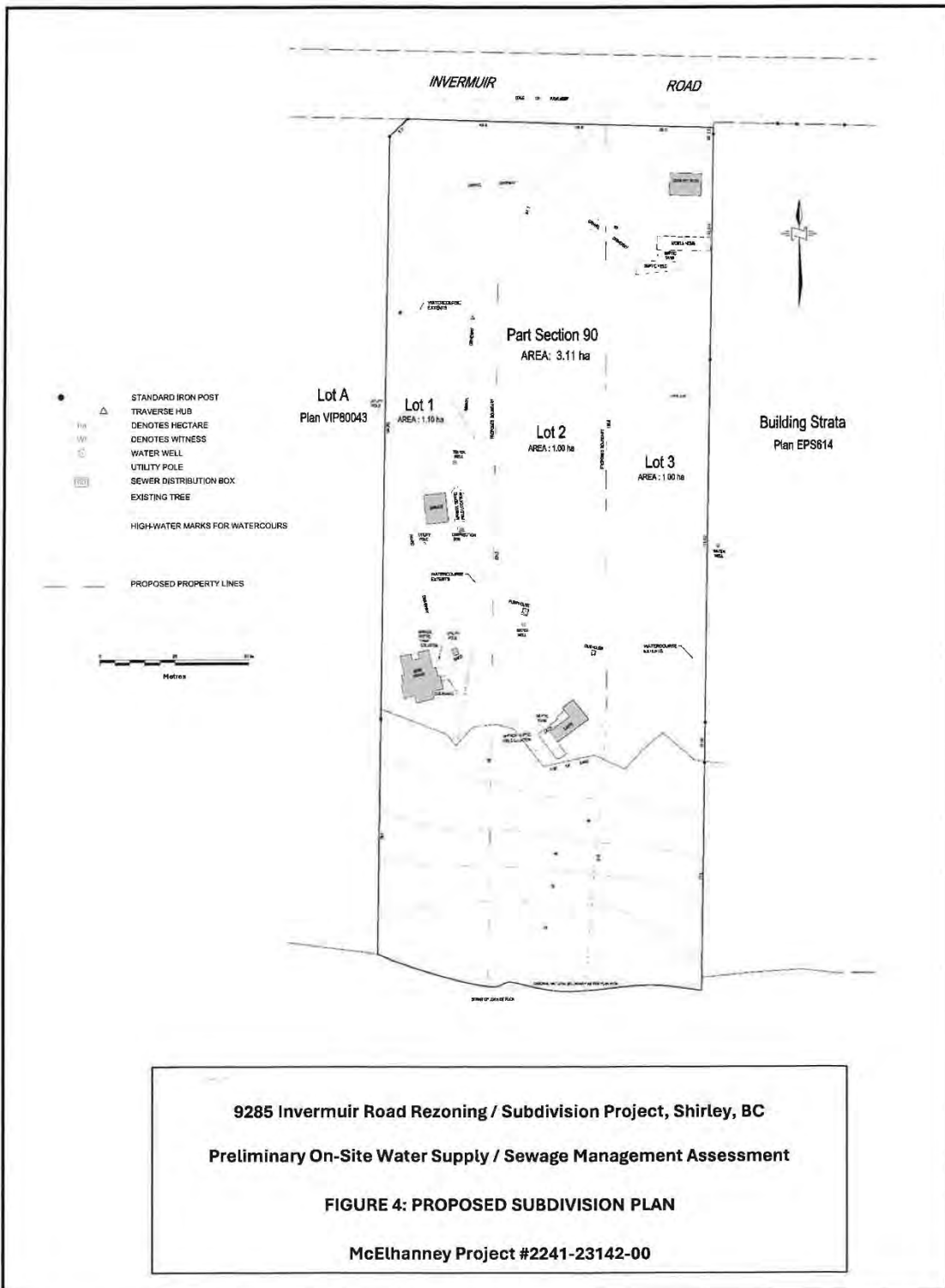
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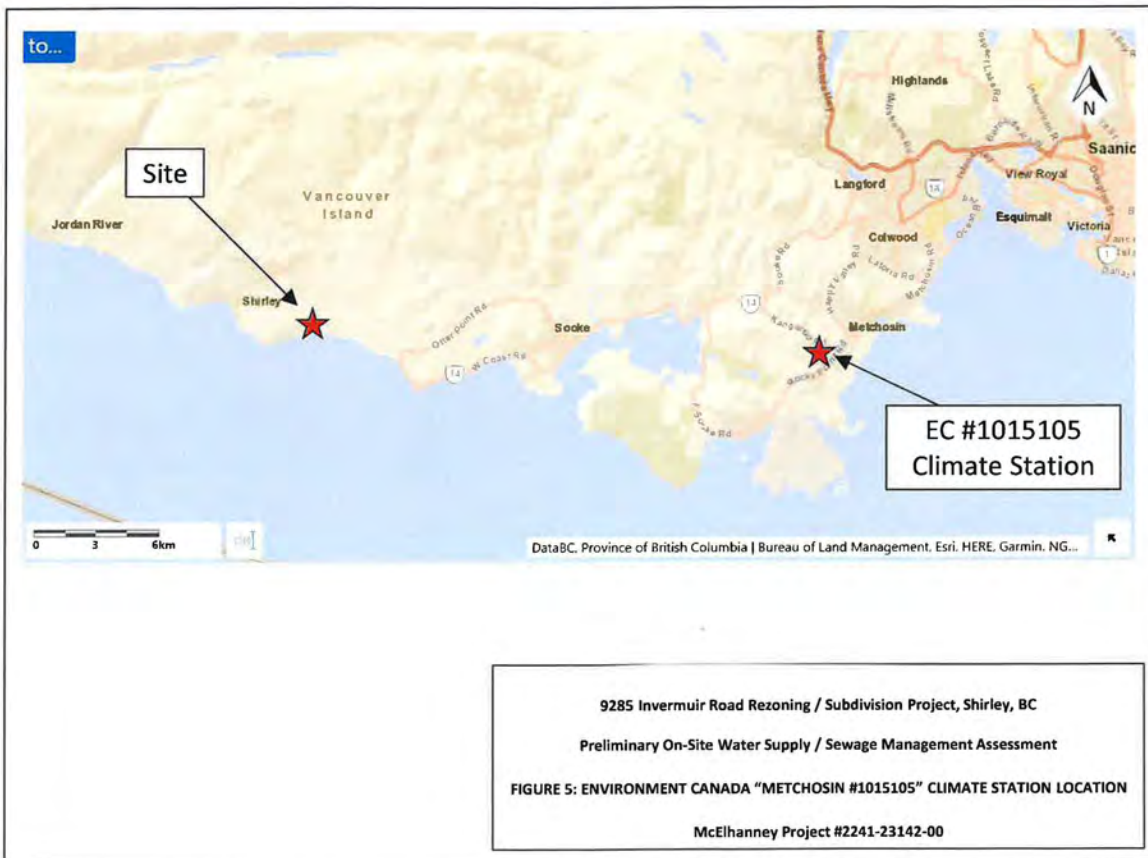




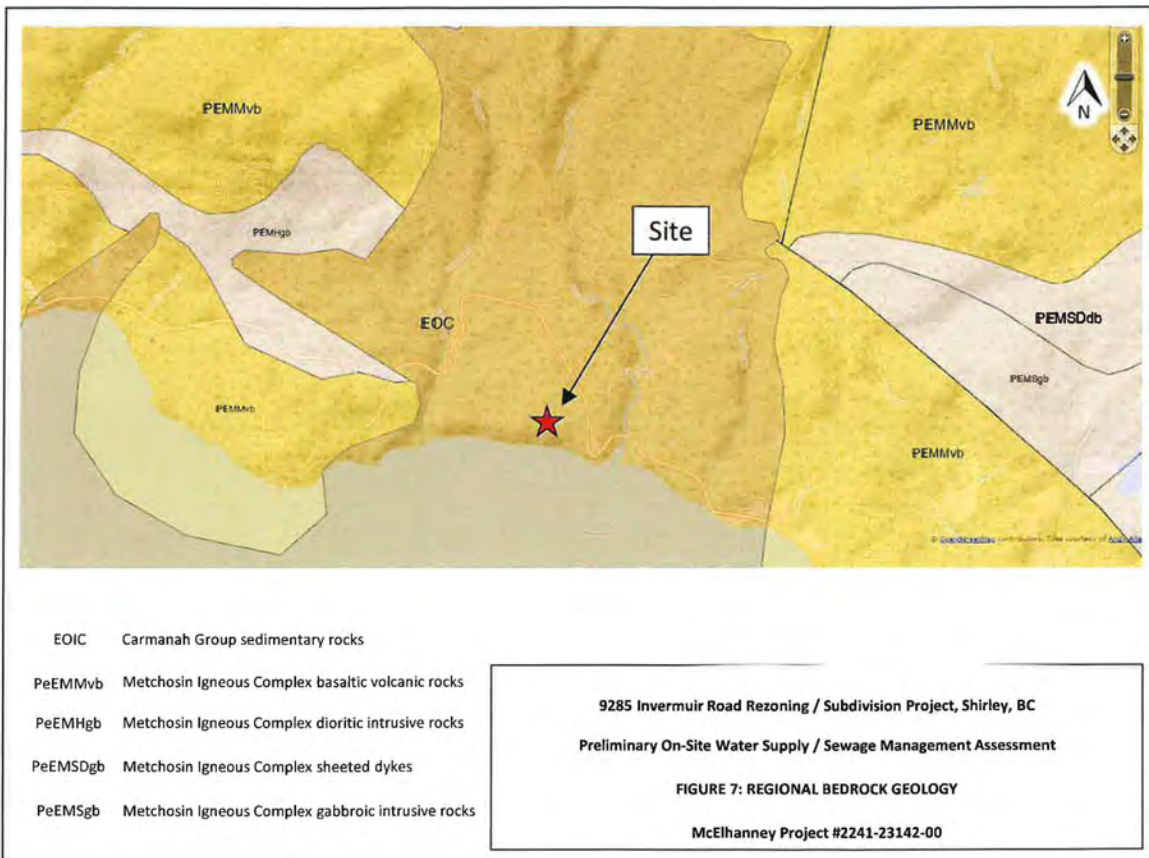
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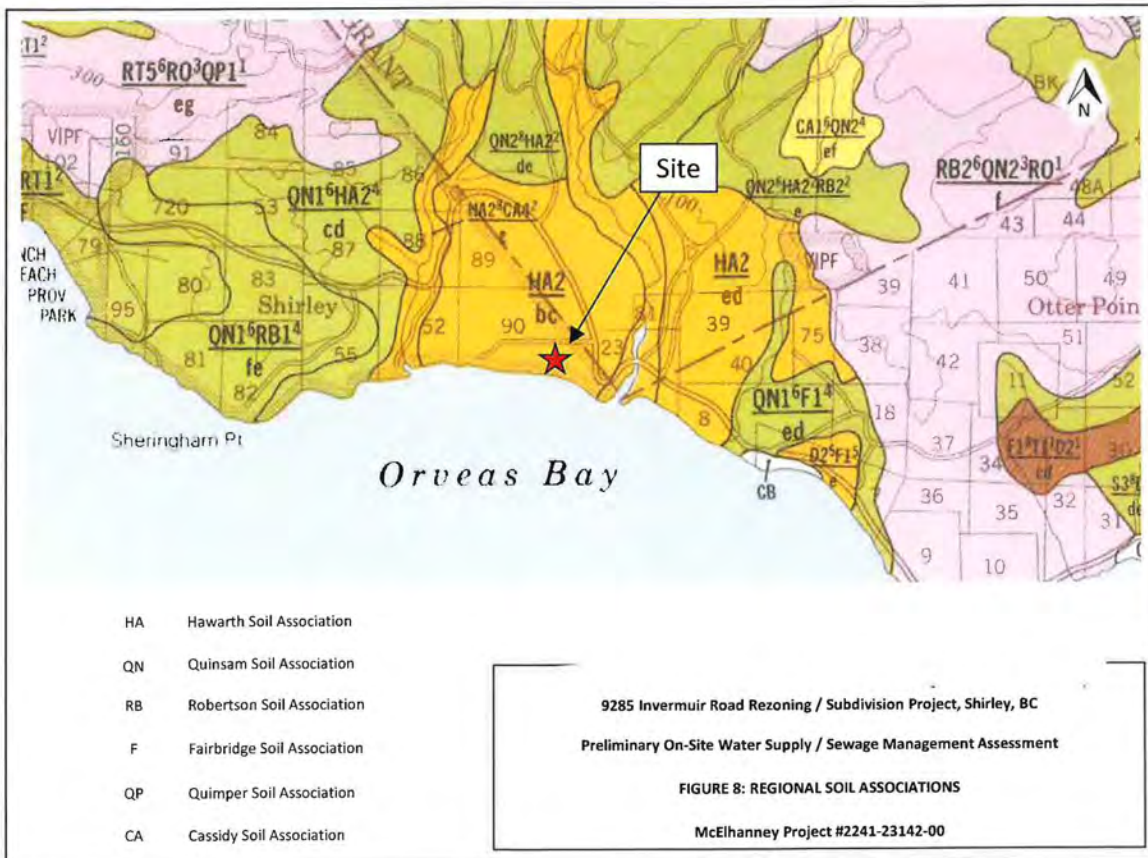


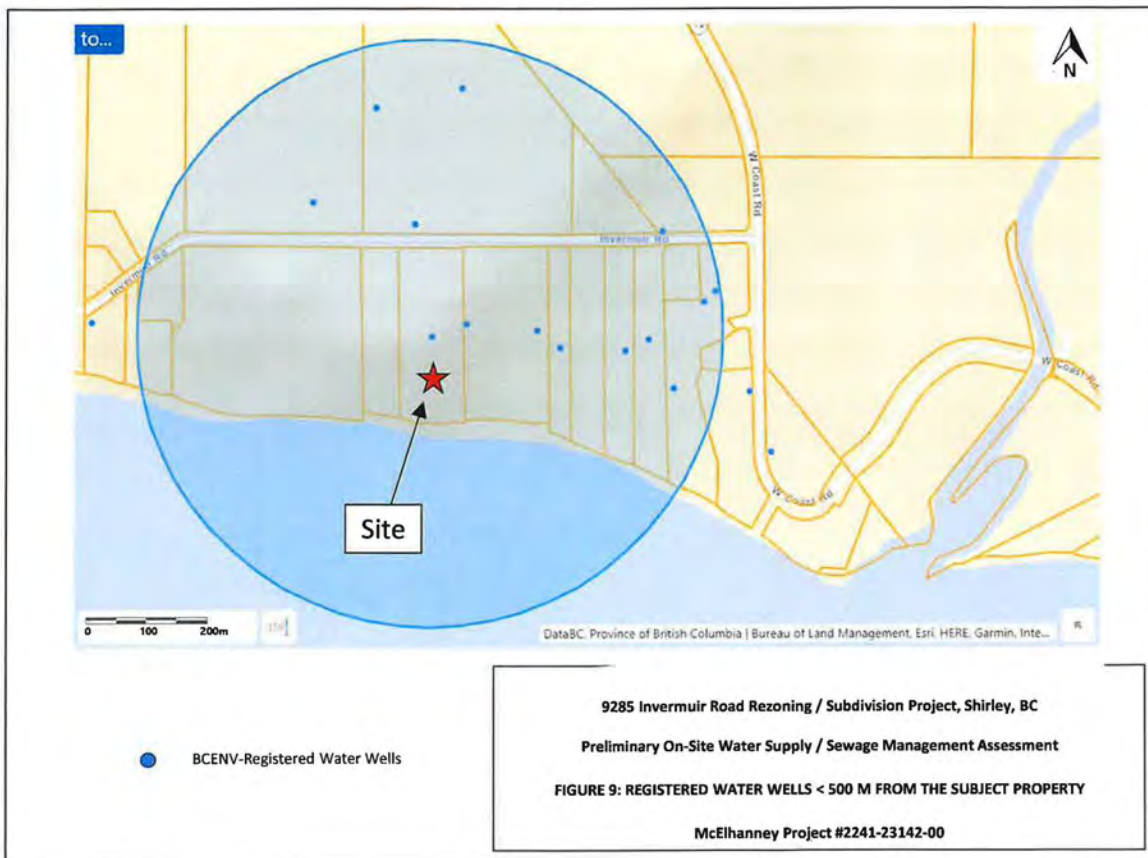


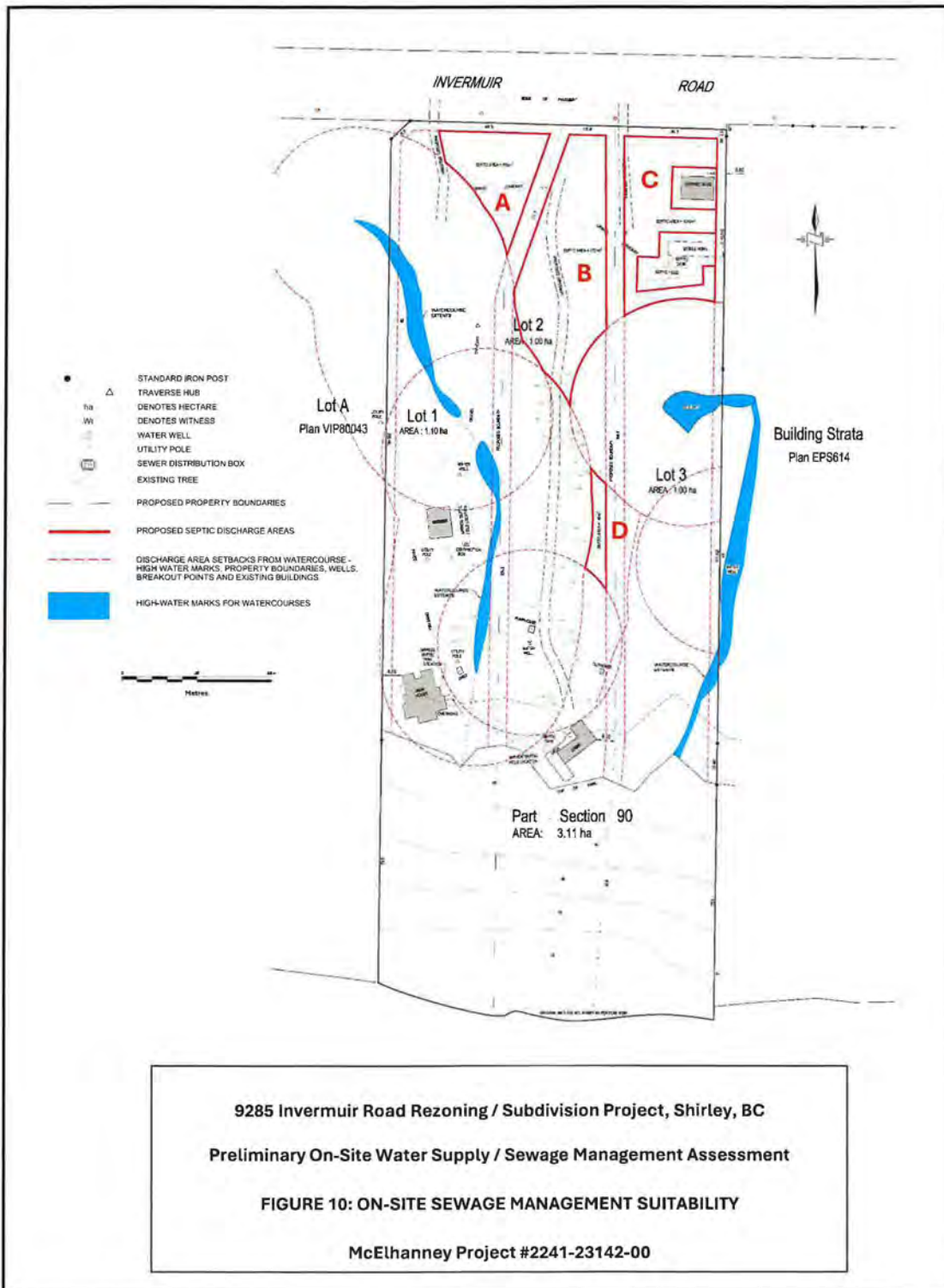














ENVIRONMENTAL ASSESSMENT FOR 9285 INVERMUIR ROAD SHIRLEY, BC V9Z 1G3

PREPARED FOR:



AND

CAPITAL REGIONAL DISTRICT (CRD)
3-7450 BUTLER ROAD
SOOKE, BC
V9Z 1N1

CORVIDAE PROJECT #2023-162
MARCH 2024

CORVIDAE
ENVIRONMENTAL CONSULTING INC
6526 WATER STREET, SOOKE, BC

SOLUTION ORIENTED. PROTECTION OF THE ENVIRONMENT. ABSOLUTE INTEGRITY. OPEN COMMUNICATION. RESPECT.

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CAVEAT

This Environmental Assessment (EA) has been prepared with the best information available at the time of writing, including the Shirley – Jordan River Official Community Plan, a site visit, review of site plans and design drawings and other documentation relevant to the project. This EA has been developed to assist the project in remaining in compliance with relevant environmental regulations, acts and laws pertaining to the project and to identify and mitigate the expected impacts of the project.



1 INTRODUCTION

Corvidae Environmental Consulting Inc. (Corvidae) is pleased to provide this Environmental Assessment (EA) report for the property located at 9285 Invermuir Road (PID: 009-592-130; Section 90, Plan VIP913R), referred to herein as the Site (Figure 1). The 3.12 ha estate property is proposed to be rezoned from Rural A and subdivided into 3, 1 ha lots. Onsite works associated with the rezoning and subdivision application include providing individual lot services to each of the three (3) proposed lots.

Three development permit areas (DPAs) overlap the Site, including the Steep Slope DPA, the Shoreline Protection DPA, and the Sensitive Ecosystem DPA (Mature Forest) (Figure 2). The Steep Slope DPA and Shoreline Protection DPA will not be affected by the proposed rezoning and subdivision. Removal of trees within the Sensitive Ecosystem DPA will be required to accommodate the installation of the driveway segments within Lots 1 and 2 (see Figure 1 for proposed subdivision layout and driveway segments).

Three (3) surface water features, including one wetland and two streams were detected on the Site during the assessment. It was determined that these features originate in the upper (north) sections of the Site and flow to the south. At the southern extent of the Site, the streams cascade down over steep slopes (>30%) that lead directly to the ocean. As reaches that exceed 20% gradient represent a barrier to fish passage, the watercourses on the property are not accessible to fish and as a result, the Riparian Areas Protection Regulation (RAPR) does not apply.

As aquatic ecosystems are valuable for wildlife, species at risk, and ecosystem services, Corvidae recommends application of setbacks on both the wetland and streams on the property. Based on professional experience and Best Management Practices, a 10 m setback on both sides of the streams, and 10 to 15 m around the wetland (see Section 4.7 for details). These setbacks are intended to protect the aquatic ecosystems in perpetuity, as well as increase the resilience of the ecosystems under increasingly common drought or flood conditions.

The recommended setbacks are intended to allow for sufficient developable area on the subdivided properties and do not constrain access to any parts of the proposed properties. Any activities that may encroach into these recommended setbacks must be planned in consultation with the QEP to ensure that appropriate mitigation measures are in place to protect the aquatic ecosystems and that the appropriate permits and notifications are acquired.

This document addresses the requirements in the Shirley – Jordan River Official Community Plan (OCP) Bylaw No. 4001 and provides an assessment on the environmental conditions on the property, potential impacts of the proposed rezoning and subdivision, and recommendations on the protection of environmentally sensitive features and methods to minimize impacts of the proposed plans.





1.1 OBJECTIVES

The purpose of this EA is to assess the current terrestrial and riparian environments onsite, identifying terrestrial and aquatic habitat, sensitive ecosystems, and wildlife habitat, including wildlife trees, nests, and any other wildlife features. This EA also identifies the presence of threatened or endangered species on or around the Site, which includes a 200 m buffer around the Site boundaries. As part of the EA, Corvidae completed detailed field assessments to document biophysical features, habitat and verify available ecosystem inventory data.

From this information potential impacts have been determined and mitigations provided to protect the natural environment, its ecosystems and associated biological diversity. This report and planning meet the environmental requirements in the Shirley – Jordan River Official Community Plan, zoning by-laws and addresses provincial and federal laws.

1.2 REGULATORY FRAMEWORK

This environmental assessment is designed to comply with the provisions set out in the Shirley – Jordan River OCP for development permit areas and for compliance with the provisions for environmental protection contained in the following relevant legislation:

Municipal

Shirley – Jordan River OCP, Bylaw No. 4001 (2018)

- o Capital Regional District Bylaw 4001, 2018. Shirley – Jordan River OCP, Schedule A, **510 Steep Slope Development Permit Area:**

“That part of the Shirley – Jordan River Plan area indicated as Steep Slope DPA on Schedule C is designated as a development permit area pursuant to Section 488(1)(b) of the Local Government Act (LGA). The Steep Slope DPA includes all those areas having slopes exceeding 30% or 16.7 degrees over a minimum 10 metre run.”

Objectives for the Steep Slope DPA:

- i. Protects the integrity of the slopes; and
- ii. Reduces the risk of injury to persons or damage to the property.

- o Capital Regional District Bylaw 4001, 2018. Shirley – Jordan River OCP, Schedule A, **520 Shoreline Protection Development Permit Area:**

“That part of the Shirley – Jordan River Plan area indicated as Shoreline Protection DPA on Schedule D is designated as a development permit area pursuant to Sections 488(1)(a) and 488(1)(b) of the Local Government Act (LGA). The Shoreline Protection DPA established under this section includes all land lying 15 metres upland of the natural boundary of the ocean.”

Objectives for the Shoreline Protection DPA:

- i. Protects coastal properties from damage and hazardous conditions that can arise from erosion and flooding.
- ii. Protects and enhances the ecological health of marine waters, the shoreline, and adjacent uplands; and,



- iii. Preserves the integrity and connectivity of coastal processes.
 - o Capital Regional District Bylaw 4001, 2018. Shirley – Jordan River OCP, Schedule A, **540 Sensitive Ecosystem Development Permit Area:**

"That part of the Shirley – Jordan River area indicated as Sensitive Ecosystem DPA on Schedule E is designated as a development permit area pursuant to Sections 488(1)(a) and 488(1)(i) of the Local Government Act (LGA). The Sensitive Ecosystem DPA established under this section includes those sensitive ecosystems and other important ecosystems identified as Intertidal, Estuarine, Freshwater, Older Forest, Mature Forest, Fringe Forest, Woodland, Herbaceous, Sparsely Vegetated, Wetlands, and Riparian in the Sensitive Ecosystem Inventory (SEI) prepared by Madrone Environmental in 2014. The Sensitive Ecosystem DPA includes the strip of land 30 metres from the natural boundary on either side of all watercourses. This DPA also includes a 100 metre buffer around an eagle's nest, as recommended in the Sensitive Ecosystem Inventory."

Objectives for the Sensitive Ecosystem DPA:

- i. Protects, enhances, and restores the biodiversity and ecological values and functions of environmentally sensitive areas.
- ii. Fosters compatibility between development, existing land uses and environmentally sensitive areas.
- iii. Maintains connectivity between sensitive ecosystems; and
- iv. Protects water quality and quantity.

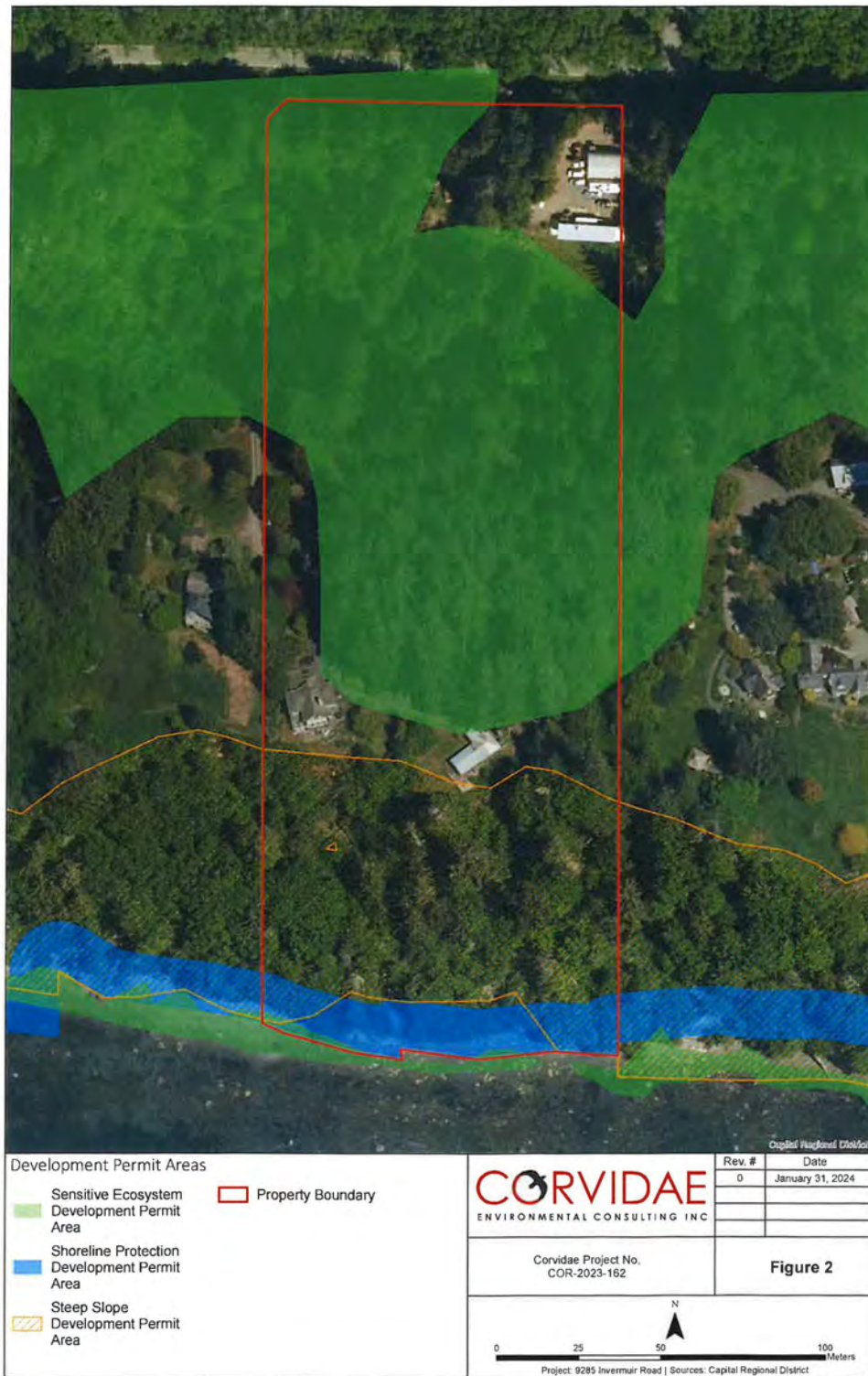
Provincial

- o Wildlife Act (1996)
- o Invasive Species Council of BC
- o *Weed Control Act* (1996, current as of March 2023)
- o Water Sustainability Act
- o Under the Water Sustainability Act, waterbodies in BC are protected and managed to ensure their sustainability and the availability of water resources for various purposes. The Act sets rules and regulations for activities that have an impact on water quality and quantity, as well as for the use of surface water and groundwater.

Federal

- o Migratory Birds Convention Act (1994)
- o Species at Risk Act (SARA) (2002)
- o Fisheries Act (2019)





2 SCOPE OF WORK

Corvidae completed an environmental assessment for the Site and documented the ecological features. Background information was reviewed, including applicable databases. During the assessment, the following features were documented in this report:

- Areas of sensitivity, including aquatic ecosystems and riparian areas.
- Areas of habitat and biodiversity values.
- Plant communities and plant species on site.
- Potential wildlife presence and wildlife habitat.
- Soil types and terrain.
- Surface water flow patterns.

Following the field assessment, the biophysical features were mapped, and buffer areas identified. Environmental mitigation measures to minimize the impacts of the proposed works are provided in Section 6.

3 METHODS

3.1 DESKTOP REVIEW

Baseline biophysical conditions were compiled by reviewing the best available data and information including existing reports for the area and conducting searches of online provincial and federal databases:

- BC Conservation Data Centre (BC CDC 2023a and 2023b);
- BC HabitatWizard (Province of BC 2023);
- Aerial photographs of the Site (Google Earth 2023);
- Capital Regional District (CRD) Regional Map (CRD 2021); and
- Shirley-Jordan River Electoral Area Official Community Plan Bylaw No. 4001 (CRD 2018).

3.2 FIELD ASSESSMENT

A field assessment of the Site was completed by Qualified Environmental Professionals (QEP's) from Corvidae on January 16th, 2024. The assessment included characterization of vegetation and habitat types, wildlife sign and species observations, wildlife habitat, surface water features, and assessed the current conditions of the Site. Site photographs are included as Appendix A.

4 ENVIRONMENTAL SITE ASSESSMENT

4.1 LAND USE

The Site currently contains a dwelling on each proposed lot, as well as septic fields, accessory structures (e.g., pumphouse, garage), landscaped areas, and a gravel driveway that becomes paved in the southwestern Site extent. Steep slopes occur in the southern extent of the Site, leading to the shoreline of the marine environment. Anthropogenic features are surrounded by immature coniferous forest, mature coniferous forest, riparian vegetation, and aquatic features, including two streams and one wetland. Surrounding land use is rural residential. The Site is bound by private properties to the west and east, by the marine environment to the south, and by Invermuir Road to the north.



4.2 CLIMATE AND BIOGEOCLIMATIC ZONE

The project is located within the Coastal Western Hemlock (CWH) biogeoclimatic zone, and specifically in the western variant of the Very Dry Maritime subzone (classified as CWHxm2). The CWHxm2 occurs from sea-level to 450m of elevation on southern Vancouver Island. This variant has warm, dry summers and moist, mild winters with relatively little snowfall. Growing seasons are long and can experience water deficits (Pojar et al. 1991).

4.3 TERRAIN AND SOILS

Soils in the CWHxm2 are typically classified as Orthic Dystric Brunisols. The soil texture is sandy loam with 30-60% coarse fragments including gravel and cobble. Soils are well drained, and often less than 1 m thick over extrusive bedrock. Soil survey results available through the BC Soil Information Finder Tool (BC SIFT) classifies the soil onsite as 100% rapidly drained sandy loam (HAWARTH association) (BC SIFT 2018). The topography of the Site slopes steeply to the south, dropping steeply (>30% gradient) from the top of bank to the ocean.

4.4 VEGETATION

The southern portions of the Site above top of bank have been disturbed to accommodate the onsite residences and accessory structures. These areas are characterized by lawn, intermittent native trees, and ornamental trees and shrubs.

Intact, forested areas are characterized by mature Douglas-fir, Sitka spruce, western red cedar, and western hemlock trees. The understory is less developed within dry, upland areas and is dominated by sword fern with lesser amounts of salal, red huckleberry, and trailing blackberry. This ecosystem is consistent with the SEI mapping of the Sensitive Ecosystem Development Permit Area.

Riparian areas bordering the existing surface water features on the Site are more densely vegetated in the understory and herb layers and are characterized by salmonberry, slough sedge, willow species, and sword fern. The canopy within the riparian areas is predominantly comprised of western red cedar and red alder. Slower-moving areas of the existing streams on the property are dominated by slough sedge and reed canarygrass. Skunk cabbage was also observed despite the assessment taking place outside of the growing season.

Vegetation species listed in Table 1 were found on the Site during the assessment. Six invasive species were observed as listed below. These species are listed as "Control" species by the Coastal Invasive Species Committee (2023), which include those that have established infestations throughout the Capital Region. Measures to remove and prevent invasive species are provided in Section 6.



Table 1. Plant species observed on site during the field visit on January 16th, 2024.

Common Name	Scientific Name	BC Provincial Status ¹	SARA Schedule 1 Status ²
Bigleaf maple	<i>Acer macrophyllum</i>	Yellow	--
Bracken fern	<i>Pteridium aquilinum</i>	Yellow	--
Butterfly bush	<i>Buddleja davidii</i>	Exotic	--
Cutleaf blackberry	<i>Rubus laciniatus</i>	Invasive; Exotic	--
Douglas-fir	<i>Pseudotsuga menziesii</i>	Yellow	--
English holly	<i>Ilex aquifolium</i>	Invasive; Exotic	--
Evergreen huckleberry	<i>Vaccinium ovatum</i>	Yellow	--
Grand fir	<i>Abies grandis</i>	Yellow	--
Himalayan blackberry	<i>Rubus armeniacus</i>	Invasive; Exotic	--
Horsetail sp.	<i>Equisetum</i> sp.	Yellow	--
Pacific ninebark	<i>Physocarpus capitatus</i>	Yellow	--
Purple-leaved willowherb	<i>Epilobium ciliatum</i>	Yellow	--
Red alder	<i>Alnus rubra</i>	Yellow	--
Red huckleberry	<i>Vaccinium parvifolium</i>	Yellow	--
Reed canarygrass	<i>Phalaris arundinacea</i> var. <i>arundinacea</i>	Invasive; Exotic	--
Salal	<i>Gaultheria shallon</i>	Yellow	--
Salmonberry	<i>Rubus spectabilis</i>	Yellow	--
Scotch broom	<i>Cytisus scoparius</i>	Invasive; Exotic	--
Sitka spruce	<i>Picea sitchensis</i>	Yellow	--
Slough sedge	<i>Carex obnupta</i>	Yellow	--
Spreading woodfern	<i>Dryopteris expansa</i>	Yellow	--
Spurge laurel	<i>Daphne laureola</i>	Invasive; Exotic	--
Sword fern	<i>Polystichum munitum</i>	Yellow	--
Trailing blackberry	<i>Rubus ursinus</i>	Yellow	--
Western hemlock	<i>Tsuga heterophylla</i>	Yellow	--
Western redcedar	<i>Thuja plicata</i>	Yellow	--
Western white pine	<i>Pinus monticola</i>	Yellow	--
Willow sp.	<i>Salix</i> sp.	--	--

¹ BC CDC 2023a

² Government of Canada 2023

4.5 WILDLIFE

Existing trees and shrubs on the Site may provide nesting and roosting habitat for birds, including migratory songbirds, year-round resident species, raptors, and owls. A pair of bald eagles were seen perched in a large spruce tree on the Site. Several wildlife trees were observed onsite, which may provide habitat for cavity nesting species. No nests were observed during the site assessment.

Small and large mammals are likely to utilize forested and riparian areas on the Site. Deer scat was noted in several areas. Although none were detected during the site assessment, amphibians may occupy existing surface water features. Species detected during the site assessment (audibly or visually) are listed in Table 2.



Table 2. Wildlife species observed on site during the field visit on January 16th, 2024.

Common Name	Scientific Name	BC Provincial Status ¹	SARA Schedule 1 Status ²
Bald eagle	<i>Haliaeetus leucocephalus</i>	Yellow	--
Brown creeper	<i>Certhia americana</i>	Yellow	--
California quail	<i>Callipepla californica</i>	Exotic	--
Chestnut-backed chickadee	<i>Poecile rufescens</i>	Yellow	--
Common raven	<i>Corvus corax</i>	Yellow	--
Dark-eyed junco	<i>Junco hyemalis</i>	Yellow	--
Eastern cottontail (tracks)	<i>Sylvilagus floridanus</i>	Exotic	--
Fox sparrow	<i>Passerella iliaca</i>	Yellow	--
Golden-crowned kinglet	<i>Regulus satrapa</i>	Yellow	--
Harbour seal (off-property)	<i>Phoca vitulina</i>	Yellow	--
Northern flicker	<i>Colaptes auratus</i>	Yellow	--
Pacific wren	<i>Troglodytes pacificus</i>	Yellow	--
Pine siskin	<i>Spinus pinus</i>	Yellow	--
Red-breasted sapsucker	<i>Sphyrapicus ruber</i>	Yellow	--
Ruby-crowned kinglet	<i>Corthylio calendula</i>	Yellow	--
Song sparrow	<i>Melospiza melodia</i>	Yellow	--
Steller sea lion (off-property)	<i>Eumetopias jubatus</i>	Blue	1-SC
Varied thrush	<i>Ixoreus naevius</i>	Yellow	--
Western gull	<i>Larus occidentalis</i>	--	--

¹ BC CDC 2023a

² Government of Canada 2023

4.6 SPECIES AT RISK

A query of the BC CDC iMap tool yielded two (2) species at risk occurrences: ermine, *anguinae* subspecies (*Mustela richardsonii anguinae*) and the keeled jumping-slug (*Hemphillia burringtoni*), within a two-kilometer radius of the Site (BC CDC 2023b) (Figure 3). No species at risk were detected onsite during the assessment.

The element occurrence for ermine occurs approximately 1.2 km northeast of the Site. The ermine is endemic to Vancouver Island and Salt Spring Island and is blue listed in BC (CDC 1996). There is limited information available regarding the habitat needs of this species, however, some preferred habitat characteristics include coarse woody debris and thick understories, particularly near water (CDC 2014). If ermine were present on the Site, the species would likely utilize the dense riparian understory of the stream located on the west side of the Site, north of the gravel driveway, however, coarse woody debris is limited. Overall, the potential for ermine to occupy the Site is considered low given a lack of suitable coarse woody debris and understory habitat.

The keeled jumping-slug is red listed in BC and listed as Special Concern under SARA. Three element occurrence polygons of the keeled jumping-slug occur between approximately 680 m and 995 m to the west and southwest of the Site. This species occupies moist forests from young seral stages to old growth and from low to mid-elevations. It is often found in forested riparian areas along creeks or rivers. Required microhabitat features include coarse woody debris, pockets of deep leaf litter, or other moist shelter sites such as provided by root-masses of sword ferns (CDC 2023c). Some suitable habitat characteristics are present on the Site for this species, particularly within areas of mature forest and riparian areas, however, the site is lacking in deep leaf litter pockets and coarse woody debris. This species was not observed during the assessment; however,



adult-sized slugs are typically most visible between April and November. The potential for this species to occur onsite is considered low to moderate.

CRITICAL HABITAT

A 50 km² area of critical habitat for little brown myotis (*Myotis lucifugus*) and Northern myotis (*Myotis septentrionalis*) overlaps the Site. Note, critical habitat mapping is done at a high level to indicate areas in which the biophysical attributes of critical habitat are known to or may occur. For example, the 50 km² polygon for these bat species contains a known occurrence of the species and therefore, it is assumed that additional populations may occupy suitable habitat in the area. No suitable maternal roosting habitat was observed for bats (caves or rock crevasses). Use of the Site by little brown myotis and Northern myotis is considered low based on the site characteristics.

4.7 SURFACE WATER FEATURES

Three (3) unmapped surface water features, including one wetland and two streams were detected on the Site during the assessment. It was determined that these features originate in the upper (north) sections of the Site and flow to the south. Below the top of bank near the southern extent of the Site, the streams cascade down over steep slopes (>30%) that lead directly to the ocean. A search of the BC HabitatWizard database revealed no fish occurrences on or near the Site (Province of BC 2023).

The westernmost stream originates upstream (northwest) of the Site in the adjacent property and flows in a south/southeast direction across proposed Lot 1. The upstream sections of this watercourse contain wide floodplain areas and slow-moving sections that are characterized by salmonberry thickets and red alder with evidence of skunk cabbage along channel edges in slower flowing sections. Pockets of slough sedge were also noted within slow-moving channel sections. Substrates are primarily comprised of fines and sediment.

The stream crosses underneath the existing gravel driveway within proposed Lot 1 and flows south toward the existing dwelling. Understory riparian vegetation in this area is reduced in comparison to the northern stream extents. The stream then flows into a culvert that was built to accommodate an onsite path leading into proposed Lot 2, before daylighting just below the top of bank and flowing steeply (> 30% gradient) downslope to the shoreline.

The easternmost stream originates off-property to the east. The offsite extents were not mapped due to private property access restrictions. The portion of the stream channel that occurs in the southeast corner of the Site was noted to be channelized in the southern extents above the top of bank, then widening upstream. Riparian species included salmonberry, sword fern, red alder, and western redcedar. Substrates were observed to be primarily soft (i.e., mud and silt). Similarly to the western stream, the eastern stream flows steeply from the top of bank to the marine shoreline.

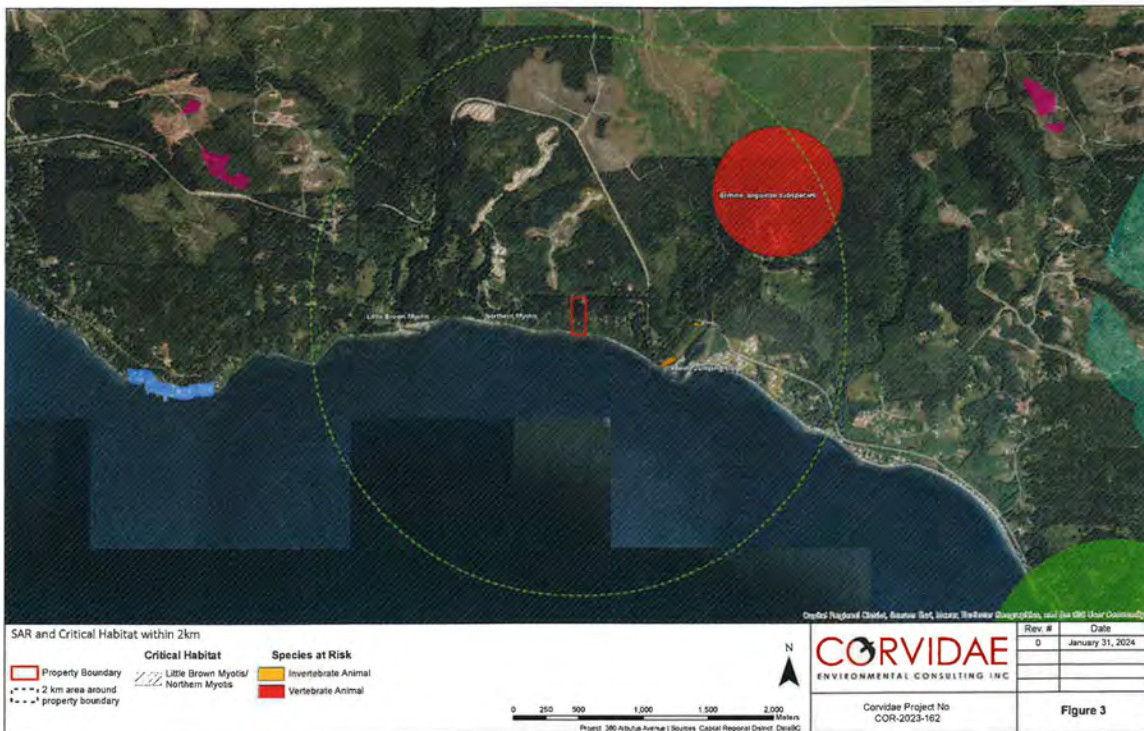
A small wetland occurs within proposed Lot 3 and is dominated by slough sedge, with lesser amounts of salmonberry along the periphery. The wetland is shared with the property immediately to the east of the Site. It is anticipated that the wetland connects with the eastern stream and serves as a partial or complete headwaters for this stream, however, access restrictions prevented confirmation of this. No drainages or flow inputs were observed above the wetland on the Site.

As reaches that exceed 20% gradient represent a barrier to fish passage, the watercourses on the property are not accessible to fish and as a result, RAPR does not apply. Despite this, recommended watercourse setbacks have been provided by Corvidae to protect the integrity of these surface water features in perpetuity. A 10 m



setback is recommended for both streams on the Site based on stream width measurements taken during the assessment. A 10 m setback is recommended to be applied to the northern and western boundaries of the wetland, and a 15 m setback to the south of the wetland (Figure 1).





5 POTENTIAL ENVIRONMENTAL EFFECTS

The potential environmental impacts of the proposed subdivision and driveway construction on the Site include:

- Loss of existing trees and spread of invasive plant species,
- Change in wildlife habitat availability, and
- Sediment movement in the project area, particularly adjacent to aquatic ecosystems.

The residual environmental impacts of the activities on the Site will be reduced by the implementation of the mitigation and restoration measures recommended in Section 6 of this report.

The proposed subdivision does not include activities within the Shoreline DPA or activities below top of bank (Steep Slopes DPA); therefore, no effects to the shoreline area or steep slopes are anticipated.

VEGETATION AND MATURE FOREST

The effects of vegetation removal may include loss of biodiversity of plant species and increased susceptibility to invasive plants not only in the cleared area but also in adjacent plant communities. Vegetation immediately adjacent to cleared areas may experience in changes to the canopy structure and understory plant species due windthrow and increased light and moisture penetration.

INVASIVE SPECIES

Invasive plants are particularly adept at colonizing degraded plant communities and disturbed soils in high traffic areas, such as the margins of roads and parking areas. Invasive plants establish readily in disturbed areas as they have a wide ecological tolerance and grow and propagate quickly. The effects of invasive plant establishment may be the reduction or displacement native species by capturing resources and occupying habitats.

WILDLIFE AND WILDLIFE HABITAT

Habitat loss and alteration from vegetation clearing can cause displacement of wildlife, use of less suitable habitat, reduced foraging ability, increased energy expenditure and lower reproductive success.

EROSION AND SEDIMENT

Removal of vegetation and ground disturbance may expose soils to erosion and can result in the movement of sediment on the Site. Damage or degradation of soil surfaces during construction can include loss of soil structure, increased erosion, and soil compaction which can negatively affect post-construction reclamation efforts.

Disturbance or removal of vegetation in the riparian area may result in the loss of features, functions and conditions that are vital for maintaining stream bank stability and aquatic habitat conditions. Vegetation in the riparian area controls surface water run-off from the upland areas, preventing excessive silt and surface run-off pollution from entering the aquatic environment.



6 RECOMMENDED ENVIRONMENTAL PROTECTION MEASURES

The mitigation measures provided in this report are designed to protect sensitive ecosystems and were developed in accordance with:

- o The Shirley - Jordan River OCP (2018),
- o Procedures for Mitigating Impacts on Environmental Values (Environmental Mitigation Procedures) (BC Ministry of Environment [MOE] 2014a),
- o Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development in British Columbia (MOE 2014b), and
- o Environmental Best Management Practices for Urban and Rural Land Development in British Columbia (MOE 2004).

AQUATIC AND RIPARIAN ENVIRONMENTS

All proposed driveway segments currently occur outside of the suggested watercourse setbacks on the Site. The implementation and monitoring of Erosion and Sediment Control (ESC) measures, as provided below, will protect the aquatic features onsite indirectly by mitigating sediment movement and reducing the potential for deleterious substance release.

Any activities that may encroach into these recommended setbacks must be planned in consultation with the QEP to ensure that appropriate mitigation measures are in place to protect the aquatic ecosystems and that the appropriate permits and notifications are acquired. Specific mitigation measures and monitoring requirements will be determined based on the nature of the encroachment and time of year.

VEGETATION

It is recommended that the proposed driveways are aligned with the intent to avoid tree removal to the extent possible with particular care to avoid large, mature trees and wildlife trees. Trees that are required to be removed to accommodate the proposed driveway segments are recommended to be replaced onsite at a 2:1 ratio. Table 3 provides a list of native tree species that are suitable for the Site. Trees should be felled away from existing watercourse setbacks.

Table 3. Recommended native tree species for replacement plantings.

Common Name	Species
Douglas-fir	<i>Pseudotsuga menziesii</i>
Western hemlock	<i>Tsuga heterophylla</i>
Western redcedar	<i>Thuja plicata</i>
Sitka spruce	<i>Picea sitchensis</i>



INVASIVE SPECIES

Invasive weed control is difficult for established populations. Species should be removed using the most appropriate methods, at the correct time of year, and plant material must be disposed of correctly to avoid re-establishment or spread. Following removal, re-seed bare soil with desirable, competing vegetation. Details of removal methods for the invasive species on the Site are provided below in Table 4.

Table 4. Removal and disposal methods for invasive species

Species	Removal Method	Removal Timing	Plant Disposal
English holly	English holly can be removed by hand pulling small seedlings or cutting mature trees at ground level removing all plant material.	Removal is best done before flowering to eliminate seed production.	Holly does not root again once removed, so it can also be piled to desiccate on site. Can be bagged and disposed of properly in a landfill. Do not compost.
Scotch broom	Avoid disturbing the soil which can stimulate dormant broom seeds to sprout. Small broom plants can be pulled easily from the ground by hand without disturbing the soil. Larger plants should be cut below the root crown using loppers or a pruning saw.	Scotch broom removal should occur mid-April through early June before its seed pods begin to open.	Bagged and disposed of properly in a landfill. Do not 'recycle' garden debris or compost.
Himalayan blackberry	Can be removed by pulling or cutting the canes from the ground. If possible, dig out the roots, paying careful attention not to damage nearby vegetation.	Removal should occur in the spring and early summer before plants produce berries as cutting canes when the plant is producing flowers reduces re-growth.	Burned or bagged and disposed of properly in a landfill or burning. Do not compost.
Spurge-laurel	Spurge-laurel can be removed by pulling small plants or cutting larger plants just below the soil. Spurge laurel stems may re-sprout after cutting and numerous seedlings may germinate so repeated site visits are necessary. Always wear gloves when handling spurge laurel because it produces a noxious substance which can cause severe eye and skin irritation. Avoid spreading berries during removal.	Can be removed year-round.	Removed plants should be bagged and disposed of properly in a landfill. Do not transport inside an enclosed vehicle as the plants can cause respiratory irritation.

Mitigation measures to control and minimize the spread of invasive weeds on the Site include:

- o Clean all machinery before arrival onto the Site to ensure that more weed seeds and other propagules (e.g., pieces of root) are not brought into the project area. This means sweeping the tracks, removing any debris, and washing if muddy.
- o Clean all machinery of soil and debris prior to leaving the Site.



WILDLIFE AND WILDLIFE HABITAT

The following measures should be taken to minimize impacts on wildlife and wildlife habitat:

- Vegetation clearing should be completed outside of the migratory bird window (early March to end of August; Government of Canada 2021).
- If vegetation clearing must take place within the sensitive time period for breeding birds, a QEP must conduct nest search surveys a maximum of 2 days prior to the start of activities. Multiple nest surveys may be required. If an active nest is discovered during nest searches or clearing activities, the nest will be subject to site-specific mitigation measures (e.g., protective buffer around the nest or unobtrusive monitoring) until the young have naturally fledged/left the area. Multiple nest sweeps may be required. Nest search areas include both vegetation and onsite, man-made structures that are scheduled for removal.
- If clearing is schedule between January 1 and August 15, a raptor nest survey should be completed by a QEP prior to clearing of any large trees. Occupied or active nests would be subject to the actions described above. There were no raptor nests found on site during the assessment on January 16th.

EROSION AND SEDIMENT CONTROL

The primary focus of erosion and sediment control planning is erosion control; if there is no erosion then there is no sediment. Erosion control is far more cost effective to implement and manage than sediment control.

Mitigation options to minimize the potential effects of the project on the natural environment include:

- Store materials and soils in dry, flat areas at least 15 m from the existing watercourse setbacks.
- During tree clearing and driveway installation, heed weather advisories and schedule work to avoid wet and rainy periods that may result in high surface water flow volumes and/ or increase erosion and sedimentation.
- Install sediment fencing or straw wattles at the boundary of the disturbance footprint if sediment release is noted.
- Regularly inspect and maintain ESC measures in place until all construction is completed and disturbed ground has been permanently stabilized.
- Heed weather advisories and scheduling work to avoid wet, windy, and rainy periods that may result in high flow volumes and/ or increase erosion and sedimentation.
- Minimize amount of time soils are exposed by seeding and planting as soon as disturbance is complete. Cover exposed soil areas with tarps if for a prolonged period or during rainfall events.
- Fuel equipment at least 30 m from surface water features.
- Ensure all construction equipment is leak-free and in good working order. Any leaks should be repaired prior to commencing work.
- Maintain at least one site-specific spill kit that can handle the largest potential spill on site the project site.
- Maintain spill kits, i.e., absorbency pads, plastic bags, etc., on all heavy equipment vehicles used on the project site.
- Clean equipment and tools prior to coming to site, and onsite clean these items in an area located >30 m from surface water features.



7 CONCLUSION

The potential environmental impacts of the proposed project at 9285 Invermuir Road have been presented in this report. The environmental constraints have been assessed on the three proposed subdivision lots.

Three surface water features were mapped on the site. Setbacks based on professional expertise and best management practices have been recommended to protect the integrity of these aquatic ecosystems; however, none of the setbacks or surface water features present constraints to the subdivision or future development on the proposed lots.

The implementation of the mitigation measures recommended in this report, including minimizing tree removal, and the use of erosion and sediment controls will minimize the impacts of the proposed development on the environment, including the Sensitive Ecosystem DPA. All works must be completed in accordance with the migratory bird window. Any activities that may encroach into the recommended aquatic ecosystem setbacks must be planned in consultation with the QEP to ensure that appropriate mitigation measures are in place to protect the aquatic ecosystems and that the appropriate permits and notifications are acquired.

Report Prepared By:



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A handwritten signature in black ink that reads "A. Johns".

Allison Johns, B.Em.
Junior Biologist
Corvidae Environmental Consulting Inc.



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APPENDIX A – SITE PHOTOGRAPHS

Photo 1. North view of existing paved driveway in proposed Lot 1.



Photo 2. Southwest view of existing dwelling in proposed Lot 1.



Photo 3. Wildlife tree (evidence of foraging and nesting).



Photo 4. Tree canopy in the Sensitive Ecosystem DPA (mature forest).



Photo 5. Eastern stream near TORB, before stream flows over steep slopes, looking south.



Photo 6. North view of eastern watercourse and riparian area.



Photo 7. West view of steep slopes in the western extent below TOB. Stream is present below vegetation cover near photo center.



Photo 8. Existing stairs leading to shoreline area.



Photo 9. East view of the shoreline area along the southern Site boundary.



Photo 10. Downstream extent of western-most stream, discharging to the marine environment. January 16, 2024.



Photo 11. Typical view of tree canopy and vegetation on the steep slopes below TORB between proposed Lots 1 and 2. January 16, 2024.



Photo 12. Typical of west stream on proposed Lot 1. January 16, 2024.



Photo 13. Southeast view of western stream within proposed Lot 1.



Photo 14. North view of western stream channel in the northwest Site extent.



Photo 15. Typical view of vegetation assemblage (younger forest stand age) along the northern property extent near Invermuir Road



Photo 16. Northeast view of existing wetland in proposed Lot 3.



Appendix F: Referral Comments

From: [Mark Groulx](#)
To: [Wendy Miller](#)
Subject: Re: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Saturday, June 22, 2024 10:01:13 AM
Attachments: [PPS-JDF-2024-06-18-RZ000286-Referral-LUC-Report.pdf](#)

Good day Wendy, no concerns from Bylaw

Regards

Sent from my iPhone

From: [Chris J Vrabel](#)
To: [Wendy Miller](#)
Cc: [Corey Anderson](#)
Subject: FW: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Monday, July 15, 2024 2:09:30 PM
Attachments: [PPS-JDF-2024-06-18-RZ000286-Referral-LUC-Report.pdf](#)
[PPS-JDF-2024-06-18-RZ000285-Referral-LUC-Report.pdf](#)

Hi Wendy,

I don't see the usual form for staff comments attached to both attached referrals RZ000285, and 286. My comments are specific to road access in that,
The applicant must produce a report by a Qualified Professional that recommends how the proposed development provides (1) satisfactory access to emergency vehicles

Thanks,
Chris

From: [Shauna Huculak](#)
To: [Wendy Miller](#); [Caitlyn Vernon](#)
Cc: [Sandra Allen](#)
Subject: Re: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Thursday, June 27, 2024 10:13:26 AM

Hi Wendy, hope all is good with you.

Pls see below:

A search of the *Remote Access to Archaeological Data* (RAAD) managed by the BC Archaeology Branch (Ministry of Forests) was conducted on 27-June-2024. The search indicates that the property is not located within or immediately adjacent to a registered *Heritage Conservation Act* (HCA) protected archaeological site. However, there is no record of an archaeological assessment having occurred on the property. A search of RAAD also indicates that there is no provincial archaeological overview assessment model available for the property. This is not an indicator of low archaeological potential.

Given that there is no registered archaeological site on the property, a Provincial *Heritage Conservation Act* permit is not required to undertake the work. However, a Provincial *Heritage Conservation Act* permit will be required if archaeological deposits, features or materials are exposed and/or encountered during land-altering activities that includes tree felling. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays and potential costs.

All archaeological sites, whether on Provincial Crown or private land (including land under water) that are known or suspected to predate AD 1846, are automatically protected under the HCA (S.13) this includes culturally modified trees. Certain sites, including human burials and rock art sites with heritage value, are automatically protected regardless of their age. Shipwrecks and plane wrecks greater than two years of age are also protected under the HCA. The *Heritage Conservation Act* does not distinguish between those archaeological sites which are "intact," (i.e., those sites which are in a pristine, or undisturbed state) and those which are "disturbed" (i.e., those sites which have been subject to alteration, permitted or otherwise). All archaeological sites, regardless of condition, are protected by the HCA, as described above. *Heritage Conservation Act*-protected archaeological sites or objects cannot be disturbed or altered without a permit issued by the Archaeology Branch (Ministry of Forests).

shauna

From: Wendy Miller <[wmiller@crd.bc.ca](mailto:wmill@crd.bc.ca)>
Sent: Wednesday, June 19, 2024 3:54 PM
To: Caitlyn Vernon <CVernon@crd.bc.ca>
Cc: Shauna Huculak <SHuculak@crd.bc.ca>; Sandra Allen <SAllen@crd.bc.ca>

From: [Kristine Pearson](#)
To: [Darren Lucas](#); [Kelsey McDermott](#)
Subject: Re: Request for Comment on RZ000285 & RZ000286
Date: Friday, July 12, 2024 7:51:29 AM
Attachments: [image001.jpg](#)

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Thanks Darren

No issue with these.

Thank yiu



PO Box 307, Sooke B.C., V9Z 1G1
Ph.: 250 642-3957 Fax: 250 642-7808

9 August 2024

RE: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)

File: RZ000286

Dear Wendy Miller,

Thank you for providing the opportunity to review the application. T'Sou-ke First Nation has reviewed the documents sent. T'Sou-ke Nation agrees with the recommendations provided in the environmental assessment. Also, the proponent should be required to complete an archaeological study (AIA) prior to construction to determine the presence of known archaeological sites, devise mitigation and avoidance strategies, and determine previously unknown archaeological interests. T'Sou-ke Nation will need to be apprised of any archaeological finds when construction starts on this property. There should also be the opportunity for the T'Sou-ke Nation Guardians to be onsite when excavation is undertaken. Please notify T'Sou-ke Nation when construction begins.

Should you have any comments or questions following this review please correspond with the Lands Governance Director at landsmanager@tsoukenation.com or at 250-642-3957 ext. 227.

Sincerely,

A handwritten signature in black ink, appearing to read "Bonnie Hill", is written over a light blue horizontal line.

Bonnie Hill
Lands Governance Director, T'Sou-ke First Nation
250-642-3957; landsmanager@tsoukenation.com

Cc:

Michelle Thut
Administrator, T'Sou-ke First Nation
administrator@tsoukenation.com
250-642-3957

From: [Mann, Elaine](#)
To: [Wendy Miller](#)
Cc: [Cameron, Michael \(Properties\); Design, SVI](#)
Subject: 9285 Invermuir Rd, Shirley, BC Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Thursday, June 20, 2024 1:30:30 PM
Attachments: [image002.png](#)
[REFERRAL-FORM-AGENCIES-RZ000286.pdf](#)
[PPS-JDF-2024-06-18-RZ000286-Referral-LUC-Report.pdf](#)
[TITLE-CA309122-PID-026-512-513.pdf](#)

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Hi Wendy

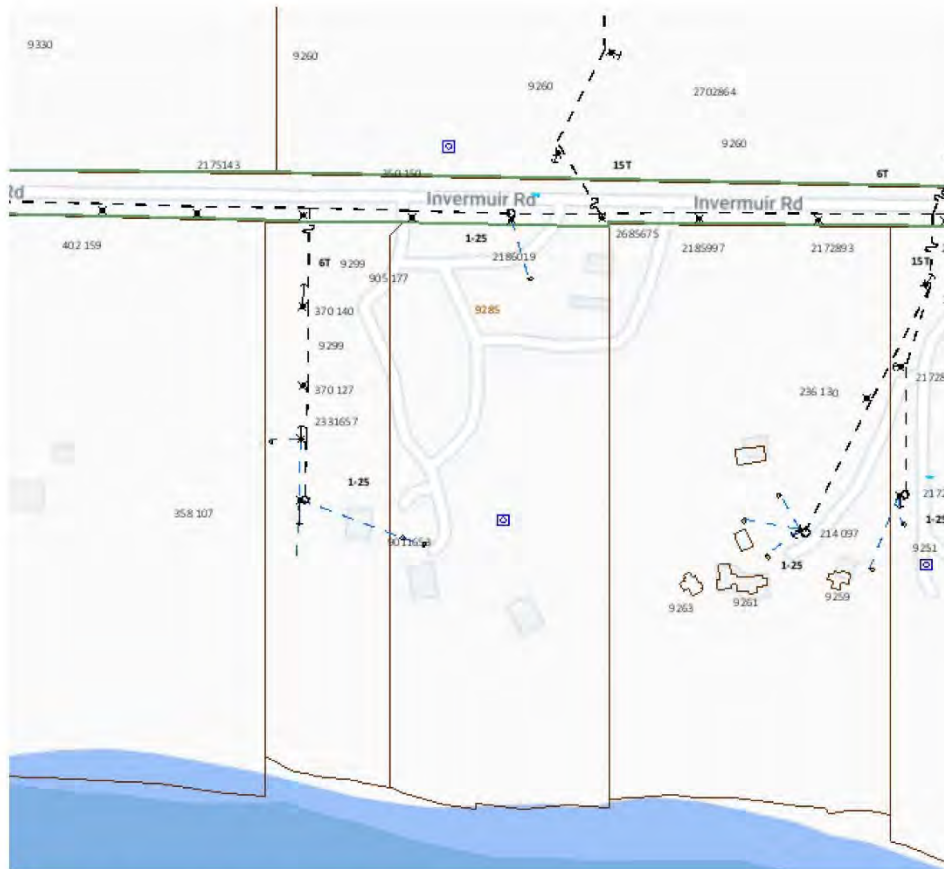
Thank you for your email. BC Hydro Property Rights Services has no objection in principle to the proposed rezoning application and the 3-lot subdivision.

Any comments from BC Hydro Field Operations' Distribution Engineering & Design Department will be provided to you under separate cover.

The following comments are for the property owner's information:

1. For new construction, BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors, including those utility works installed within road allowance adjacent to the property.
2. It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafeBC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working clearances (Limits of Approach).
3. For any new electrical connections please call BC Hydro's Electric Service Coordination Centre at 1-877-520-1355.

Please let me know if you have any questions or concerns.



Elaine Mann | Property Coordinator, Property Rights Services

BC Hydro
Vancouver Island

P 250-755-7169
E elaine.mann@bchydro.com

bchydro.com

Smart about power in all we do.

From: Wendy Miller <wmiller@crd.bc.ca>
Sent: 2024, June 19 3:26 PM
To: Mann, Elaine <Elaine.Mann@bchydro.com>
Subject: [External] Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)

Don't click on links or open attachments unless you trust the sender and are expecting the link or attachment. If you suspect this message to be phishing, please report it by clicking the Report Message button in the Outlook toolbar and select "Phishing."

From: [Lauren Mattiussi](#)
To: [Wendy Miller](#)
Cc: [Chris Marshall](#)
Subject: RE: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Thursday, June 27, 2024 1:20:13 PM
Attachments: [image002.png](#)
[REFERRAL-FORM-AGENCIES-RZ000286.pdf](#)

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The District has no concerns.

Lauren Mattiussi, RPP, MCIP

Senior Planner



From: Planning <planning@sooke.ca>
Sent: Wednesday, June 19, 2024 3:35 PM
To: Lauren Mattiussi <LMattiussi@sooke.ca>; Tara Johnson <tjohnson@sooke.ca>
Cc: Chris Marshall <CMarshall@sooke.ca>
Subject: FW: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)

For your review and response

Nichole

From: [Arch Data Request FOR:EX](#)
To: [Wendy Miller](#)
Subject: RE: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Wednesday, July 03, 2024 12:59:58 PM
Attachments: [image002.png](#)
[image003.png](#)

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

Hello Wendy,

Thank you for your referral regarding 9285 Invermuir Road, PID 009592130, THAT PART OF SECTION 90, RENFREW DISTRICT, SHOWN OUTLINED IN RED ON PLAN 913R LYING TO THE SOUTH OF THE SOUTHERLY BOUNDARY OF PLAN 503RW AND TO THE WEST OF A BOUNDARY PARALLEL TO AND PERPENDICULARLY DISTANT 575 FEET FROM THE EASTERLY BOUNDARY OF THAT PART OF SAID SECTION SHOWN OUTLINED IN RED ON SAID PLAN 913R, EXCEPT PART IN PLAN VIP80043. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, given the property's waterfront location, there is high potential for previously unidentified archaeological sites to exist on the property.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological

sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

If there are no plans for land-altering activities on the property, no action needs to be taken at this time.

Rationale and Supplemental Information

- There is high potential for previously unidentified archaeological deposits to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.
- If a permit is required, be advised that the permit application and issuance process takes approximately 20 to 40 weeks; the permit application process includes referral to First Nations and subsequent engagement.
- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories. Please note, the Archaeology Branch cannot provide specific recommendations for consultants or cost estimates for archaeological assessments. Please contact an eligible consulting archaeologist to obtain a quote.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

From: [Toews, Mary WLRS:EX](#)
To: [Wendy Miller](#)
Cc: [Roden, Jacqueline WLRS:EX](#)
Subject: RE: Referral Request CRD RZ000286 9285 RZ Bylaw 4616
Date: Monday, July 08, 2024 3:40:14 PM
Attachments: [image001.jpg](#)

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

Hello,

We have no objection to the approval of the rezoning subject to adhering to the recommendations in the report completed by Corvidae Environmental Consulting Ltd; particularly the avoidance of vegetation clearing during breeding bird season, buffers of 10-15m (preferably 15) on waterbodies, and siting development outside of the most sensitive areas (away from waterbodies, leaving mature forest intact as much as possible, etc). The report notes that the streams and wetlands are not covered by RAPR as they are likely non-fish bearing, however we note that the *Water Sustainability Act* (WSA) would apply and any work impacting these waterbodies would require an Approval or notification from the Provincial Water Authorizations Branch. Note that if any further wet areas that have potential to be wetlands, or species at risk or habitat, are found during development work must stop and a QEP employed to further assess.

Mary

Mary Toews | MSc, RPBio (she/her)

Sr. Ecosystems Biologist, West Coast Region
BC Ministry of Water, Land and Resource Stewardship
2080 Labieux Rd, Nanaimo, B.C. V9T 6J9

Phone: 778-421-8744 | Email: Mary.Toews@gov.bc.ca

I gratefully acknowledge that I live and work on the territory of the Qualicum, K'omoks, Snaw-naw-as and Snuneymuxw First Nations

RESPONSE SUMMARY – REZONING APPLICATION
RZ000286

Interest Affected by Proposal for Reasons Outlined Below

Interest Unaffected by Proposal

Comments:

The Ministry of Water, Land, and Resource Stewardship, Water Protection, has received a referral with respect to proposed rezoning and subdivision of the subject property 9285 Invermuir Road (That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the South of the Southerly Boundary of Plan 503RW and to the West of a Boundary of that Part of Said Section Outlined in Red on Said Plan 913R, Except Part in Plan VIP80043). Currently, three residential dwellings occupy the subject lot. Based on the subdivision plan provided, there will be one dwelling per subdivided lot therefore, the proposed rezoning and subdivision is not expected to result in additional housing density. The Water Supply and Sewage Management Assessment Report submitted with the application also recommended the drilling of two new private domestic water supply wells which, in conjunction with the existing water supply well (Well Tag Number: 99540), would supply each newly subdivided lot with water access.

As this area does not appear to have a local water service provider, the applicants should be advised that a water licence for surface water or for non-domestic groundwater use is required under the *Water Sustainability Act*

(<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14015>). Information about water application requirements and process can be found here:

<https://portal.nrs.gov.bc.ca/web/client/-/water-licence-application>.

If a water service is planned, a licence for diversion of groundwater is required which also requires approval from Vancouver Island Health Authority under the [Drinking Water Protection Act](#) and the [Drinking Water Protection Regulation](#) which regulate protection of drinking water. A groundwater license for domestic use on a single lot is not required for domestic parcels serviced by individual wells.

Two new, private, domestic water supply wells are proposed for the subdivided lots. The existing water supply well on the subject property was installed in 2005 to a finished depth of 79 metres below ground (mbg) with a reported yield of 30.2 Litres per minute (L/min). The existing well is completed in Aquifer 449 (AQ 449); Fact Sheet:

<https://apps.nrs.gov.bc.ca/gwells/aquifers/449>, which consists of fractured sedimentary rock, mostly overlain by a layer of Vashon till. The median finished depth of 18 bedrock wells registered in the Groundwater Wells database (GWELLS <https://apps.nrs.gov.bc.ca/gwells>) within 1 km of this site is 79 m and ranges from 15 m to 91 m. The well yields for these wells range from 7.5 to 190 L/min. The subject property elevation ranges from 0 to 60 (masl). The existing well on the property is completed to 79 mbg, if the additional proposed wells were to be finished to a similar depth, it would place the well screens beneath sea level. Based on the anticipated depths of the proposed wells and the proximity of the wells to the ocean shoreline (~135 m to 200 m) the saltwater intrusion risk is increased.

We recommend, because of the increased saltwater intrusion risk, that during drilling and testing of new water supply wells, the water quality (e.g., electrical conductivity) be monitored to provide warning of potential saltwater intrusion impact to the well water. If possible, take electrical conductivity measurements of the existing well to ensure there are no existing saltwater impacts.

Aquifer 449 was flagged in 2019 with Aquifer Notation NO198202 due to "Possible Water Shortage – potential hydraulic connection to fully recorded streams". Increased groundwater extraction in the area may exacerbate current groundwater availability issues, increase potential for saltwater intrusion, and impact the water supply to other wells in the area. The nearest surface water body, Killicrankie Creek, is located ~320 m from the western boundary of the site and is associated with one existing Point of Diversion (License Number F110306). No allocation notices are listed for Killicrankie Creek. For more information on water licensing and rights refer to: <https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights>.

Aquifer 449 is classified as having an overall low vulnerability to contaminants introduced at the land surface because of the consistent till layer overlying the aquifer. Intrinsic vulnerability mapping (<https://catalogue.data.gov.bc.ca/dataset/drastic-aquifer-intrinsic-vulnerability>) indicates that aquifer vulnerability to contamination in the area of the subject parcel may be low. Animal grazing areas, septic fields, and locations of manure storage can sources of nutrient and bacterial contamination of surface and groundwater sources, therefore adequate (minimum 30 m) setbacks of these contaminant source from wells and surface water sources is required (in accordance with *Public Health Act*, Health Hazard Regulation https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/216_2011), and agricultural best practices (Code of Practice for Agricultural Environmental Management) https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/8_2019) to reduce runoff of contaminants are recommended to be employed.

No additional concerns are noted with respect to the proposed bylaw.

Jennifer Veitch	Groundwater Technician
Signed	Title
David van Everdingen	Regional Hydrogeologist
Reviewed by	Title
July, 15, 2024	Ministry of Water, Lands, and Resource Stewardship
Date	Agency

From: [Pinches, Ryan MOTI:EX](#)
To: [Wendy Miller](#)
Subject: RE: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Tuesday, July 02, 2024 9:54:15 AM

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Good morning Wendy,

The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Infrastructure formal approval.

The Ministry has no objections to the zoning text amendment.

Thank you,

Ryan Pinches

Senior Development Services Officer

Highways & Regional Services Division

Ministry of Transportation & Infrastructure

240 - 4460 Chatterton Way

Victoria, BC V8X 5J2

Ryan.Pinches@gov.bc.ca | 250-419-8992

Shirley-Jordan River Advisory Planning Commission Meeting Minutes
July 9, 2024

2

- b) **RZ000286 (BL4616) - That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the South of the Southerly Boundary of Plan 503RW and to the West of a Boundary Parallel to and Perpendicularly Distant 575 Feet from the Easterly Boundary of that Part of Said Section Shown Outlined in Red on Said Plan 913R, Except Part in Plan VIP80043 (9285 Invermuir Road)**

Darren Lucas spoke to the request to rezone the subject property from the Rural A zone to the Rural Residential 6A (RR-6A) zone to facilitate a three-lot subdivision. It was advised that a Water and Sewerage Servicing Assessment and an Environmental Assessment were submitted in support of the application and are included in the staff report.

The Chair confirmed that the application agent was present.

Vivi Curutchet entered the meeting at 7:16 pm.

Darren Lucas responded to a question from the APC advising that the Shirley – Jordan River Official Community Plan (OCP) provides a policy which supports consideration of rezonings to permit subdivision to create parcels equivalent to the number of existing dwelling units on a parcel with multiple existing dwellings.

APC discussion ensued regarding the lot coverage proposed by preceding application RZ000285 and the lot coverage being proposed by application RZ000286.

The agent stated that:

- the subject property is constrained by multiple development permit areas
- current zoning permits three dwellings
- the proposal is in keeping with the OCP policy, which supports consideration of rezoning applications to permit subdivision of parcels zoned Rural A as an alternative to a building strata development

At the request of the APC, Darren Lucas confirmed the regulations for the RR-6A zone and accessory buildings.

At the request of member of the public, the Chair read aloud the permitted uses prescribed by the RR-6A zone.

MOVED by Fiona McDannold, **SECONDED** by Melody Kimmel that the Shirley-Jordan River Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee support for zoning amendment application RZ000286 with a Lot Coverage of 20%.

CARRIED

5. Adjournment

The meeting adjourned at 7:43 pm.

Chair



Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, SEPTEMBER 24, 2024

SUBJECT **Zoning Bylaw Amendment Application That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan (PID: 003-175-201) – 9333 Invermuir Road**

ISSUE SUMMARY

The landowners have applied to rezone the subject property from the Rural A zone to the Rural Residential 3 zone (RR-3) to facilitate subdivision.

BACKGROUND

The 7.8 ha oceanfront subject property is located on Invermuir Road in Shirley and is zoned Rural A in the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Appendix A). The property is designated Pacific Acreage in the Shirley-Jordan River Official Community Plan (OCP), Bylaw No. 4001. Abutting properties along the south side of Invermuir Road are zoned Rural A, and parcels on the north side of Invermuir Road are a mixture of Rural A, Rural 2 (RU-2), and Forestry (AF) zoned lands. Portions of the property are designated as Steep Slopes, Shoreline Protection, and Sensitive Ecosystem development permit areas. There are two existing dwellings and one accessory building that are serviced by septic and water cisterns (~11,365 L & ~13720 L). The cisterns are refilled through water delivery. The property is located within the Shirley Fire Protection Local Service Area.

The landowners have submitted an application to amend Bylaw No. 2040 by removing the property from the Rural A zone (Appendix B) and adding it to the RR-3 zone (Appendix C) to facilitate a 2-lot fee-simple subdivision application (SU000763), proposing one lot for each of the two existing dwellings (Appendix D). Staff have prepared Bylaw No. 4615 (Appendix E) for consideration.

At its meeting of June 18, 2024, the Juan de Fuca Land Use Committee recommended referral of the proposed bylaw to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation, T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62. Comments have been received and are included in Appendix F.

ALTERNATIVES

Alternative 1

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

1. That the referral of proposed Bylaw No. 4615, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 165, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received;
2. That proposed Bylaw No. 4615 be introduced and read a first, second and third time; and

3. That adoption of proposed Bylaw No. 4615 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000763.

Alternative 2

That the CRD not proceed with proposed Bylaw No. 4615.

IMPLICATIONS

Legislative Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act (LGA)*. The Shirley-Jordan River APC considered the application at its meeting on July 9, 2024.

Since the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, in accordance with Section 464(3)(c) of the *LGA*, the CRD must not hold a public hearing. Notice of the proposed bylaw amendment with respect to the date of first reading will be provided in accordance with Sections 466 and 467 of the *LGA*.

Regional Growth Strategy Implications

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a regional growth strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Shirley-Jordan River OCP area is consistent with the OCP, it does not proceed to the CRD Board for a determination of consistency with the RGS. Staff are of the opinion that the proposed amendment is consistent with the policies of the Shirley-Jordan River OCP.

Referral Comments

Referrals were sent to 11 agencies, CRD departments, and to the Shirley-Jordan River APC. Comments received are summarized below and included in Appendix F.

CRD Electoral Area Fire Services responded that the applicant must produce a report by a Qualified Professional that recommends how the proposed development provides satisfactory access for emergency vehicles. JdF Planning staff note that confirmation of access for emergency vehicles would be addressed at the time of subdivision.

CRD First Nations Relations commented that a search of the Remote Access to Archaeological Data managed by the BC Archaeology Branch indicated that the property is not located within or immediately adjacent to a protected archaeological site and that a permit is not required to undertake work unless archaeological materials are exposed or impacted during land-altering activities.

Pacheedaht First Nation stated that they have no comment at this time regarding the application.

T'Sou-ke First Nation advised of the need to be apprised of any archaeological finds when construction starts, and for a copy of the stormwater management plan to be submitted at the time of development. JdF Planning staff note that if a stormwater management plan is required at the time of subdivision, it would be submitted to the Ministry of Transportation and Infrastructure and the Provincial Approving Officer.

BC Hydro expressed no concerns with the application; however, new statutory right of way agreements will be required over the new lots at the time of subdivision.

Ministry of Forests – Archaeology Branch advised that according to Provincial records, there are no known archaeological sites recorded on the subject property and that a permit is not required to undertake work unless archaeological materials are exposed or impacted during land-altering activities.

Ministry of Water, Land and Resource Stewardship – Ecosystem Section had no objection to approval of rezoning for the two lots subject to adhering to the recommendations of the environmental and *Riparian Areas Protection Regulation (RAPR)* reports. Isolated wetlands that have been deemed to be outside of the scope of *RAPR* are still protected under the *Water Sustainability Act*. Future activities that may affect wetlands would require approval from the Provincial Water Authorizations Branch. JdF Planning staff note that a development permit to authorize the subdivision and any associated works in DP areas will be required through the subdivision process. Confirmation of Provincial approvals is a requirement of the development permit process.

Ministry of Water, Land and Resource Stewardship – Water Protection Section noted that the rezoning and subdivision is not expected to result in increased housing density. There are two wells on the subject property that have not been registered in the Groundwater Wells Database. If there is no plan for the wells to be used, the wells should be decommissioned. The subject property overlays Aquifer 449, which consists of fractured sedimentary rock, mostly overlain by Vashon till. The median well depth for wells in the area is 80 m with yields between 7.5 to 190 litres/minute. Aquifer 449 was flagged in 2019 due to “Possible Water Shortage” associated with its connection to streams in the area. The Aquifer is considered to have overall low vulnerability to contaminants introduced at the land surface due to the consistent till layer.

Ministry of Transportation and Infrastructure (MoTI) had no objection to the zoning bylaw amendment and noted that approval of the bylaw pursuant to Section 52 of the *Transportation Act* is not required.

The Shirley-Jordan River APC considered the application at its meeting on July 9, 2024, with approximately 11 members of the public in attendance. The APC passed the following motion with respect to Bylaw No. 4615:

MOVED by Fiona McDannold, **SECONDED** by Emily Anderson that the Shirley-Jordan River Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee support for zoning amendment application RZ000285.

Land Use

The Shirley-Jordan River OCP designates the subject property as Pacific Acreage (PA), which generally consists of rural and rural residential zoned lands outside Settlement areas and west of Muir Creek. The PA designation supports an average minimum parcel size of one parcel per two hectares provided that no new parcels are created with an area of less than one hectare. The OCP generally supports a density of one single-family dwelling or one two-family dwelling per parcel for land designated PA. Policy 484(U) of the OCP supports the rezoning of lands zoned Rural A to facilitate subdivision based on a ratio of one parcel in the proposed plan of subdivision per hectare of land in the parent parcel prior to the subtraction of any area for road or park dedication. Further, policy 484(V) supports the rezoning of Rural A zoned lands for the purposes of subdivision to create a number of parcels equivalent to the number of existing dwellings. Proposed Bylaw No. 4615 removes the property from the Rural A zone and adds it to the RR-3 zone. This is consistent with the OCP’s policy regarding Rural A zoned land and its intention to maintain the neighbourhood’s rural character.

The Rural A zone specifies a minimum parcel size of 4 ha and permits up to four one-family dwellings, as well as a secondary suite or detached accessory suite, on parcels that are greater than 4 ha but less than 16 ha. The RR-3 zone has minimum parcel size of 2 ha and permits one one-family dwelling

or one duplex per parcel with either a secondary suite or a detached accessory suite permitted where there is no duplex. The RR-3 zone does not permit intensive agriculture; silviculture; animal hospitals; veterinary clinics; accessory on-site logging; pole, post, or shake cutting from on-site trees; and finfish culture, which are all permitted uses within the Rural A zone. Proposed Bylaw No. 4615 does not increase the existing density of one-family dwellings on the 7.8 ha property; however, each potential parcel could support either a secondary suite or detached accessory suite, in accordance with OCP policy and the Provincial housing regulation with respect to affordable housing options.

The Environmental and RAPR Reports (Appendix G) submitted as part of the application provided an inventory of sensitive ecosystems and wildlife and an impact assessment of the existing development and proposed subdivision. The Environmental Report identified the presence of Mature Forest, Riparian and Shoreline ecosystems, and an eagle's nest on the property. The RAPR Report identified the presence of eight waterbodies on or adjacent to the subject property. With the exception of installation of a new well and pumphouse, no disturbance beyond that already existing on the property is planned as part of the subdivision. The Reports included recommendations for the proposed subdivision to meet the development permit area guidelines and provincial regulations.

While the owner has applied for a two-lot subdivision, should Bylaw No. 4615 be adopted, the property could be subdivided into three parcels. At the time of subdivision, the owner will be required to obtain a development permit to address the Steep Slopes, Shoreline Protection, and Sensitive Ecosystem DP guidelines and authorize any land alteration or construction activity. The subdivision application will also require compliance with MoTI, Island Health and CRD standards, including proof of potable water and onsite septic.

The RR-3 zone permits a maximum density of one dwelling per parcel. Should Bylaw No. 4615 be adopted, but the subdivision not completed, the existing development would become non-conforming in accordance with Section 528 of the *LGA*. This may result in constraints on the future use, repair and development of the property, or on reconstruction of dwellings in the event of damage to the structures to the extent of 75% or more of their value above the foundation. For this reason, staff recommend that adoption of Bylaw No. 4615 be withheld until such time as MoTI has issued a Preliminary Layout Review (PLR) for the associated subdivision, and the full set of subdivision requirements, including proof of potable water and septic standards, have been provided to the owners.

Based on the information provided by the applicants, referral comments received and the policies of the Shirley-Jordan River OCP, staff recommend that proposed Bylaw No. 4615 be read a first, second and third time, and that the adoption of the Bylaw be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for concurrent subdivision application SU000763.

CONCLUSION

The purpose of Bylaw No. 4615 is to amend the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 by rezoning the subject property from Rural A to RR-3. Since the proposed bylaw permits a residential development, a public hearing must not be held with respect to the zoning bylaw. Staff have prepared proposed Bylaw No. 4615 and recommend receipt of referral comments, first, second and third readings, and that adoption of the Bylaw be withheld pending receipt by the CRD of Preliminary Layout Review from MoTI for subdivision application SU000763.

RECOMMENDATION

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

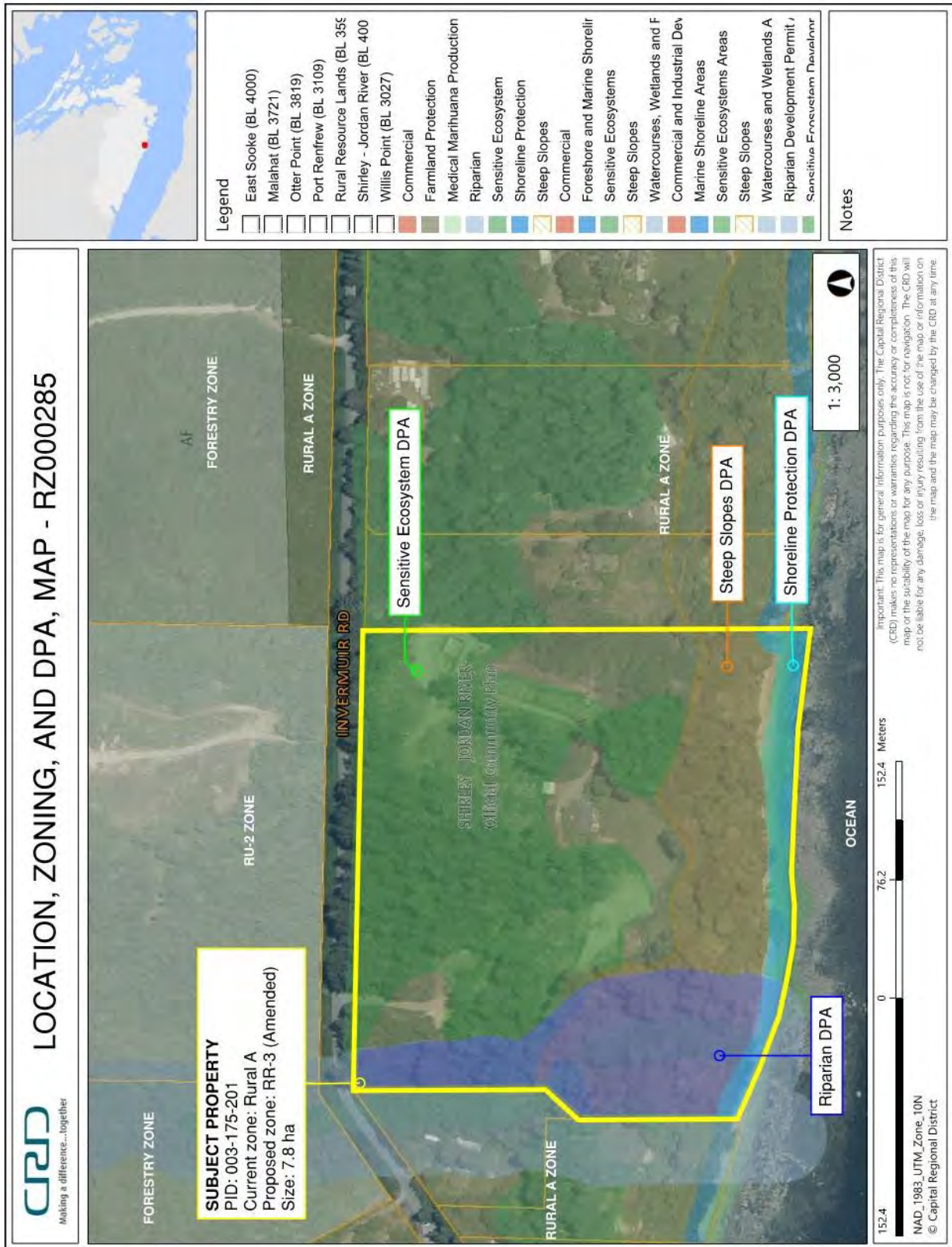
1. That the referral of proposed Bylaw No. 4615, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 165, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received;
2. That proposed Bylaw No. 4615 be introduced and read a first, second and third time; and
3. That adoption of proposed Bylaw No. 4615 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000763.

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Local Area Services
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Subject Property and Zoning Map
- Appendix B: Rural (A) Zone
- Appendix C: Rural Residential 3 (RR-3) Zone
- Appendix D: Proposed Subdivision Plan
- Appendix E: Proposed Bylaw No. 4615
- Appendix F: Referral Comments
- Appendix G: Environmental DP Review Report and RAPR Assessment

Appendix A: Subject Property and Zoning Map



Appendix B: Rural (A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.0 RURAL ZONE - A

2.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Rural A Zone:

- (a) Agriculture;
- (b) Intensive Agriculture, except that sites for piggeries, fur farming and other similar agricultural, horticultural and animal raising activities in which the intensity and nature of the use would be materially more offensive by reason of noise, odour or appearance shall be located at least 150m from the nearest Residential or Multiple Family Residential Zone;
- (c) Silviculture;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) One-family dwelling;
- (f) Two-family dwelling;
- (g) Animal Hospitals;
- (h) Veterinary Clinics;
- (i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
- (j) Two Boarders or Lodgers;
- (k) Accessory uses such as on-site logging, and pole- or post- or shake-cutting from trees grown on-site;
- (l) Finfish culture, land-based;
- (m) One secondary suite per lot pursuant to Part 1, Subsection 4.19, *Bylaw 2674*
- (n) Detached Accessory Suites pursuant to Part 1, Subsection 4.20 *Bylaw 3605*

2.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size shall be 4.0ha.

2.03 Number of Dwelling Units

The maximum density for residential buildings (comprised of one- and/or two-family dwellings) shall not exceed the following:

- (a) On lots of 0.4ha or less, one one-family dwelling;
- (b) On lots of more than 0.4ha and less than 0.8ha, not more than two one-family or one two-family dwelling;
- (c) On lots of more than 0.8ha and less than 4ha, not more than three one-family dwellings or three dwelling units;
- (d) On lots of more than 4ha and less than 16ha, not more than four one-family dwellings or four dwelling units;
- (e) On lots of more than 16ha and less than 32ha, not more than five one-family dwellings or five dwelling units;
- (f) On lots of more than 32ha, not more than eight one-family dwellings or eight dwelling units.

2.04 Height

The maximum height permitted shall be 11m.

2.05 Lot Coverage

The maximum lot coverage permitted shall be 15 percent

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- | | | |
|------|---|---|
| 2.06 | <u>Maximum Size of Residential Buildings</u> | Provided applicants having either met the <i>Sewerage System Regulation</i> (e.g., a filing) or acceptance by VIHA via referral.
<p style="text-align: right;"><i>Bylaw 3705</i></p> (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m ² , whichever is less;
(b) On lots of 1ha or more in size, residential buildings and structure shall not exceed a Floor Area Ratio of 0.45.
<p style="text-align: right;"><i>Bylaw 3705</i></p> |
| 2.07 | <u>Yard Requirements for Residential Buildings</u> | (a) Front yards shall be a minimum of 7.5m;
(b) Side yards shall be a minimum of 6m except for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m ² , minimum side yards shall be 15 m each side;
(c) Flanking yards shall be a minimum of 6m CTS;
(d) Rear yards shall be a minimum of 11m. |
| 2.08 | <u>Yard Requirements for Farm Buildings</u> | (a) Front yards shall be a minimum of 30m;
(b) Side, flanking and rear yards shall be a minimum of 15m. |
| 2.09 | <u>Yard Requirements for Finfish Culture, Land-Based Uses and Structures</u> | Front, side, flanking and rear yards shall be a minimum of 30m. |
| 2.10 | <u>Yard Requirements for Intensive Agriculture Uses and Buildings</u> | (a) Front yards shall be a minimum of 30 m;
(b) Side, rear and flanking yards shall be a minimum of 30m.
<p style="text-align: right;"><i>Bylaw 2103</i></p> |

Appendix C: Rural Residential 3 (RR-3) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
 Juan de Fuca Land Use Bylaw

7.0 RURAL RESIDENTIAL 3 ZONE - RR-3

7.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 3 RR-3 Zone:

- (a) One-family dwelling;
- (b) Two-family dwelling;
- (c) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (d) Agriculture;
- (e) Two Boarders or Lodgers;
- (f) Farm buildings on farms;
- (g) Veterinary Clinics and Animal Hospitals;
- (h) Secondary suite pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
- (i) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

7.02 Minimum Lot Size for Subdivision Purposes

- (a) Minimum lot size shall be 2 ha;
- (b) Notwithstanding Section 7.02(a) of Part 2 of this Bylaw, when the area of the original lot being subdivided is 60ha or more, then lot averaging may be permitted with an average lot size of 2ha and a minimum lot size of 1ha;
- (c) Notwithstanding Sections 7.02(a) and (b) of Part 2 of this Bylaw, lot sizes for subdivision purposes shall be 1ha average and .5 ha minimum for Part Lot 3, Sec. 51, Plan 39570 Except Plan 41935 as shown shaded on Plan No. 29 described in Bylaw 2437. *Bylaw 2437*

7.03 Number of Residential Buildings

One one-family dwelling or one two-family dwelling is permitted per lot.

7.04 Height

Maximum height shall be 9m

7.05 Lot Coverage

Maximum lot coverage shall be 15 percent.

7.06 Maximum Size of Residential Buildings

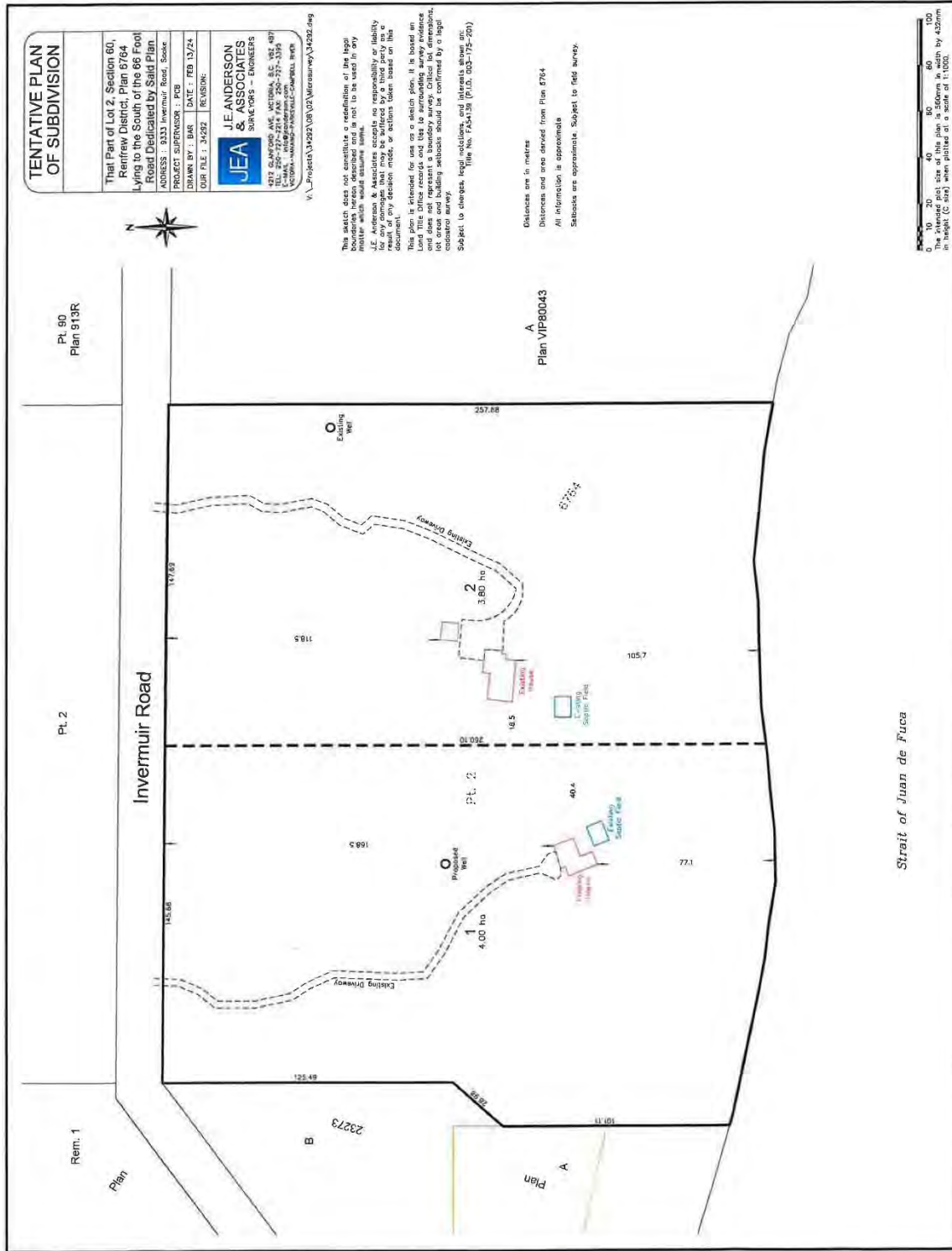
Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705*

- (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;
- (b) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- 7.07 Yard Requirements**
- (a) Front yards shall be a minimum of 7.5m;
 - (b) Side yards shall be a minimum of 6m; except that for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15m each side;
 - (c) Flanking yards shall be a minimum of 6m CTS;
 - (d) Rear yards shall be a minimum of 10m.
- 7.08 Yard Requirements for Buildings and Structures for Livestock or Keeping of Animals**
- (a) Front yards shall be a minimum of 90m;
 - (b) Side, flanking and rear yards shall be a minimum of 30m each.
- 7.09 Yard Requirements - Other Farm Buildings**
- (a) Front yards shall be a minimum of 30m;
 - (b) Side, Flanking and Rear yards shall be a minimum of 15m.

Appendix D: Proposed Subdivision Plan



Appendix E: Proposed Bylaw No. 4615

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4615

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

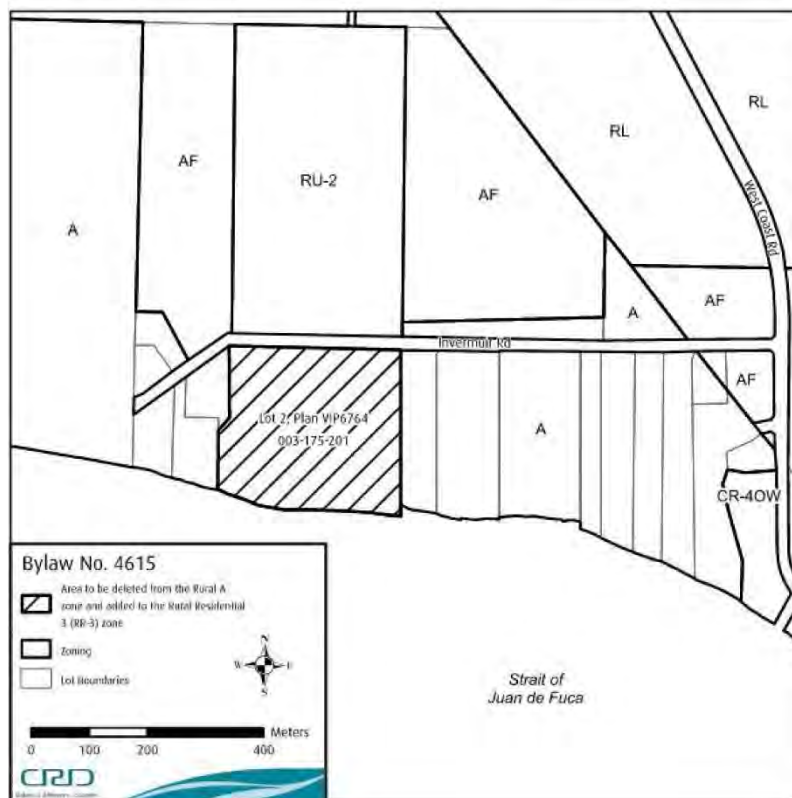
The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE B, Map 3 – SHIRLEY JORDAN RIVER ZONING MAP

- (a) By deleting That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan from the Rural A Zone and adding to the Rural Residential 3 Zone – RR-3, as shown on Plan No. 1.

Plan No. 1 of Bylaw No. 4615, an amendment to Bylaw No. 2040



CRD Bylaw No. 4615 2

2. This Bylaw may be cited as “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 165, 2024”.

READ A FIRST TIME THIS day of 2024

READ A SECOND TIME THIS day of 2024

READ A THIRD TIME THIS day of 2024

ADOPTED THIS day of 2024

CHAIR

CORPORATE OFFICER

Appendix F: Referral Comments

From: [Chris J Vrabel](#)
To: [Wendy Miller](#)
Cc: [Corey Anderson](#)
Subject: FW: Rezoning Application RZ000286 - CRD Referral (Rural A to RR-6A - Shirley)
Date: Monday, July 15, 2024 2:09:30 PM
Attachments: [PPS-JDF-2024-06-18-RZ000286-Referral-LUC-Report.pdf](#)
[PPS-JDF-2024-06-18-RZ000285-Referral-LUC-Report.pdf](#)

Hi Wendy,

I don't see the usual form for staff comments attached to both attached referrals RZ000285, and 286. My comments are specific to road access in that,
The applicant must produce a report by a Qualified Professional that recommends how the proposed development provides (1) satisfactory access to emergency vehicles

Thanks,
Chris

From: [Shauna Huculak](#)
To: [Wendy Miller](#); [Caitlyn Vernon](#)
Cc: [Sandra Allen](#)
Subject: Re: Rezoning Application RZ000285 - CRD Referral (Rural A to RR-3- Shirley)
Date: Thursday, June 27, 2024 10:13:18 AM

Hi Wendy,

Pls see below:

A search of the *Remote Access to Archaeological Data* (RAAD) managed by the BC Archaeology Branch (Ministry of Forests) was conducted on 27-June-2024. The search indicates that the property is not located within or immediately adjacent to a registered *Heritage Conservation Act* (HCA) protected archaeological site. However, there is no record of an archaeological assessment having occurred on the property. A search of RAAD also indicates that there is no provincial archaeological overview assessment model available for the property. This is not an indicator of low archaeological potential.

Given that there is no registered archaeological site on the property, a Provincial *Heritage Conservation Act* permit is not required to undertake the work. However, a Provincial *Heritage Conservation Act* permit will be required if archaeological deposits, features or materials are exposed and/or encountered during land-altering activities that includes tree felling. Given the presence of mature tree stands, care should be taken to examine mature / veteran cedar and Douglas Fir trees for cultural modifications if felling is contemplated. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays and potential costs.

All archaeological sites, whether on Provincial Crown or private land (including land under water) that are known or suspected to predate AD 1846, are automatically protected under the HCA (S.13) this includes culturally modified trees. Certain sites, including human burials and rock art sites with heritage value, are automatically protected regardless of their age. Shipwrecks and plane wrecks greater than two years of age are also protected under the HCA. The *Heritage Conservation Act* does not distinguish between those archaeological sites which are "intact," (i.e., those sites which are in a pristine, or undisturbed state) and those which are "disturbed" (i.e., those sites which have been subject to alteration, permitted or otherwise). All archaeological sites, regardless of condition, are protected by the HCA, as described above. *Heritage Conservation Act*-protected archaeological sites or objects cannot be disturbed or altered without a permit issued by the Archaeology Branch (Ministry of Forests).

shauna

From: [Kristine Pearson](#)
To: [Darren Lucas](#); [Kelsey McDermott](#)
Subject: Re: Request for Comment on RZ000285 & RZ000286
Date: Friday, July 12, 2024 7:51:29 AM
Attachments: [image001.jpg](#)

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Thanks Darren

No issue with these.

Thank yiu



PO Box 307, Sooke B.C., V9Z 1G1
Ph.: 250 642-3957 Fax: 250 642-7808

15 July 2024

RE: Zoning Amendment Application for That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan (PID: 003-175-201) – 9333 Invermuir Road

File: RZ000285

Dear Wendy Miller,

Thank you for providing the opportunity to review the application. T'Sou-ke Nation will need to be apprised of any archaeological finds when construction starts on this property. There should also be opportunity for the guardians to be onsite when excavation or construction, including the installation of a well and pump house, is undertaken. Please notify T'Sou-ke Nation when construction begins. When the detailed stormwater management plan is developed, a copy should be provided to T'Sou-ke Nation.

Should you have any comments or questions following this review please correspond with the Lands Manager at landsmanager@tsoukenation.com or at 250-642-3957 ext. 227.

Sincerely,

A handwritten signature in blue ink that reads "Bonnie Hill".

Bonnie Hill
Lands Governance Director, T'Sou-ke First Nation
250-642-3957; landsmanager@tsoukenation.com

Cc:

Michelle Thut, Administrator, T'Sou-ke First Nation

From: Mann, Elaine
To: Wendy Miller, Design_SVT
Cc: Cameron, Michael (Properties)
Subject: 9333 Invermuir Rd, Shirley, BC - Rezoning Application R2000285 - CRD Referral (Rural A to RR-3- Shirley)
Date: Thursday, June 20, 2024 1:22:06 PM
Attachments: image002.png
REFERRAL_COORDINATOR_AGENCIES-R2000285.pdf
PPS-JDF-2024-06-18-R2000285-Referral-LUC-Report.pdf
TITLE-FA94139-FID-003-175-201.pdf

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

Hi Wendy

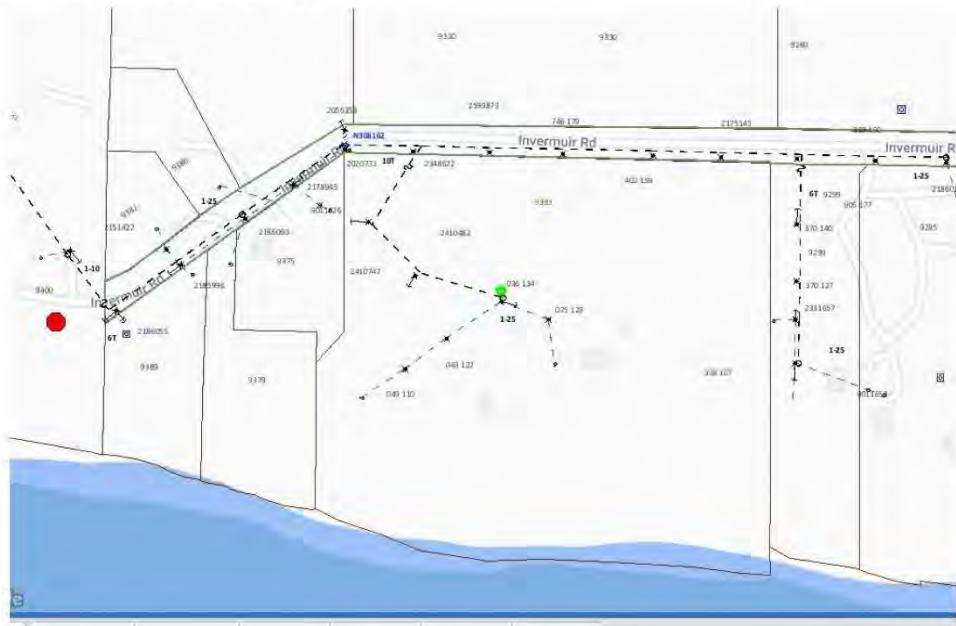
Thank you for your email. BC Hydro has no objection in principle to the proposed rezoning application, however, a Statutory Right of Way will be required before the 2-lot subdivision of the property.

Any comments from BC Hydro Field Operations' Distribution Engineering & Design Department will be provided to you under separate cover.

The following comments are for the property owner's information:

1. For new construction, BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors, including those utility works installed within road allowance adjacent to the property.
2. It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafeBC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working clearances (Limits of Approach).
3. For any new electrical connections please call BC Hydro's Electric Service Coordination Centre at 1-877-520-1355.

Please let me know if you have any questions or concerns.



Regards,

Elaine Mann | Property Coordinator, Property Rights Services

BC Hydro
Vancouver Island
400 Madsen Road | Nanaimo, BC V9R 9H3

P 250-755-7189
E elaine.mann@bchydro.com

bchydro.com

Smart about power in all we do.

From: [Arch Data Request FOR:EX](#)
To: [Wendy Miller](#)
Subject: RE: Rezoning Application RZ000285 - CRD Referral (Rural A to RR-3- Shirley)
Date: Wednesday, July 03, 2024 12:55:10 PM
Attachments: [image002.png](#)
[image003.png](#)

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

Hello Wendy,

Thank you for your referral regarding 9333 Invermuir Road, PID 003175201, THAT PART OF LOT 2, SECTION 60, RENFREW DISTRICT, PLAN 6764 LYING TO THE SOUTH OF THE 66 FOOT ROAD DEDICATED BY SAID PLAN. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, given the property's waterfront location, there is high potential for previously unidentified archaeological sites to exist on the property.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

If there are no plans for land-altering activities on the property, no action needs to be taken at this time.

Rationale and Supplemental Information

- There is high potential for previously unidentified archaeological deposits to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.
- If a permit is required, be advised that the permit application and issuance process takes approximately 20 to 40 weeks; the permit application process includes referral to First Nations and subsequent engagement.
- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories. Please note, the Archaeology Branch cannot provide specific recommendations for consultants or cost estimates for archaeological assessments. Please contact an eligible consulting archaeologist to obtain a quote.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

From: [Stefanyk, Michael WLRS:EX](#)
To: [Wendy Miller](#)
Cc: [Roden, Jacqueline WLRS:EX](#)
Subject: RE: Referral Request CRD RZ000285 9333 RZ Appl - Rural A to RR-3- Shirley
Date: Tuesday, July 02, 2024 2:02:52 PM
Attachments: [image002.png](#)

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

Good Afternoon,

We have no objection to approval of rezoning for the two lot subdivision subject to adhering to the recommendations provided in the environmental report by Swell Environmental Consulting (2024) and the Provincially approved Riparian Areas Protection Regulation (RAPR) report. We also note that isolated wetlands that have been deemed non RAPR applicable are still protected under the *Water Sustainability Act* (WSA) . The isolated forest wetland shown at the northeast boundary of the property on Figure 5 of the environmental report is a potential example of a WSA applicable wetland. Future activities that may impact WSA wetlands will require an Approval from the Provincial Water Authorizations Branch.

Regards,

Mike Stefanyk (he/him)
Ecosystems Biologist
Ministry of Water, Land and Resource Stewardship
Strategic Land Use – West Coast Region
Phone: 250-739-8642
Email: Michael.Stefanyk@gov.bc.ca

I acknowledge with gratitude and respect, the Lekw̓en̓en peoples known today as the the Songhees and Esquimalt Nations on whose territory I live and work.

RESPONSE SUMMARY – REZONING APPLICATION
RZ000285

Interest Affected by Proposal for Reasons Outlined Below

Interest Unaffected by Proposal

Comments:

The Ministry of Water, Land, and Resource Stewardship, Water Protection, has received a referral with respect to proposed rezoning and subdivision of the subject property 9333 Invermuir Road (That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan) and the drilling of a new groundwater well for domestic use on the western proposed lot. The proposed rezoning and subdivision is not expected to result in additional housing density.

The two existing wells drilled on the subject property have not been registered in the Groundwater Wells database, so depth, lithology, and well yield for these wells were not available for review. The dwellings are currently serviced by two water cisterns (~11,365 L and ~13,720 L) that are filled via truck delivery. If the existing wells on the property are not being used and have no plans for future use, it is considered Best Management Practices under the Water Protection Act to decommission unused wells. For more information regarding the best management practices for decommissioning water supply wells please visit: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-wells/bc_gov_best_mgmt_practices_well_decomission.pdf

As this area does not appear to have a local water service provider, the applicants should be advised that a water licence for surface water or for non-domestic groundwater use is required under the *Water Sustainability Act* (<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14015>). Information about water application requirements and process can be found here: <https://portal.nrs.gov.bc.ca/web/client/-/water-licence-application>.

If a water service is planned, a licence for diversion of groundwater is required which also requires approval from Vancouver Island Health Authority under the [Drinking Water Protection Act](#) and the [Drinking Water Protection Regulation](#) which regulate protection of drinking water. A groundwater license for domestic use on a single lot is not required for domestic parcels serviced by individual wells.

A new domestic water supply well has been proposed for the subject property. The subject property overlays Aquifer 449 (AQ 449; Fact Sheet: <https://apps.nrs.gov.bc.ca/gwells/aquifers/449>), which consists of fractured sedimentary rock, mostly overlain by a layer of Vashon till. The median finished depth of 13 bedrock wells registered in the Groundwater Wells database (GWELLS <https://apps.nrs.gov.bc.ca/gwells>) within 1 km of this site is 80 m and ranges from 67 m to 91 m. The well yields for these wells range from 7.5 to 190 Litres per minute. The proposed well location is 56 metres above sea level (masl). The median well depth in the area is 80 m, if the proposed well were to be finished to a similar depth, it would place the well screen under sea level. The saltwater intrusion risk, based on [iMapBC](#), is currently considered “Moderately Low” for the area however, based on the

proximity of the proposed well to the ocean shoreline (~215m) and the median finished well depth in the area, the risk of saltwater is increased for the proposed well.

We recommend, because of the increased saltwater intrusion risk, that during drilling and testing of new water supply wells, the water quality (e.g., electrical conductivity) be monitored to provide warning of potential saltwater intrusion impact to the well water. If possible, take electrical conductivity measurements of the existing well to ensure there are no existing saltwater impacts.

Aquifer 449 was flagged in 2019 with Aquifer Notation NO198202 due to "Possible Water Shortage – potential hydraulic connection to fully recorded streams". Increased groundwater extraction in the area may exacerbate current groundwater availability issues, increase potential for saltwater intrusion, and impact the water supply to other wells in the area. The nearest surface water body, Killicrankie Creek, runs through the western portion of the site and is associated with one existing Point of Diversion (License Number F110306). No allocation notices are listed for Killicrankie Creek. For more information on water licensing and rights refer to: <https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights>.

Aquifer 449 is classified as having an overall low vulnerability to contaminants introduced at the land surface because of the consistent till layer overlying the aquifer. Intrinsic vulnerability mapping (<https://catalogue.data.gov.bc.ca/dataset/drastic-aquifer-intrinsic-vulnerability>) indicates that aquifer vulnerability to contamination in the area of the subject parcel may be low. Animal grazing areas, septic fields, and locations of manure storage can sources of nutrient and bacterial contamination of surface and groundwater sources, therefore adequate (minimum 30 m) setbacks of these contaminant source from wells and surface water sources is required (in accordance with *Public Health Act*, Health Hazard Regulation https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/216_2011), and agricultural best practices (Code of Practice for Agricultural Environmental Management) https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/8_2019) to reduce runoff of contaminants are recommended to be employed.

No additional concerns are noted with respect to the proposed bylaw.

Jennifer Veitch	Groundwater Technician
Signed	Title
David van Everdingen	Regional Hydrogeologist
Reviewed By	Title
July, 15, 2024	Ministry of Water, Lands, and Resource Stewardship
Date	Agency

From: [Pinches, Ryan MOTI:EX](#)
To: [Wendy Miller](#)
Subject: RE: Rezoning Application RZ000285 - CRD Referral (Rural A to RR-3- Shirley)
Date: Tuesday, July 02, 2024 9:53:17 AM

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

Good morning Wendy,

Apologies for the delay in response.

The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Infrastructure formal approval.

The Ministry has no objections to the zoning text amendment.

Thank you,

Ryan Pinches

Senior Development Services Officer

Highways & Regional Services Division

Ministry of Transportation & Infrastructure

240 - 4460 Chatterton Way

Victoria, BC V8X 5J2

Ryan.Pinches@gov.bc.ca | 250-419-8992



**Minutes of a Meeting of the Shirley-Jordan River Advisory Planning Commission
Held July 9, 2024, at the Shirley Community Hall, 2795 Sheringham Point Road,
Shirley, BC**

PRESENT: Fiona McDannold (Chair), Emily Anderson, Vivi Curutchet, Melody Kimmel
Staff: Darren Lucas, Planner; Juan de Fuca Local Area Services;
Wendy Miller, Recorder
PUBLIC: 11

The meeting was called to order at 7:06 pm.

1. Approval of the Agenda

MOVED by Emily Anderson, **SECONDED** by Melody Kimmel that the agenda be approved.
CARRIED

2. Adoption of the Minutes of April 23, 2024, and April 30, 2024

MOVED by Emily Anderson, **SECONDED** by Melody Kimmel that the minutes from the meeting of April 23, 2024, be adopted.

CARRIED

MOVED by Emily Anderson, **SECONDED** by Melody Kimmel that the minutes from the meeting of April 30, 2024, be adopted.

CARRIED

3. Planner's Report

No report.

4. Zoning Amendment Applications

a) RZ000285 (BL4615) - That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan (9333 Invermuir Road)

Darren Lucas spoke to the request to rezone the subject property from the Rural A zone to the Rural Residential 3 (RR-3) zone to facilitate a two-lot subdivision to support a lot for each existing dwelling. It was advised that an Environmental Report and a Riparian Areas Regulation Report were submitted in support of the application and are included in staff report.

The Chair confirmed that the application agent was present.

The agent stated that driveways are in place for each existing dwelling and that tree removal is not anticipated as part of the subdivision process.

MOVED by Fiona McDannold, **SECONDED** by Emily Anderson that the Shirley-Jordan River Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee support for zoning amendment application RZ000285.

CARRIED

Appendix G: Environmental DP Review Report and RAPR Assessment



March 15, 2024

RE: Environmental Development Permit Area Review Report for Subdivision of 9333 Invermuir Road, Shirley, BC

On February 9, 2024, Sara Stallard and Laura Hooper conducted a site visit at 9333 Invermuir Road to review the location of a proposed subdivision (Figures 1 and 2).

Introduction

9333 Invermuir Road, is an approximately 8.38-hectare lot in Shirley, BC (Figures 1 and 2). The property is primarily undeveloped, except for the house, driveway and associated infrastructure that were built on the eastern half of the property in pre-1960, and a two-story cottage and associated infrastructure constructed in 1972 on the west half of the property (Photos 3-6). The property was partially logged in 2021/2022 under BC Timbermark Certificate 182681 after the property experienced damaging blowdowns in 2018. The vegetation on the property is a matrix of mature coniferous forest in the Coastal Western Hemlock very wet maritime zone by Biogeoclimatic Ecosystem Classification (BEC).

The subject property is within the Watercourse, Wetlands and Riparian Areas, Sensitive Ecosystems, and Shoreline Protection Development Permit Areas. This report addresses the Riparian Areas and Sensitive Ecosystems and Shoreline Protection Development Permit requirements (Figures 3 and 4).

Proposed Development

The proposal for work is shown on Figures 5 and 6:

- subdivide the lot with the new lot line perpendicular to Invermuir Road, and
- construct a well with a small pumphouse outside the RAA, in an existing disturbed area

Background Information

The current environmental data and information available for the area was reviewed prior to conducting the field assessment for the site. In part, this included a review of the Shirley – Jordan River Official Community Plan, 2018 Bylaw 4001, aerial photography (CRD Regional Map), the Sensitive Ecosystem Inventory (SEI) for the Shirley/Jordan River Electoral Area, the BC Conservation Data Centre (CDC) records for rare species occurrences, the BC Fisheries Inventory Data Queries (FIDQ) and the Wildlife Tree Stewardship Program (WITS) occurrences.

According to the SEI for the Shirley/Jordan River Electoral Area, the subject site is partially covered by two SEI polygons and one other important ecosystem (OIE) designations (Morgen & Tripp, 2014). According to the SEI, "[t]hese ecosystems typically have high biodiversity and are home to many rare and endangered animals, plants and plant communities" (Ward, et al., 1998). The Polygon IDs and designations are listed below, along with the estimated condition and conservation importance assessed by Morgen & Tripp (2014).

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Figure 1. Project location on southwest Vancouver Island (red dot). *Map courtesy of CRD Regional Map.*

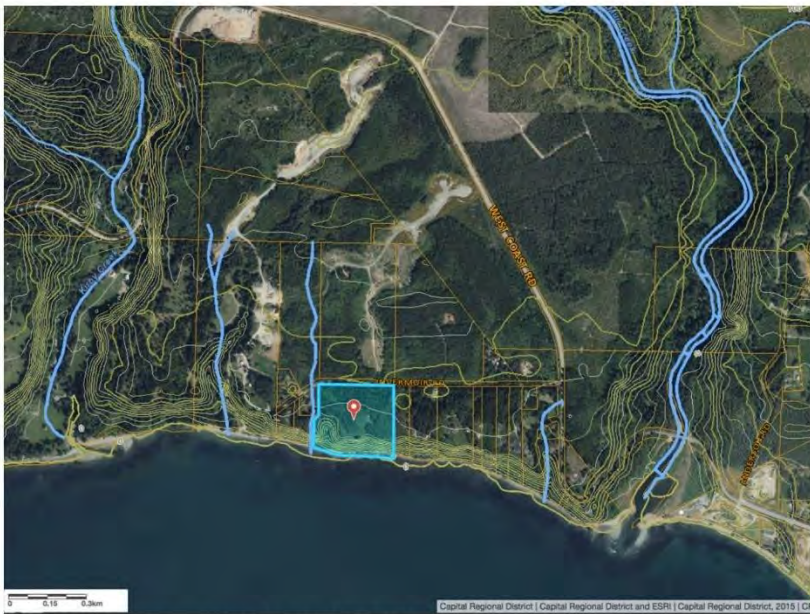


Figure 2. 9333 Invermuir Road in local context. *Aerial photo courtesy of CRD Regional Map.*

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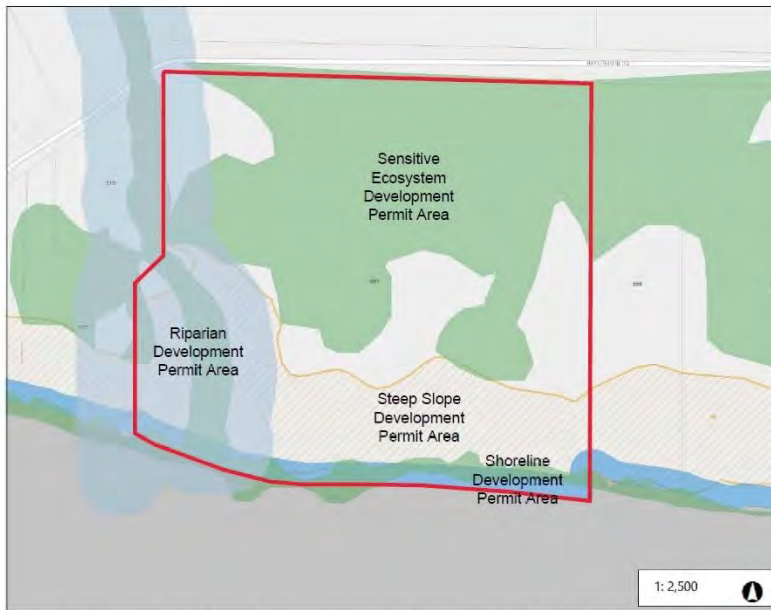


Figure 3. Watercourse, Wetlands and Riparian Areas, Sensitive Ecosystems, Shoreline Protection, and Steep Slope (not addressed in this report) Development Permit Areas from the Shirley – Jordan River Official Community Plan, 2018 *Bylaw 4001* (Schedules C, D & E).



Figure 4: Four sensitive ecosystem polygons from the CRD Natural Areas Atlas (2019 imagery) which is based on mapping from the Sensitive Ecosystem Inventory (SEI) prepared by Madrone Environmental, 2014.

(RISC, 2006). Mature forests along the coast of Vancouver Island can provide recruitment sites for ecosystems at risk and/or important wildlife habitat (RISC, 2006).” “Structural stage and stand composition information was added for all SEI classes/subclasses, where applicable. Structural stages range from 1 (non-vegetated and sparsely vegetated) to 7 (old forest).” 1XX in the polygon label is defined as (1=10%) of the polygon having a component of non-SEI/OIE (e.g., rural, road, etc.).

The Conservation Data Centre (2004) and Madrone (2014) describe the Sensitive Ecosystem polygon as 9MF:co; 1XX as mature forests where conifers make up >75% of the stand composition. These forests are between 80 years and 250 years. As these forests age, they become more desirable for logging, and also exist in remnant patches. Like older forests, these ecosystems are not only characterized by their age, but by the complexity of the canopy and understory. Mature forests have an open canopy due to natural thinning of trees. The open canopy allows significant light to penetrate through the trees, resulting in a well-established understory of shrubs, ferns and mosses. There will also be evidence of regeneration by younger trees and some coarse woody debris.

Riparian Ecosystem

10RI:ff is a Riparian Ecosystem (10=100%), flood fringe subclass (narrow linear communities along open water where there is no floodplain) following the course of Killiecrankie Creek at the western edge of the property. Condition: good for section within the subject property & excellent immediately upstream of property line. Conservation importance: none listed in Madrone Environmental (2014) for the section on subject site.

Riparian 10RI:ff which consists of riparian ecosystem with a flood fringe subclass. These subclasses consist of narrow linear communities along open water bodies (rivers, lakes, and ponds) where there is no floodplain. Due to their proximity to these water bodies, they are typically influenced by erosion, sedimentation, and flooding. Generally, the vegetation will indicate that there is subsurface accessible groundwater. Tall shrub and deciduous tree communities are common in riparian ecosystems, and the vegetation is generally distinct from adjacent uplands or wetlands. Moist, rich soils can tend to result in larger than average tree growth along riparian corridors.

Intertidal (Shoreline) Ecosystem

10IT:bs is an Intertidal Ecosystem (10=100%) at the marine and terrestrial interface, subclass beaches and rocky shoreline, along the entire southern edge of the property. Condition and conservation importance not mapped.

Shoreline 10IT:bs consists of IT: Intertidal & shallow sub-tidal ecosystems at marine and terrestrial interface with a subclass of beaches and rocky shorelines, vegetated or not. The marine shoreline zone, or “Intertidal”, is used to describe ecosystems located at the interface of terrestrial vegetation and the marine environment. The intertidal is regularly inundated with water, and as such, is not vegetated, or vegetated with salt-tolerant species. They include mudflats, beaches and rocky shorelines influenced by tidal cycles with little to no freshwater input.

In addition to the mapped polygons, the area proposed for development was assessed in the field for other sensitive ecosystems. No other sensitive ecosystems were found within the footprints of the proposed work.

The Sensitive Ecosystem DPA also includes a 100-metre buffer around the eagle’s nest identified on the property during the site visit in the, as recommended in the Sensitive Ecosystem Inventory (Figure 7 and 8). An additional nest, BAFA-103-001 is recorded by the Wildlife Tree Stewardship Atlas at 9547 Invermuir Road.



Figure 7. Approximate location of bald eagle nest with 100 m buffer on 9333 Invermuir Road.



Figure 8: Location of bald eagle nest facing west on 9333 Invermuir Road.

Riparian Areas

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Detailed information to address the riparian areas is provided in the Riparian Areas Protection Regulation (RAPR) Report for 9333 Invermuir Road by Swell Environmental Consulting Ltd, dated February 9, 2024. The Streamside Protection and Enhancement Areas (SPEAs) on Killecrankie Creek, its wetlands, tributaries and ditches are indicated in Figure 3.

The Riparian Assessment Area (RAA) for Killecrankie Creek is shown in Figure 3. While the proposed subdivision lot line is not within the Streamside Protection and Enhancement Area (SPEA) for Killecrankie Creek, the ditch is intersected by the proposed subdivision. There are no riparian concerns for the subdivision layout given there is no development proposed in the RAA as part of the rezoning and subdivision. Any future development in the RAA will require a new RAPR assessment for that proposal to ensure the riparian areas are considered and protected as part of any development process that could impact them.

No documented observations of fish presence were discovered for Killecrankie Creek in Habitat Wizard or FIDQ searches, an observation substantiated by Morgen & Tripp (2014). As the authors note, lack of data does not suggest no fish are present. Fish absence has not been demonstrated for Killecrankie Creek so it is assumed to be fish-bearing, or potentially fish-bearing. Kirby Creek (to west) and Muir Creek (to east) list a combination of Coho, Cutthroat Trout, Steelhead, Chum, Rainbow Trout, Chinook, Sculpin, and Threespine Sticklebacks.

Wildlife

Known Occurrences

The following wildlife was observed during the site review: Bald Eagle (*Haliaeetus leucocephalus*) with a nest onsite and occupied, Common Raven (*Corvus corax*), deer (*Odocoileus hemionus*), Bear (*Ursus americanus vancouveri*) with scat observed at base of ravine and black bear family (mother and two cubs) observed on numerous occasions by owners. Additionally, the following species have been observed by the owners, Roosevelt Elk (*Cervus elaphus roosevelti*) BC Blue list (Special Concern) and a Black bear family.

Potential Occurrences

Meidinger and Pojar (1991) lists wildlife species as having the potential to inhabit the riparian areas in this biogeoclimatic zone. They are as follows:

Wildlife species at risk: Roosevelt Elk, Grizzly Bear, Mountain Beaver, Townsend's Chipmunk, Pacific Jumping Mouse, Pacific Water Shrew, Bald Eagle, Great Blue Heron, Green-backed Heron, Yellow-headed Blackbird, Purple Martin, Tailed Frog, Pacific Giant Salamander

Representative wildlife species in the riparian habitat include Black-tailed Deer, Black Bear, Gray Wolf, River Otter, Mink, Deer Mouse, and Wandering Shrew.

Bird species in the riparian habitat include Osprey, Short-eared Owl, Snowy Owl, Ruffed Grouse, Ring-necked Duck, Redhead, Harlequin Duck, Wood Duck, Red-throated Loon, Common Merganser, Wilson's Phalarope, Black Tern, Mew Gull, and American Dipper.

Amphibians and reptiles in the riparian habitat include Common Garter Snake, Western Garter Snake, Northwestern Garter Snake, Painted Turtle, Western Toad, Bullfrog, Red-legged Frog, Northwestern Salamander, Long-toed Salamander, and Rough-skinned Newt.

Meidinger and Pojar (1991) lists wildlife species as having the potential to inhabit the mixed coniferous and deciduous forests in this biogeoclimatic zone. Marbled Murrelet are listed as a potential, red-listed species at risk in this habitat and Roosevelt Elk are blue-listed species at risk

that have the potential to inhabit the mature forest. Representative wildlife species include those listed above as well as Marten, California Myotis, Douglas Squirrel, and Columbian Mouse. Representative bird species include those listed above as well as Red-tailed Hawk, Northern Saw-whet Owl, Blue Grouse, Steller's Jay, Hairy Woodpecker, Pine Grosbeak, and Townsend's Warbler. Representative amphibian species include those listed above as well as Northern Alligator Lizard, Pacific Treefrog and *Ensatina* Salamander.

Existing Condition

Site Characterization

The existing condition of 9333 Invermuir Road is described below in Figures 7-10 and in Photographs 1-21.

9333 Invermuir Road is very moist and nutrient-rich, has an imperfectly draining water-receiving hummocky forest floor and an open understory, enriched by seepage, with water-collecting sites, numerous small depressions with raised organic mounds. It is south facing and fairly level then dropping approximately 50 m via a steep cliff down to the beach of the Strait of Juan de Fuca. There is a deep ravine at the west edge of the property. The property has two dwelling units on a circular driveway with various outbuildings and older concrete pads.

Landscape Context

South of Invermuir Road are large, forested lots with single family dwellings. The area north of Invermuir Road has recently been logged. Roadside ditches are located at the north property boundary, on both sides of Invermuir Road. The property is located within the Very Dry Maritime subzone of the Coastal Western Hemlock ecosystem (CWHxm) which has soils with very dry to medium moisture levels with a very poor to medium nutrient content. The site hummocky nature with standing water visible throughout the mature forest. There is very slight variation on species composition/dominance across the site.

History of Site Disturbance

The site was partially cleared pre-1960 to facilitate the construction of a single-family dwelling, driveway, associated infrastructure, and a hobby farm (Photos 3-5). A second cabin was built on the southwest portion of the property in 1972 (Photo 6).

Recent Site Disturbance

Aerial photos and previous SEI mapping indicate that the subject lot was approximately 50% covered by Mature Forest stand. Approximately 12,000 sq m of mature forest was removed between 2021 and 2023, particularly in the eastern side of the lot (Photos 18-20). These areas are now characterized by hummocky landscapes, thick humus-rich soils with numerous wet depressions. Salal (*Gaultheria shallon*), sword fern (*Polystichum munitum*), red huckleberry, and common rush (*Juncus effusus*) are the most observed species, with invasives such as Scotch broom (*Cytisus scoparius*), foxglove (*Digitalis purpurea*), and thistles (*Cirsium* sp.) becoming established sporadically across the logged areas. Deep skidder tracks with standing water extend into the central remaining forest on what appears to be an historic logging road that was used in the most recent logging (Photo 7). The property owner indicated that the removals were completed under BC Timbermark Certificate 182681 after the property experienced damaging blowdowns in 2018.

There is a steep gravel bank and concrete pad at the northeast corner of the property. The gravel bank was exposed when trees fell from the top of the embankment, which had previously been shrub and tree covered, during a windstorm in 2018 (Owners, pers comm). These falling trees caused a large, open shed to collapse (Owners, pers comm). A large concrete pad remains from this shed structure (Photo 17). Another cement pad in a small clearing at the west side of the property was formerly a small dairy barn (Figure 7).

A second well was installed on the west side of the property (2022-23) to facilitate subdivision (Photo 3, Figure 9). An additional well may need to be installed on the property to ensure sufficient water flows.



Figure 9: Approximate location of existing well dug to facilitate the proposed subdivision and gravel area of 9333 Invermuir Road.

Description of Existing Vegetation

During the site visit on February 9, 2024, the vegetation on 9333 Invermuir Road was assessed. The property is large (8.38 ha), and a 2-lot subdivision is being proposed for the property. The assessment was conducted on the entire property for the proposed rezoning and subdivision.

The existing vegetation on the site is indicative of the Very Dry Maritime subzone of the Coastal Western Hemlock ecosystem (CWHxm) and consists of a second growth forest dominated by western redcedar (*Thuja plicata*) with Douglas-fir (*Pseudotsuga menziesii*) and western hemlock (*Tsuga heterophylla*), with an open understory consisting of moss with sword fern (*Polystichum munitum*), salal (*Gaultheria shallon*), oceanspray (*Holodiscus discolor*) and dull Oregon grape (*Mahonia nervosa*), licorice fern (*Polypodium glycyrrhiza*), mosses and grasses.

General Description of Forests

The vegetation around the structures and driveways includes bracken fern (*Pteridium aquilinum*), deer fern (*Struthiopteris spicant*), salmonberry (*Rubus spectabilis*), English holly (*Ilex aquifolium*), trailing blackberry (*Rubus ursinus*) and agricultural grasses. Surrounding both houses and to the top of south bank are manicured lawns with ornamentals plants (rhododendron, bamboo, etc).

We have observed that the mature forest on the property has several distinct species compositions which are described below. We have also provided comments on a juvenile forest, the riparian forest and the vegetation on the steep slope above the shoreline (Figure 10).

Mature Forest (A):

The Mature Forest along Invermuir Road and the east property line is dominated by western redcedar (*Thuja plicata*) with Sitka spruce (*Picea sitchensis*), Douglas-fir (*Pseudotsuga menziesii*), western hemlock (*Tsuga heterophylla*), grand fir (*Abies grandis*), bigleaf maple (*Acer macrophyllum*). The area has an open understory with red huckleberry (*Vaccinium parvifolium*), sword fern (*Polystichum munitum*), salal (*Gaultheria shallon*), trailing blackberry (*Rubus ursinus*), with undulating floor and small wet depressions, in open areas with common rush (*Juncus effusus*), slough sedge (*Carex obnupta*), hummocky landscape lots of coarse woody debris and thick humic layer spongy underfoot. Oceanspray (*Holodiscus discolor*) and dull Oregon-grape (*Mahonia nervosa*) at northeast open edge is not observed elsewhere on the property.

Mature Forest (B):

Area A is divided from Area B by the eastern driveway and is very similar to Area A except there is grand fir (*Abies grandis*) in this part of the forest which does not exist elsewhere on the property.

Mature Forest (C):

Mature grove south of driveway and southeast of east house is dominated by Western redcedar (*Thuja plicata*) and to a less extent by Sitka spruce (*Picea sitchensis*), Douglas-fir (*Pseudotsuga menziesii*), bigleaf maple (*Acer macrophyllum*). There is an open understory with red huckleberry (*Vaccinium parvifolium*), sword fern (*Polystichum munitum*), salal (*Gaultheria shallon*), trailing blackberry (*Rubus ursinus*), with undulating floor and small wet depressions, in open areas with common rush (*Juncus effusus*), slough sedge (*Carex obnupta*), hummocky landscape lots of coarse woody debris and thick humic layer spongy underfoot. There is some invasive English holly (*Ilex aquifolium*).

Juvenile Forest (D & E):

There are two young forests of juvenile red alder (*Alnus rubra*), with salmonberry (*Rubus spectabilis*), red huckleberry (*Vaccinium parvifolium*), salal (*Gaultheria shallon*), trailing blackberry (*Rubus ursinus*) in the southeast and northwest corner. The area in the southeast corner is more open and reported to have been a cleared area and former orchard. The juvenile alders transition into young conifers at eastern edge.

The forest in the northwest corner has juvenile red alder (*Alnus rubra*) intermixed with juvenile Western redcedar (*Thuja plicata*) and a dense understory dominated by salmonberry (*Rubus spectabilis*) and sword fern (*Polystichum munitum*).

Riparian Forest (F):

The riparian forest is within a ravine dominated by western redcedar and bigleaf maple, with red alder and western hemlock. There is an understory of elderberry, salmonberry, sword fern, licorice fern, red huckleberry, crevice alumroot (*Heuchera micrantha*), and sedges (*Carex* sp.). Killecranke Creek flows through this forested area.

Shoreline Forest (G):

The 45-50 m steep slope to the shoreline of the subject property has a vegetated steep bank between the upper terrace and the shoreline. The vegetation is comprised of Bigleaf maple (dominant), with red alder and western red cedar and an understory of salmonberry, sword fern and sparse Himalayan blackberry.



Figure 10: Polygons of distinct forest types at 9333 Invermuir Road, Shirley, BC, red polygons meet the sensitive ecosystem definition of Mature Forest.

Observed Sensitive Ecosystems

The mapped SEI sensitive ecosystems are shown in Figures 5 and 6. The sensitive ecosystems observed on the property are shown outlined in red in Figure 10. We recommend that that Sensitive Ecosystem Development Permit Area mapping for the property be adjusted to the observed boundaries indicated in Figure 10.

General Description of Riparian Areas - Killiecrankie Creek

Killiecrankie Creek is contained within a ravine dominated by western redcedar and bigleaf maple, with red alder and western hemlock. It has an understory of elderberry, salmonberry, sword fern, licorice fern, red huckleberry, crevice alumroot (*Heuchera micrantha*), and sedges (*Carex* sp.). Killiecrankie Creek is virtually inaccessible with a steep and damaged trail of ropes and fixed ladders. There were heavily damaged and unusable remains of previous wooden stairs and creek crossings observed.

Killiecrankie Creek is a short creek less than 800 m in length that discharges directly into the marine environment at Orveas Bay on the Strait of Juan de Fuca on the southwest coast of Vancouver Island. It has no standard watershed code. A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Killiecrankie Creek produced no fish observations or other creek information (all accessed February 8, 2024). The creek on the property is in a steep 50 m deep ravine with an overall gradient of >30% in the first 150 m of the creek. Additionally, there is a 2 m high vertical barrier to fish passage at the cobble beach interface (Photo 21). The creek is known to dry out in the summers and there are no known ponds upstream of the ravine. However, this upland (off-property) segment was not assessed; therefore, the RAPR default is fish-bearing. Any fish within this stream would be resident (not anadromous fish access).

Watershed Context and Fisheries Resource Values

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There are 8 waterbodies, on and adjacent to the property at 9333 Invermuir Road (Figure 3):

- Killiecrankie Creek – enters the property from the northwest and discharges into Orveas Bay (potentially fish bearing stream (RAPR applies, SPEA = 10m)
- Wetland A – in the southwest quadrant of 9333 Invermuir Road, is drained by Unnamed Tributary A (not fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 15-30m)
- Unnamed Tributary A – in the southwest quadrant of the property, flows west into Killiecrankie Creek (not fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 10m)
- Ditch A – flows into Unnamed Tributary A from the east (not fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 2m)
- Ditch B – Invermuir Road drainage (south side) bordering the northwest corner of the property, flows west into Killiecrankie Creek just south (downstream) of the culvert crossing under Invermuir Road (potentially fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 5m)
- Ditch C – Invermuir Road drainage (north side), flows west into Killiecrankie Creek just north (upstream) of the culvert crossing under Invermuir Road (potentially fish accessible), flows into potentially fish bearing stream (RAPR Applies, SPEA = 5m)
- Wetland B – isolated forest wetland in the northeast corner of the property with no defined surface flow at outlet; eastern roadside ditches flow to wetland. RAPR does not apply.
- Driveway Ditches – shallow ditches from eastern driveway: flows go subsurface or have no defined channel before cascading off 50 m vertical cliff. RAPR does not apply.

Shoreline Ecosystem

The shoreline of the subject property is a high-energy, steep beach profile of large cobble in narrow band at high tide, at base of 45-50 m vegetated bank. It is undeveloped and in its natural state (or ecologically intact) with active erosion observed. The shoreline is virtually inaccessible from the subject property with a steep and damaged trail of ropes and fixed ladders. Damaged and unusable remains of previous wooden stairs and wooden creek crossings were observed.

Proposed Development

Approximately 90 percent of the property is encompassed by the Mapped Development Permit Areas for Mature Forest, Riparian, Intertidal or Steep Slopes (Steep Slope DPA not addressed in this report). The property owners are proposing a rezoning and subdivision of the property into two lots this development, which can be facilitated given the large size of the lot (8.38 ha) and the existing extent of the disturbance (approximately 2 ha). No additional development is proposed except for the installation of a well and pumphouse.

The proposal for work is shown on Figures 3 and 4:

- subdivide the large parcel into two equal lots (new north to south property line)
- construct a well and small pumphouse for the proposed western lot (Figure 4)
- utilize existing septic fields on each lot

Development Effects

Construction of the well and pumphouse must occur outside the SPEAs in the western portion of the property, as shown on Figure 3. Keeping development activities within the existing disturbances minimizes the impact of the development by allowing the remainder of the site to retain its natural condition.

Future development activities should be assessed under the RAPR and DPA guidelines, and, if possible limited to the existing disturbed areas to leave the remaining sensitive ecosystem Mature Forest and Riparian ecosystems in intact. Further vegetation removal from the top of the bank/steep slope should be avoided to help maintain slope stability (assessment by a geotechnical engineer may be required in the future if development is proposed near the top of slope).

Recommendations for the Proposed Development

The only proposed development as part of the rezoning and subdivision is the installation of a well and pump house.

Sensitive Ecosystem Development Permit Area Boundary Adjustment

The mapped SEI sensitive ecosystems are shown in Figures 5 and 6. The sensitive ecosystems observed on the property are shown outlined in red in Figure 10. We recommend that that Sensitive Ecosystem Development Permit Area mapping for the property be adjusted to the observed boundaries indicated in Figure 10.

Protecting ecological features

- Locations of SPEA, no-go zones, critical root zones of retained trees and vegetation, and sensitive areas are fenced and communicated to all personnel.
- Clearing of trees or shrubs between February 1 and August 15 must be preceded by a nesting bird survey to confirm no active nests will be disturbed (BC Wildlife Act, Section 34 and Federal Migratory Bird Act)
- Avoid placing soil/gravel piles or heavy construction materials around roots of trees to be retained, or otherwise compacting soils or cutting into root zones. Protective tree fencing to be used for delineating protected areas.
- Contact Environmental Monitors immediately with any concerns.

Tree Protection

- ISA Certified Arborist is consulted for construction (e.g. well installation) activities adjacent to trees to be retained along the edge of the well site the trees to be retained will have the limits of their Critical Root Area (CRZ) defined by an ISA certified arborist.
- These CRZs will be separated from the development by robust tree protection fencing (e.g. snow fencing).
- No construction-related material shall be stored within any fenced off area.
- An ISA Certified Arborist should be consulted prior to clearing, blasting, rock breaking or filling (soil or rock) adjacent to the Critical Root Zone (CRZ) (e.g. near the dripline) of trees to be retained to provide tree protection measures to minimize root damage and ensure that they remain viable over the long-term. In future development phases, if new construction is proposed and building location and designs are created, an arborist should be consulted to develop specific measures for any trees to be retained.

Erosion & Sediment Control

During construction of the well and pumphouse, the contractor must implement environmental protection measures to ensure that no contaminants, such as spills or sediment-laden water, enter downstream receiving environments (Killiecrankie Creek). These measures should include:

- Minimize vegetation removal
- Installation of erosion and sediment control structures (e.g. sediment fence) between the construction area and creek or other water bodies.

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- Scheduling excavation activities during dry weather, where possible, and additional care and protection will be required while excavation activities are carried out during wet weather
- Cover exposed soils, if needed (e.g. poly, tarps, mulch, seeding, 'rough and loose' treatment)
- Ensure soil and debris stockpiles are placed away from the SPEAs and sediment-laden water cannot flow into the waterbodies.
- Contact Environmental Monitor immediately with any concerns.

Spill Prevention & Response

- Equipment is inspected for leaks prior to beginning work.
- Spill response kits (capable of addressing the volume of fuel/oils/chemicals on site) are on site when any heavy machinery is working, and operators are trained in their use.
- Equipment refueling is at a designated location and >30 m from aquatic ecosystems.
- Fuel generators must be placed in a spill-proof container (e.g. plastic bin, or other impermeable containment area such as poly-lined bermed depression).
- Store all fuel cans in spill-proof containers (e.g. as above).
- Concrete wash-water and wet concrete is highly alkaline and toxic to fish and other aquatic organisms. All concrete wash-water from equipment, trucks and/or hand tools needs to be directed to a settling area away from runoff paths to the waterbodies. Freshly poured concrete needs to be covered when rain is forecasted or runoff needs to be isolated from waterbodies during the curing process.
- In case of spills, the following general steps are recommended:
 - Stop source of spill/prevent further spillage (turn off valves, right overturned containers)
 - Block spill from reaching aquatic (marine or freshwater) environment or pathways to waterbodies
 - Block spill from spreading
 - Call Environmental Monitors
 - Clean up spilled materials
- Contact Environmental Monitors immediately with any concerns.

Revegetation

Should there be interest in replanting disturbed areas with native species the following species are recommended:

- Douglas-fir (*Pseudotsuga menziesii*)
- western redcedar (*Thuja plicata*)
- red alder (*Albus rubra*)
- bigleaf maple (*Acer macrophyllum*)
- Nootka rose (*Rosa nutkana*)
- oceanspray (*Holodiscus discolor*)
- June plum (*Oemelaria cerasiformis*)
- Saskatoon (*Amelanchier alnifolia*)
- dull Oregon grape (*Mahonia nervosa*)
- sword fern (*Polystichum munitum*)
- salal (*Gaultheria shallon*)
- kinnickinnick (*Arctostaphylos uva-ursi*)
- coastal strawberry (*Fragaria chiloensis*)

Development Permit Guidelines

The following guidelines (in Part 5 of Bylaw 4001) for the Sensitive Ecosystem Development Permit Area are applicable to the development, and are addressed in the development proposal as follows:

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1. Development or alteration of land will be planned to avoid intrusion into and minimize the impact on the Sensitive Ecosystem DPA.
 - Approximately 90% of the property is encompassed by the Development Permit Area polygons for Mature Forest, Riparian, Shoreline or Steep Slope (Steep Slope DPA not addressed in this report). The property owners are proposing a rezoning and subdivision of the property into two lots, this development can be facilitated given the large size of the lot (8.38 ha) and the existing extent of the disturbance (approximately 2 ha). The development activity (installation of a well and pumphouse) is proposed in an existing disturbed area (Figure 3). The footprint of the well installation should be minimized to limit the tree and vegetation removal and utilize existing disturbed areas.
2. The removal of gravel and soil from watercourses is prohibited unless otherwise approved by the provincial or federal government.
 - Not Applicable.
3. Proposed plans of subdivision will avoid watercourse crossings where possible.
 - Not Applicable.
4. Watercourse crossings will be avoided, but where this is not possible, bridges are preferred rather than culverts, and any works will be sited to minimize disturbance to banks, channels, shores and vegetative cover, and must be approved by the provincial government.
 - Not Applicable.
5. Changes in the land surface, which could affect the health of vegetation or the biodiversity of any plant communities and disturbance of mature vegetation and understory plants, will be minimized.
 - Not Applicable.
6. Disturbance to existing vegetation not directly affected by the footprint of buildings, ancillary uses and driveways will be minimized.
 - Not Applicable.
7. Planting of non-native vegetation or invasive species in designated sensitive ecosystem development permit areas is not supported.
 - Not Applicable, no non-native species are proposed for planting.
8. The CRD may consider variances to siting or size regulations where the variance could result in the enhanced protection of an environmentally sensitive area.
 - Not Applicable.
9. As a condition of the issuance of a development permit, compliance with any or all conditions recommended in a report by a QP will be considered by the CRD and may be included in the development permit.
 - See Recommendations for Environmental Protection during well and pumphouse installation.
10. Those areas where existing vegetation is disturbed will be rehabilitated with appropriate landscaping and habitat compensation measures in a manner recommended in a report by a QP.
 - The owners recently removed sections of the mature forest under timbermark certificate number 182681.

11. Development and associated drainage will be designed and constructed so that there is no increase or decrease in the amount of surface water or groundwater available to the sensitive ecosystem.
 - Not Applicable.
12. Culverts may be designed to encourage storage of water within the watercourse.
 - Not Applicable.
13. Where necessary, provision will be made and works undertaken to maintain the quality of water reaching the sensitive ecosystem.
 - Not Applicable.
14. All new developments or modifications to existing developments including site works, gardening, landscaping and other related residential activities should be designed and implemented to maintain the quantity and quality of water and to avoid the entry of pollutants or nutrient rich water flowing into watercourses, lakes, ponds and wetlands.
 - Proposal is for rezoning, subdivision and installation of a well and pumphouse, there is not expected to be any change to the quality or quantity of stormwater from these works. A detailed stormwater management plan should be developed for future significant construction requiring permits.
15. Development will be designed to avoid any increase in the volume and peak flow of runoff and a drainage plan may be required in support of this guideline.
 - Proposal is for rezoning, subdivision and installation of a well and pumphouse, there is not expected to be any change to the quality or quantity of stormwater from these works. A detailed stormwater management plan should be developed for future significant construction requiring permits.
16. Plantings of native vegetation may be required to reduce the risk of erosion, restore the natural state of the site, improve water quality, or stabilize slopes and banks.
 - The owners removed sections of the mature forest under timbermark certificate number 18268.
17. The planting of non-native vegetation or alien invasive species, as defined in the provincial Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation 144/2004, is not supported.
 - Not Applicable, no non-native species are proposed for planting.
18. Construction at a certain time of year and using methods that minimize the impacts on rare and sensitive species may be required.
 - Not Applicable.
19. Where possible, large tracts of wildlife habitat or continuous habitat corridors will be preserved, in order to facilitate movement of wildlife.
 - The proposed subdivision is leaving a large portion of the both lots undeveloped as wildlife habitat.
20. A buffer zone may be specified where land alteration or structures will be limited to those compatible with the characteristics of the sensitive ecosystem or those that can be mitigated in a manner recommended by a QP.
 - Not Applicable.

21. In order to ensure unnecessary encroachment does not occur into the sensitive ecosystem at the time of construction, permanent or temporary fencing measures may be required.
 - Not Applicable.
22. Development may be restricted during sensitive life-cycle times.
 - Not Applicable.

The following guidelines (in Part 5 of Bylaw 4001) for the Riparian Development Permit Area are applicable to the development, and are addressed in the development proposal as follows:

1. Development or alteration of land will be planned to avoid intrusion into and minimize the impact on the Riparian DPA.
 - Development has been planned to minimize the impact on riparian areas and sensitive ecosystems, all proposed work is outside the SPEAs.
2. Modification of channels, banks or shores must not result in harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes within the Riparian DPA.
 - Not Applicable.
3. The removal of gravel and soil from streams is prohibited unless otherwise approved by the provincial or federal government.
 - Not Applicable.
4. Proposed plans of subdivision will avoid stream crossings where possible and demonstrate the presence of building areas outside of the SPEA.
 - No stream crossings are proposed, and all proposed developments are outside the SPEAs.
5. Stream crossings will be avoided, but where this is not possible, bridges are preferred rather than culverts, and any works will be sited to minimize disturbance to banks, channels, shores and vegetative cover, and must be approved by the Province.
 - Not Applicable.
6. Culverts may be designed to encourage in-stream storage of water to allow the unrestricted movement of fish in both directions.
 - Not Applicable.
7. Construction at a certain time of year and using methods that minimize the impacts on rare and sensitive species may be required.
 - Not Applicable.
8. To minimize encroachments into the Riparian DPA, variances for the height and location of buildings and structures may be considered.
 - Not required, all proposed development is outside the SPEAs.
9. As a condition of the issuance of a development permit, compliance with any or all conditions recommended in a report by a QEP, prepared in accordance with the RAR, will be considered by the CRD and may be included in a development permit.
 - See Recommendations for Environmental Protection and Riparian Areas Protection Regulation (RAPR) Report, February 9, 2024.

10. Development permits may include requirements for environmental monitoring and when required, these monitoring reports must be prepared by a QEP.
 - Not Applicable.
11. All of the measures specified by a QEP necessary to maintain the integrity of a SPEA will be considered by the CRD for inclusion as a condition in a development permit.
 - Not Applicable.
12. Development permits will not be issued until the CRD has been notified by the Riparian Areas Regulation Notification System (RARNS) that the Province has received a riparian areas assessment report.
 - RAPR Report February 9, 2024 - Submitted for review to the Province.
13. Where a QEP has required the planting of native vegetation to reduce the risk of erosion, restore the natural state of the site, improve water quality, or stabilize slopes and banks, a landscaping plan of the re-vegetation may be required.
 - Not Applicable.
14. In situations where a SPEA would reduce the density of development permitted by the zoning bylaw, a QEP is required to provide recommendations on how the permitted density of development could be accommodated with the least possible impact on fish habit.
 - Not Applicable.
15. An applicant may be required to provide an explanatory plan of a SPEA.
 - Site Plan provided in the RAPR Report and Figure 3 in this report.
16. For all or part of land within a SPEA that has been identified by a QEP, property owners may wish to consider dedicating the land back to the Crown, gifting the land to a nature conservation organization or registering a conservation covenant.
 - Not Applicable.
17. All new developments or modifications to existing developments including site works, gardening, landscaping and other related residential activities should be designed and implemented to maintain the quantity and quality of water and to avoid the entry of pollutants or nutrient rich water flowing into streams and wetlands.
 - Proposal is for subdivision and a small amount of works; details stormwater management should be developed for works requiring a permit.
18. Development will be designed to avoid any increase in the volume and peak flow of runoff and a drainage plan may be required in support of this guideline.
 - Proposal is for rezoning, subdivision and installation of a well and pumphouse, there is not expected to be any change to the quality or quantity of stormwater from these works. A detailed stormwater management plan should be developed for future significant construction requiring permits.
19. Plantings of native vegetation may be required to reduce the risk of erosion, restore the natural state of the site, improve water quality, or stabilize slopes and banks.
 - Not Applicable.

20. Where necessary or desirable, a buffer zone to remain free of development may be specified and protection measures for retention and management of vegetation in these areas may be established.
 - Not Applicable.
21. To avoid encroachment, fencing may be required prior to, during or after construction.
 - Not Applicable.

The following guidelines (in Part 5 of Bylaw 4001) for the Shoreline Development Permit Area are applicable to the development, and are addressed in the development proposal as follows:

1. Development or alteration of land will be planned to avoid intrusion into and minimize the impact on the Shoreline Protection DPA.
 - Not Applicable.
2. Alteration of natural shorelines will be avoided.
 - Not Applicable.
3. Erosion and sedimentation will be avoided.
 - Not Applicable.
4. The removal of vegetation and impact to tree root zones will be minimized.
 - Not Applicable.
5. Changes in natural shoreline processes will be minimized.
 - Not Applicable.
6. The use of fill, disturbance to the soil and blasting will be minimized.
 - Not Applicable.
7. Non-structural and soft armoring are the preferred type of works for shore protection and where this approach is not possible, riprap and stone revetment is preferred over single-plane seawalls, subject to approval from federal and provincial agencies.
 - Not Applicable.
8. A QP must design any shore protection devices or works.
 - Not Applicable.
9. Proposed developments that may have the potential to adversely affect fish habitat will require the review and approval by appropriate federal and provincial agencies prior to the issuance of a development permit.
 - Not Applicable.

10. Setbacks for buildings and structures will consider the current risk from storms and flooding as well as minimum elevation guidelines established by the CRD or other public authority with respect to the potential risk from erosion and coastal flooding associated with climate change and sea level rise.
 - Not Applicable.
11. Variances to allow the siting of buildings and structures outside the Shoreline Protection DPA will be considered.
 - Not Applicable.
12. Compliance with the conditions or recommendations in a report by a QP will be considered by the CRD and may be included in a development permit.
 - Not Applicable.
13. The planting of native vegetation may be required to reduce the risk of erosion, restore the natural ecology, revegetate disturbed areas, improve water quality and ensure the stability of slopes and banks.
 - Not Applicable.
14. Erosion control measures and fencing may be required during and after construction.
 - Not Applicable.
15. Machinery working in this environmentally sensitive area may be required to use biofuels instead of fossil fuels. To avoid disturbance of the upland and foreshore areas for a purpose referred to in Section 491(1)(e) of the LGA, heavy machinery may need to be barged to the site.
 - Not Applicable.
16. Construction may be restricted to certain times of the year to avoid stormy seasons, unusually high or low tides and sensitive lifecycle times for wildlife such as nesting or migrating.
 - Not Applicable.
17. Where possible, vegetation and natural resources such as anchored logs and riparian plantings on protected shorelines, will be incorporated into shore protection works.
 - Not Applicable.

Summary

The proposal is for rezoning and a two-lot subdivision, including the installation of a well and pumphouse (Figure 4) with no other development activities are proposed. The property contains four sensitive ecosystems that require Development Permits via the Official Community Plan (OCP): Mature Forest, Riparian (Killiecrankie Creek runs adjacent to and through the property), Shoreline and Steep Slopes (Steep Slopes not addressed in this report). The sensitive ecosystems mapped by the OCP and observed on site are shown in Figures 4, 5 and 10. The existing mature forest, riparian and shoreline ecosystems areas to be retained are connected to adjacent forests and are in excellent ecological condition and provide a habitat for birds and wildlife. Following the completion of the rezoning and subdivision and proposed development activities, a large portion of the properties will remain in an undeveloped condition.

Killiecrankie Creek is on the west side of 9333 Invermuir Road and the Streamside Protection and Enhancement Areas (SPEA) of the creek, wetland, tributary and ditch are shown in Figure 3. The channels immediately adjacent to the property on the south and north sides of Invermuir Road are tributary to Killiecrankie Creek and therefore are protected by the Riparian Area Protection Regulation (RAPR). No activities are proposed within the Riparian Assessment Area (30 metres from High Water Mark) and the well and pumphouse construction is outside these SPEAs. Details for the riparian protection measures are provided in the Riparian Areas Protection Report, February 9, 2024.

A mapped and observed Bald Eagle Nest is located on the property, and there is a 100m buffer as per Sensitive Ecosystems, and Shoreline Protection Development Permit Areas from the Shirley – Jordan River Official Community Plan, 2018 Bylaw 4001. No development is proposed within the buffer area.

No significant development is currently proposed on the subdivided lots, the only proposed work for a well and pumphouse. Future proposed development activities must be assessed under the RAPR and Riparian, Sensitive Ecosystem, Shoreline, and Steep Slope DPA guidelines, and, if possible limited to the existing disturbed areas to leave the remaining sensitive Mature Forest and Riparian ecosystems intact. Further vegetation removal from the top of the bank/steep slope should be avoided to help maintain slope stability (assessment by a geotechnical engineer may be required in the future if development is proposed near the top of slope). Tree protection measures must be recommended by an ISA certified arborist to protect trees being retained. Erosion and sediment control, and spill prevention and response measures are also required during construction to protect downstream aquatic ecosystems.

Please do not hesitate to contact me with any questions you may have.

Sincerely,

Laura Hooper, MSc, PAg (#2546)



Sara Stallard BSc. ASCT (#22338), Envr Tech



Lehna Malmkvist, MSc, RPBio (#1613)



Site Photographs



Photo 1. Ditch along Invermuir Road. Property is on the right side of photo, Killiecrankie Creek is across the road.



Photo 2. Invermuir Road roadside ditch, flowing adjacent to the subject property (left side of photo).

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Photo 3. Existing driveway at west of 9333 Invermuir Road with well installed in 2023, proposed pumphouse to be constructed.



Photo 4: Existing driveway at east of 9333 Invermuir Road.



Photo 5. Existing house constructed pre-1960.



Photo 6. Existing cabin constructed in 1972.

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Photo 7. Deep skidder tracks with standing water extend into the Mature Forest (C).



Photo 8. Mature Forest (A).



Photo 9: Mature Forest (B).



Photo 10: Mature Forest (C).



Photo 11: Juvenile Forest (E).



Photo 12: Juvenile Forest (F).



Photo 13: Riparian Forest (G).



Photo 14: Shoreline Forest (H).



Photo 15: Shallow pond (foreground) with tributary under driveway (right of photo) to Killecrankie Creek.



Photo 16. Ditch connecting to tributary to Killecrankie Creek.



Photo 17: Gravel area with concrete pad.



Photo 18: Mature forest removal on eastern section of 9333 Invermuir Road.

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Photo 19: Mature forest removal on centre section of 9333 Invermuir Road.



Photo 20: Mature forest removal on centre section of 9333 Invermuir Road.



Photo 21: Two meter high vertical barrier to fish passage at the cobble beach interface.



RIPARIAN AREAS REGULATION REPORT

9333 Invermuir Road, Shirley, BC



March 15, 2024

Prepared for:

Prepared by:

Laura Hooper, PAg. (#2546)
Sara Stallard, BSc, ASCT (#22338), Envr Tech
Lehna Malmkvist, MSc, RPBio. (#1613)
Swell Environmental Consulting Ltd.
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Date		March 28, 2024	
I. Primary QEP Information			
First Name	Sara	Middle Name	
Last Name	Stallard		
Designation	AScT	Company	Swell Environmental Consulting Ltd
Registration #	22338	Email	sara@swell.ca
Address			
City		Postal/Zip	
Prov/state	BC	Country	CANADA
II. Secondary QEP Information (use Form 2 for other QEPs)			
First Name	Laura	Middle Name	
Last Name	Hooper		
Designation	PAg	Company	Danaca Consulting
Registration #	2546	Email	danacaconsulting@gmail.com
Address			
City		Postal/Zip	
Prov/state	BC	Country	CANADA
III. Developer Information			
First Name		Middle Name	
Last Name			
Company			
Phone #		Email	
Address			
City		Postal/Zip	3
Prov/state	BC	Country	Canada
IV. Development Information			
Development Type	Subdivision: 6 or less Single Family Lots		
Area of Development	8.38 ha	Riparian Length (m)	256 m
Lot Area (ha)	8.38 ha	Nature of Development	Re-development
Proposed Start Date	April 1, 2024	Proposed End Date	December 31, 2025
V. Location of Proposed Development			
Street Address (or nearest town)	9333 Invermuir Road, Shirley, BC V9Z 1G3		
Local Government	Capital Regional District	City	Shirley
Stream Name	Killecrankie Creek		
Legal Description (PID)	003-175-201	Region	1 – Vancouver Island
Stream/River Type	Stream, Wetland, Ditch	DFO Area	South Coast
Watershed Code	SANJWSD000098 no standard code listed		
Latitude	48	22	58
Longitude	123	52	54

II. Additional QEP Information

First Name	Lehna	Middle Name	
Last Name	Malmkvist		
Designation	RPBio	Company	Swell Environmental Consulting Ltd.
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Section 1. Description of the Development Proposal and Fisheries Resources Values

The subject site is located at 9333 Invermuir Road, Shirley, BC and is 8.38 ha (Figures 1 and 2). The project is a proposed subdivision to create two lots (Figures 3 and 4).

On February 9, 2024, Sara Stallard, ASCT and Laura Hooper, PAg visited the site to conduct Riparian Areas Protection Regulation (RAPR) assessment for the proposed project.

Watershed Context and Fisheries Resource Values

There are 8 waterbodies, on and adjacent to the property at 9333 Invermuir Road (Figure 3):

- Killiecrankie Creek – enters the property from the northwest and discharges into Orveas Bay (potentially fish bearing stream (RAPR applies, SPEA = 10m)
- Wetland A – in the southwest quadrant of 9333 Invermuir Road, is drained by Unnamed Tributary A (not fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 15-30m)
- Unnamed Tributary A – in the southwest quadrant of the property, flows west into Killiecrankie Creek (not fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 10m)
- Ditch A – flows into Unnamed Tributary A from the east (not fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 2m)
- Ditch B – Invermuir Road drainage (south side) bordering the northwest corner of the property, flows west into Killiecrankie Creek just south (downstream) of the culvert crossing under Invermuir Road (potentially fish accessible), flows into potentially fish bearing stream (RAPR applies, SPEA = 5m)
- Ditch C – Invermuir Road drainage (north side), flows west into Killiecrankie Creek just north (upstream) of the culvert crossing under Invermuir Road (potentially fish accessible), flows into potentially fish bearing stream (RAPR Applies, SPEA = 5m)
- Wetland B – isolated forest wetland in the northeast corner of the property with no defined surface flow at outlet; eastern roadside ditches flow to wetland. RAPR does not apply.
- Driveway Ditches – shallow ditches from eastern driveway: flows go subsurface or have no defined channel before cascading off 50 m vertical cliff. RAPR does not apply.

Killiecrankie Creek is a short creek less than 800 m in length that discharges directly into the marine environment at Orveas Bay on the Strait of Juan de Fuca on the southwest coast of Vancouver Island. It has no standard watershed code. A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Killiecrankie Creek produced no fish observations or other creek information (all accessed February 8, 2024). The creek on the property is in a steep 50 m deep ravine with an overall gradient of >30% in the first 150 m of the creek. Additionally, there is a 2 m high vertical barrier to fish passage at the cobble beach interface (Photo 1). The creek is known to dry out in the summers and there are no known ponds upstream of the ravine. However, this upland (off-property) segment was not assessed; therefore, the RAPR default is fish-bearing. Any fish within this stream would be resident (not anadromous fish access).

Site Assessment

The RAPR assessment reviewed the subject property with a focus on the Riparian Assessment Area (RAA) (Figure 3). The RAA encompasses the approximately one quarter of the western portion of the lot, and the Streamside Protection & Enhancement Areas (SPEA), and stream encompasses western edge of the lot.

The property is previously developed with driveways, two single family homes, accessory buildings, driveways, and landscaping (Photos 2-5). The property was partially logged in 2021/2022 under BC Timbermark Certificate 182681 after the property experienced damaging blowdowns in 2018, including logging within the SPEAs of Wetland A, Tributary A, and Ditch A.

Killecrankie Creek, as described above, flows steeply south along the western edge of the property in a step pool series. The creek flows over the headwall of the 50-m deep ravine as it enters the property. The riparian forest within the ravine is dominated by western redcedar (*Thuja plicata*), and bigleaf maple (*Acer macrophyllum*), with red alder (*Alnus rubra*) and western hemlock (*Tsuga heterophylla*). There is an understory of elderberry (*Sambucus racemose*), salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), licorice fern (*Polypodium glycyrrhiza*), red huckleberry (*Vaccinium parvifolium*), crevice alumroot (*Heuchera micrantha*), and sedges (*Carex* sp.) (Photos 6-8).

Wetland A is an ephemeral depression within a mature forest with no incoming watercourses or ditches. It is adjacent to the western driveway in the southwest quadrant of 9333 Invermuir Road and is drained by Unnamed Tributary A. The riparian vegetation consists of western redcedar (*Thuja plicata*) and red alder (*Alnus rubra*), with an open understory with slough sedge (*Carex obnupta*), sword fern (*Polystichum munitum*), licorice fern (*Polypodium glycyrrhiza*), salmonberry (*Rubus parviflorus*), trailing blackberry (*Rubus ursinus*), mosses and grasses (Photo 9). There was little to no distinct wetland vegetation observed.

Unnamed Tributary A is an ephemeral and narrow man-made watercourse that drains Wetland A in the southwest quadrant of 9333 Invermuir Road along the western driveway and flows west under the driveway through a 300 mm culvert and over the lip of the 50-m deep ravine where it discharges into Killecrankie Creek. The vegetation consists of a mixed forest dominated western redcedar (*Thuja plicata*), and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), red huckleberry (*Vaccinium parvifolium*), and salal (*Gaultheria shallon*) (Photo 10).

Ditch A flows along the driveway into Unnamed Tributary A from the east and joins the tributary at the upstream end of the driveway culvert. It is a uniform width dug channel with no headwaters or springs and ends at the driveway edge. The riparian vegetation consists of western redcedar (*Thuja plicata*) and Douglas-fir (*Pseudotsuga menziesii*) with an open understory with mosses, sword fern (*Polystichum munitum*), and salmonberry (*Rubus parviflorus*) (Photo 11).

Ditch B flows west along the northwest property line of 9333 Invermuir Road in the road right-of-way; it discharges into Killecrankie Creek at the south (downstream) end of the culvert crossing under Invermuir Road. The channel is straight with no headwaters or springs, has rooted vegetation on the banks, and lateral movement is confined by Invermuir Road and aligned to the property boundary. Only a very short segment (approx. 10 m) of the ditch carries flow, the remainder of the depression is vegetated with drier vegetation. The SPEA consists of a roadway on the north side of the channel. The riparian vegetation consists of juvenile western hemlock (*Tsuga heterophylla*), salal (*Gaultheria shallon*), bracken fern (*Pteridium aquilinum*), sword fern (*Polystichum munitum*), trailing blackberry (*Rubus ursinus*), dull Oregon-grape (*Mahonia nervosa*), and salmonberry (*Rubus parviflorus*) at the confluence with the creek (Photo 12).

Ditch C is the Invermuir Road drainage (on the north side) and flows west into Killiecrankie Creek just north (upstream) of the culvert crossing under Invermuir Road and is within the road right-of-way. The channel is straight with no headwaters or springs, has rooted vegetation on the banks, and lateral movement is confined by Invermuir Road. The SPEA vegetation is the same as that of Ditch B (Photo 13 and 14).

The vegetation identification on the property was limited due to the time of the year of the assessment.

Proposed Development

The proposed development is a rezoning subdivision to divide 9333 Invermuir Road (8.38ha) into two lots: lot 1 (4.19 ha) and lot 2 (4.19 ha). Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. The proposed subdivision boundary is through the centre of the lot and the only proposed development is installation of a well and pumphouse, outside the RAA (Figure 3). The subdivision will be aligned to have the two existing dwelling units each have a separate lot.

I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developers;
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Sources

- BC CDC (British Columbia Conservation Data Centre). 2024. Website accessed February 8 at <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/known-locations-of-species-and-ecosystems-at-risk/cdc-imap-theme>
- CRD Atlas (Capital Regional District). 2024. Webmap accessed February 8 at <https://maps.crd.bc.ca/Html5Viewer/?viewer=public>
- FIDQ (Fish Inventories Data Queries). 2024. Database was accessed on February 8 at <https://a100.gov.bc.ca/pub/fidq/welcome.do>
- Habitat Wizard. 2024. Database was accessed on February 8 at <http://www.env.gov.bc.ca/habwiz>
- iMapBC. 2024. Website accessed for streams and fisheries layers on February 8 at <https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc>
- Morgen, J. & T. Tripp. 2014. *Sensitive Ecosystem Inventory (SEI) for the Shirley/Jordan River Electoral Area*. Prepared for Local Area Planning (Juan de Fuca), Planning & Protective Services, Capital Regional District (CRD). Prepared by Madrone Environmental Services Ltd. 58pp.

Section 2. Results of Riparian Assessment (SPEA width)

2.1 Results of Detailed Riparian Assessment

Date: February 9, 2024

Description of Water bodies involved (number, type)		Stream – Killiecrankie Creek
Stream	X	
Wetland		
Lake		
Ditch		
Number of reaches	1	
Reach #	1	

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

	Channel Width(m)	Gradient (%)	
Starting point	2.6		I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developers ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.
upstream	5.1		
	3.2		
	3.1		
	2.5	30	
	3.4		
downstream	3.8		
	4.3	30	
	3.6		
	3.4		
	2.7		
Total: minus high /low	30.10		
mean	3.32	30	
	R/P	C/P	
Channel Type			X

Site Potential Vegetation Type (SPVT)

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

Zones of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	10	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	10	(For ditch use table 3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	N/A	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	10	(For ditch use table 3-7)					

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehma Malmkvist, RPBio, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developers;
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Comments

Killiecrankie Creek is a short creek less than 800 m in length that discharges directly into the marine environment at Orveas Bay on the Strait of Juan de Fuca on the southwest coast of Vancouver Island. It has no standard watershed code. A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Killiecrankie Creek produced no fish observations or other creek information (all accessed February 8, 2024). The creek on the property is in a steep 50 m deep ravine with an overall gradient of >30% in the first 150 m of the creek. Additionally, there is a 2 m high vertical barrier to fish passage at the cobble beach interface (Photo 1). The creek is known to dry out in the summers and there are no known ponds upstream of the ravine. However, this upland (off-property) segment was not assessed; therefore, the RAPR default is fish-bearing. Any fish within this stream would be resident (not anadromous fish access).

Date: February 9, 2024

Description of Water bodies involved (number, type)		Wetland A
Stream		
Wetland	X	
Lake		
Ditch		
Number of reaches	1	
Reach #	1	

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

	Channel Width(m)	Gradient (%)
Starting point		
upstream		
downstream		
Total: minus high /low mean		
	R/P	C/P S/P
Channel Type		X

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehma Malmkvist, RPBio, hereby certify that:
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Site Potential Vegetation Type (SPVT)

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

Zones of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15						
Litter fall and insect drop ZOS (m)	15						
Shade ZOS (m) max	30	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	30	(For ditch use table 3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	15						
Litter fall and insect drop ZOS (m)	15						
Shade ZOS (m) max	NA	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	15	(For ditch use table 3-7)					

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Comments

Wetland A is an ephemeral depression within a mature forest with no incoming watercourses or ditches. It is drained by Unnamed Tributary A, an ephemeral and narrow man-made watercourse that flows over the lip of the 50-m deep ravine where it discharges into Killecrankie Creek. There is no fish access to the upper portion of Unnamed Tributary A or to the Wetland.

Date: February 9, 2024

Description of Water bodies involved (number, type)		Stream - Unnamed Tributary A
Stream	<input checked="" type="checkbox"/>	
Wetland	<input type="checkbox"/>	
Lake	<input type="checkbox"/>	
Ditch	<input type="checkbox"/>	
Number of reaches	1	
Reach #	1	

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

	Channel Width(m)	Gradient (%)
Starting point	1.1	
upstream	1.2	1
	1.0	
	0.9	
	0.7	
	1.2	
downstream	1.2	21
	0.6	
	0.9	
	1.0	50
	0.8	
Total: minus high /low	8.65	
mean	0.96	24
Channel Type	R/P	C/P S/P
		X

I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that:
 a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
 b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
 c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
 d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
			I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act; b) I am qualified to carry out this part of the assessment of the development proposal made by the developers c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.
Polygon No:	n/a		Method employed if other than TR
	LC	SH	TR
SPVT Type	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Zones of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	2.9	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	10	(For ditch use table 3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	NA	South bank	Yes		No	X	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum	10	(For ditch use table 3-7)					

I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that:

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

b) I am qualified to carry out this part of the assessment of the development proposal made by the developers 1

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

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

Comments

Wetland A is an ephemeral depression within a mature forest with no incoming watercourses or ditches. Unnamed Tributary A is an ephemeral and narrow man-made watercourse that flows over the lip of the 50-m deep ravine where it discharges into Killecrankie Creek. It is fed by Wetland A (an ephemeral depression within a mature forest with no incoming watercourses or ditches) and Ditch A (ephemeral, no headwaters). There is no fish access to the upper portion of Unnamed Tributary A or to the Wetland.

Date: February 9, 2024

Description of Water bodies involved (number, type)	Ditch A
Stream	
Wetland	
Lake	
Ditch	X
Number of reaches	1
Reach #	1

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

Channel Width(m)		Gradient (%)		
Starting point	0.9			
upstream	1.4			
	1.2			
	1.5			
	1.4			
	0.8			
downstream	0.7			
	0.7			
	0.8			
	0.7			
	0.5			
Total: minus high /low	8.5			
mean	0.94			
	R/P	C/P	S/P	
Channel Type				

I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that:
 a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
 b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
 c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
 d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
			I, Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act; b) I am qualified to carry out this part of the assessment of the development proposal made by the developers; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.
Polygon No:	n/a		Method employed if other than TR
	LC	SH	TR
SPVT Type			X

Zones of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	X	If non-fish bearing insert no fish bearing status report			
SPEA maximum		(For ditch use table 3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max	N/A	South bank	Yes		No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	X	If non-fish bearing insert no fish bearing status report			
SPEA maximum	2	(For ditch use table 3-7)					

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
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- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Comments

Ditch A is connected to Unnamed Tributary A (an ephemeral and narrow man-made watercourse that flows over the lip of the 50-m deep ravine where it discharges into Killecrankie Creek). There is no fish access to the upper portion of Unnamed Tributary A or to Wetland A. There is no fish access to Ditch A.

Date: February 9, 2024

Description of Water bodies involved (number, type)		Ditch B
Stream		
Wetland		
Lake		
Ditch	X	
Number of reaches	1	
Reach #	1	

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

Channel Width(m)		Gradient (%)		
Starting point	0.5			
upstream	0.6			
	0.6			
	0.7			
	0.7			
	0.8			
downstream	1.0			
	1.3			
	1.2			
	1.6			
	1.7			
Total: minus high /low	8.4			
mean	0.93			
Channel Type	R/P	C/P	S/P	

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehma Malmkvist, RPBio, hereby certify that:
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Site Potential Vegetation Type (SPVT)

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

Zones of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No		If non-fish bearing insert no fish bearing status report			
SPEA maximum		(For ditch use table 3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	X	No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	5	(For ditch use table 3-7)					

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment report; and
- d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

Comments

Ditch B is roadside drainage in the Invermuir Road right-of-way (south side); it discharges into Killecrankie Creek at the south (downstream) end of the culvert crossing under Invermuir Road. The channel is straight with no headwaters or springs, has rooted vegetation on the banks, and lateral movement is confined by Invermuir Road. Killecrankie Creek is not accessible to anadromous fish passage, and while it is expected that it is ephemeral with no over-summering fish habitat, the default is that there may be fish and the ditch could have fish at some times of the year.

Date: February 9, 2024

Description of Water bodies involved (number, type)	Ditch C
Stream	
Wetland	
Lake	
Ditch	X
Number of reaches	1
Reach #	1

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

Channel Width(m)	Gradient (%)
Starting point	I, <u>Sara Stallard, ASCT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio,</u> hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developers c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.
upstream	
1.6	
1.7	
1.6	
1.7	
1.6	
downstream	
1.7	
1.7	
1.9	
1.8	
2.1	
Total: minus high /low	
mean	
Channel Type	R/P C/P S/P

Site Potential Vegetation Type (SPVT)

	Yes	No
SPVT Polygons	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Polygon No:	n/a	Method employed if other than TR
SPVT Type	LC SH TR	X

Zones of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	No	If non-fish bearing insert no fish bearing status report				
SPEA maximum		(For ditch use table 3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes	X	No	If non-fish bearing insert no fish bearing status report			
SPEA maximum	5	(For ditch use table 3-7)					

I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developers
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.

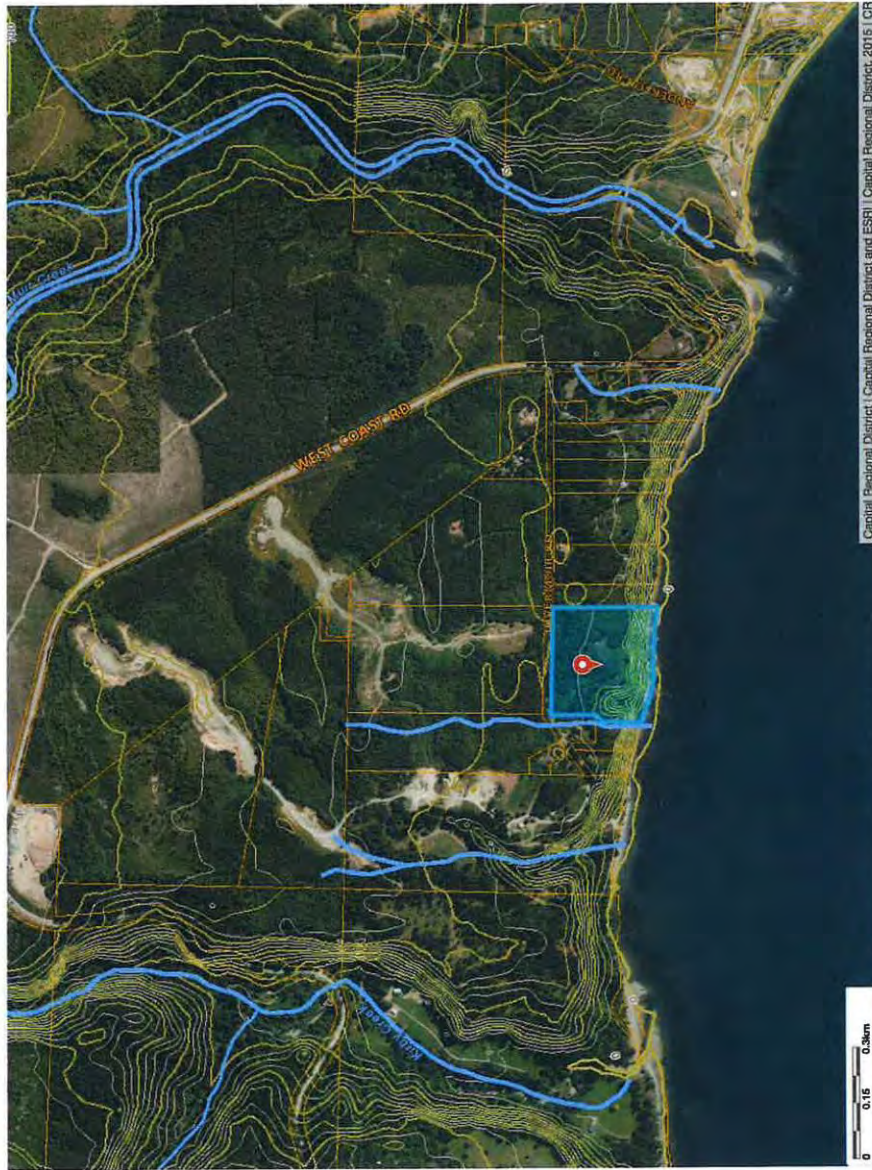
Comments

Ditch C is the Invermuir Road drainage (on the north side) and flows west into Killiecrankie Creek just north (upstream) of the culvert crossing under Invermuir Road and is within the road right-of-way. The channel is straight with no headwaters or springs, has rooted vegetation on the banks, and lateral movement is confined by Invermuir Road. Killiecrankie Creek is not accessible to anadromous fish passage, and while it is expected that it is ephemeral with no over-summering fish habitat, the default is that there may be fish and the ditch could have fish at some times of the year.

Section 3. Figures and Site Plans



Figure 1. Project location on southwest Vancouver Island (red dot). Map courtesy of CRD Regional Map



Capital Regional District | Capital Regional District and ESRP | Capital Regional District, 2015 | CRD
Figure 2. 9333 Invermuir Road in context of local creeks with documented fish habitat. Aerial photo courtesy of CRD Regional Map.

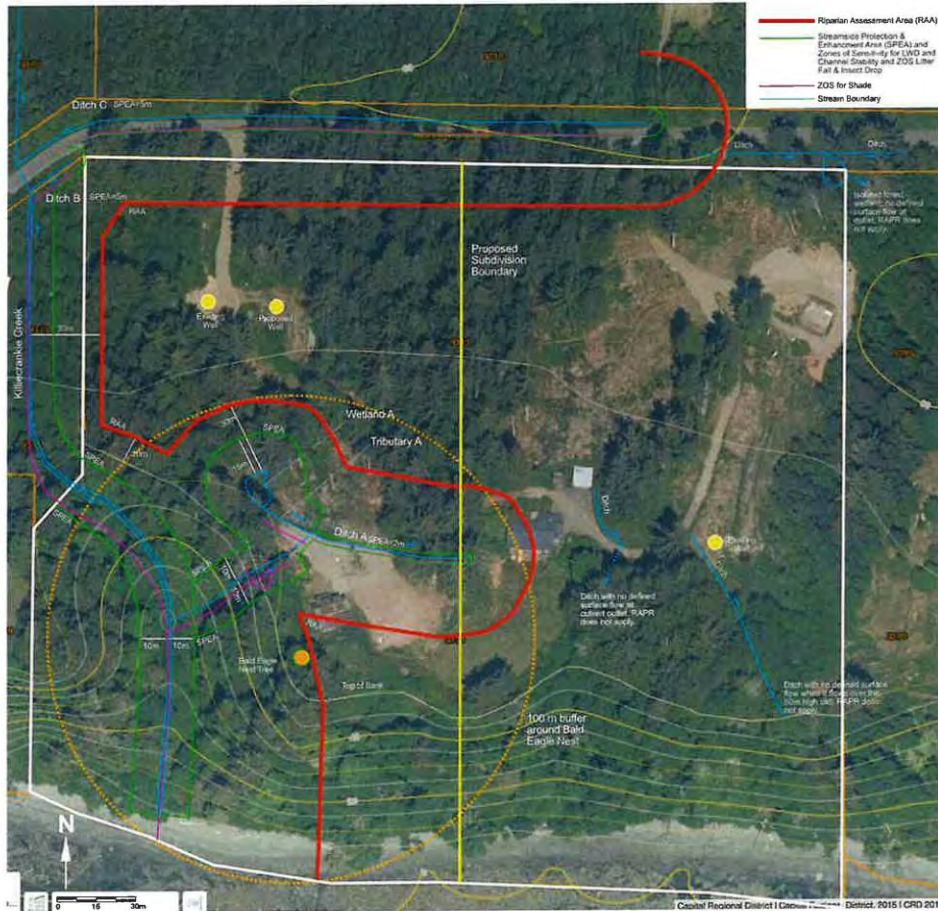


Figure 3. 9333 Invermuir Road RAAs & SPEAs. Aerial photo courtesy of CRD Regional Map.

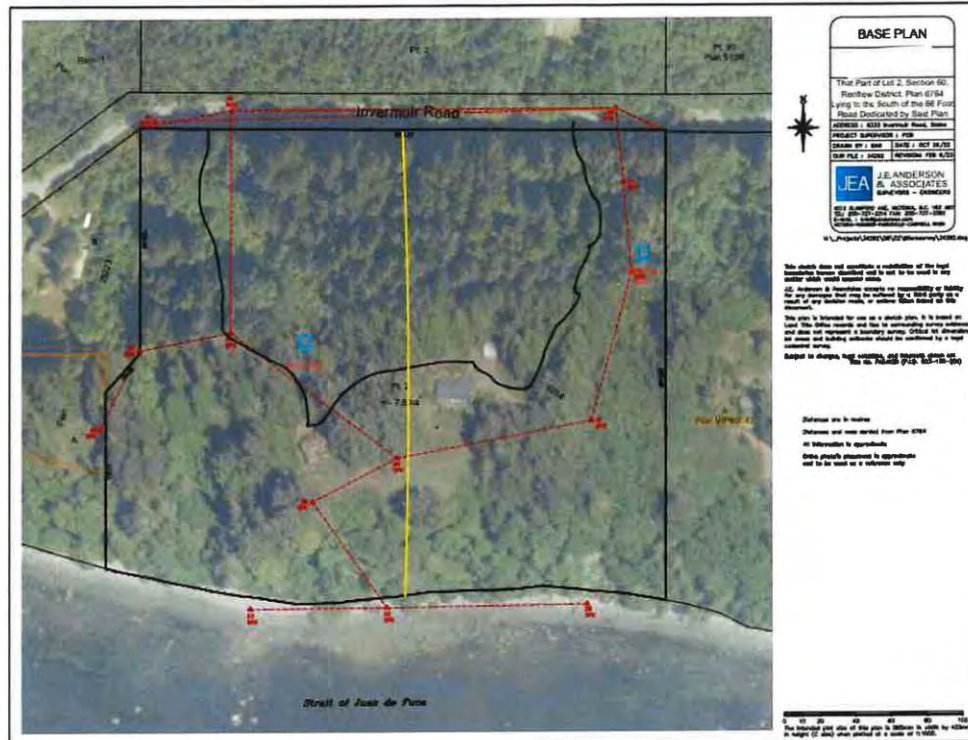


Figure 4. Proposed subdivision survey plan.

Section 4. Measures to Protect and Maintain the SPEA

4.1 Danger Trees

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, a tree assessment was not conducted.

4.2 Windthrow

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA therefore, there is no expected increased risk of windthrow in the SPEA and a tree assessment was not conducted.

4.3 Slope Stability

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, a geotechnical assessment was not conducted.

4.4 Protection of Trees

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA therefore, no tree protection is required.

4.5 Encroachment

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. The proposed well and pumphouse installation is outside the RAA (Figure 3)

The existing uses within the SPEA of Tributary A, Wetland A and Ditch A will remain as is (driveway to 9333 Invermuir Road).

The owners are aware via this report that the current uses are permitted, and that the following restrictions exist for new activities within the SPEA:

- o Planting native plants only
- o Removal of non-native species
- o Tree removal is only permitted for hazard trees, which must be identified by an ISA certified arborist, and replacement trees planted
- o Trees and limbs that fall naturally in the SPEA should be left to provide organic debris for stream function, habitat and contributions to natural nutrient regimes, rather than being cleared or used for firewood
- o No other development activities (e.g. clearing, buildings, road building, etc.) are permitted within the SPEA
- o Any other development in the RAA than what is described in this report will require a new RAPR Assessment.

The High Water Mark/Stream Boundary location was determined through QEP site visit, GPS, and air photo interpretation. If, in the future, on-the-ground development works are proposed within the Riparian Assessment Area of any part of the waterbodies, a survey of the High Water Mark/Stream Boundary is recommended as part of a future RAPR Assessment to ensure all development activities are outside the SPEAs.

4.6 Erosion & Sediment Control

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. A well and pumphouse will be installed outside the RAA. Erosion and sediment control measures and spill prevention measures must be implemented during the well installation and pumphouse construction.

4.7 Stormwater Management

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA, and no new development on the property (except one well and pumphouse to be installed and no new stormwater management is required).

4.8 Floodplain Concerns

Proposal is for a two lot subdivision only and no development is proposed within the floodplains.

1. Danger Trees	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
2. Windthrow	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
3. Slope Stability	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
4. Protection of Trees	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers ;	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
5. Encroachment	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
6. Erosion and Sediment Control	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
7. Stormwater Management	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	
8. Floodplain Concerns (highly mobile channel)	
I, Sara Stallard, ASCT, Laura Hooper, PAQ, and Lehna Malmkvist, RPBio, hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developers .	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and	
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Protection Regulation.	

Section 5. Environmental Monitoring

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA, and environmental monitoring is not required.

The owner has been informed of the obligation to protect the Streamside Protection and Enhancement Area (SPEA) and waterbodies, and that any future development in the RAA than what is described in this report will require a new RAPR Assessment.

The owners have been informed of the obligation of a QEP to submit a conformance statement and post-development report to the RAPR Notification System and have agreed to obtain the services of a QEP to complete this task. A post development report will include a field inspection of the development site and SPEA to ensure that the measures in the RAPR report have been implemented and that no damage has occurred or is expected to occur to the integrity of the SPEA.

If a QEP is not retained to monitor the project, it may not be possible to provide assurance that the work-site procedures were followed appropriately or the work completed to an acceptable standard, or to sign a conformance statement and submit a post-development report.

Section 6. Photos



Photo 1: Two meter high vertical barrier to fish passage at the cobble beach interface.



Photo 2. Existing eastern driveway at 9333 Invermuir Road.

Swell Environmental Consulting Ltd.
480 Beach Drive, Victoria, BC V8S 2M6 ph. 250-217-9190 e. lehna@swell.ca



Photo 3. Existing western driveway at 9333 Invermuir Road.



Photo 4. Existing 1972 building on west 9333 Invermuir Road.



Photo 5. Existing pre-1960's building on east 9333 Invermuir Road.



Photo 6: Terminus of Killecrankie Creek at cobble beach of Orveas Bay.



Photo 7: Typical section of Killecrankie Creek.



Photo 8. Typical riparian vegetation in ravine of Killecrankie Creek.



Photo 9. Wetland A is an ephemeral depression in the southwest quadrant of 9333 Invermuir Road.



Photo 10. Unnamed Tributary A is in the southwest quadrant of 9333 Invermuir Road, flowing west into Killiecrankie Creek.



Photo 11. Ditch A flows into Unnamed Tributary A from the east.



Photo 12. Ditch B is flows west along the northwest property line of 9333 Invermuir Road.



Photo 13: Invermuir Road roadside ditch connecting to Killecrankie Creek which crosses Invermuir Road via culvert.



Photo 14. Ditch C flows west along the north side of Invermuir Road.

Section 7. Professional Opinion

Assessment Report Professional Opinion on the Development Proposal's riparian area.

Date

1. I, Sara Stallard, AScT, Laura Hooper, PAg, and Lehna Malmkvist, RPBio, hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developers _____, which proposal is described in section 3 of this Assessment Report (the "development proposal");
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a) the site of the proposed development is subject to undue hardship, (if applicable, indicate N/A otherwise) and
- b) the proposed development will meet the riparian protection standard if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]

Section 8. Statement of Limitations

The assessment was carried out using the provincial Riparian Areas Protection Regulation method.

The use of this report is restricted to the intended purpose of application for development approval, as described within the report.

The measures prescribed in Section 4 assume diligent work practices by the owner and contractors, and implementation of construction best management practices for environmental protection during the site work.

If Swell Environmental Consulting Ltd. is not retained to carry out field reviews and environmental monitoring, Swell may not be able to provide assurance that the work-site procedures were followed appropriately or the work completed to an acceptable standard, or to sign a conformance statement and submit a post-development report.

The report addresses this site and project only and does not address possible existing or future impacts to fish in the subject streams that cannot be addressed by measures on the subject property.

This report should be considered valid for up to five years for the proposed development exactly as described in the report. The report is no longer valid if the proposed development changes. Additional factors that may influence the validity of the report and the recommended measures include, but are not limited to, changes to stream flows due to factors such as alteration of land uses in the watershed, shifting weather patterns (e.g. rainfall intensity, frequency, and/or duration), stormwater infrastructure, and those listed in Section 1, page 6 under "Limitations".

Appendix 1. Qualified Environmental Professional Qualifications

Date	March 15, 2024
Name of Qualified Environmental Professional (QEP)	Lehna Malmkvist
Professional Designation	RPBio
Professional Association	College of Applied Biology
Registration #	1613
Training in RAPR Assessment Methods	
Organization or Agency delivering training	Vancouver Island University
Name of Trainer	Lora Tryon
Date of Training Session	July 28-31, 2020
Organization or Agency delivering training	Malaspina University College
Name of Trainer	BC Ministry of Environment Staff
Date of Training Session	June 7-9, 2005
Other relevant education, training, or experience	
Working In and Around Water	Natural Resources Training Group, 2022
Fish Habitat Restoration – Restoration Techniques	Natural Resources Training Group, 2022
Fish Habitat Restoration – Prescription Development	Natural Resources Training Group, 2022
Riparian Areas Protection Regulation Webinar	BC Ministry of Forests, Lands and Natural Resource Operations, 2019
Legislated Riparian Assessments in BC Professional Practice Guidelines (RAPR)	College of Applied Biology, 2018
Green Shores for Homes 1 & 2	University of Victoria, 2017
Principles and Applications in Fluvial Geomorphology for Stream Restoration,	2012
Qualified Environmental Professional Workshop (RAPR)	BC Ministry of Forests, Lands and Natural Resource Operations, 2012
Qualified Environmental Professional Workshop (RAPR)	BC Ministry of Forests, Lands and Natural Resource Operations, 2010
Erosion & Sediment Control	Malaspina University College, 2008
Environmental Monitoring for Construction Projects	Malaspina University College, 2006
Develop with Care and Riparian Areas Protection Regulation Workshop	BC Ministry of Forests, Lands and Natural Resource Operations, 2007
Soil Bioengineering for Restoration	David Polster, 2005
Riparian Assessments Completed or Contributed to	
Dates and Assessment Numbers available upon request. Client Confidentiality prevents report title disclosure.	

Date	March 15, 2024
Name of Qualified Environmental Professional (QEP)	Laura Hooper
Professional Designation	PAG
Professional Association	British Columbia Institute of Agrologists
Registration #	2546
Training in RAPR Assessment Methods	
Organization or Agency delivering training	Vancouver Island University
Name of Trainer	Lora Tryon
Date of Training Session	July 28-31, 2020
Organization or Agency delivering training	Malaspina University College
Name of Trainer	BC Ministry of Environment Staff
Date of Training Session	February 23-25, 2009
Other relevant education, training, or experience	
Stream Based Channel Assessments	Vancouver Island University, 2023
Erosion and Sediment Control	Malaspina University College, 2008
Develop with Care and Riparian Areas Protection Regulation Workshop	BC Ministry of Forests, Lands and Natural Resource Operations, 2007
Riparian Assessments Completed or Contributed to	
Dates and Assessment Numbers available upon request. Client Confidentiality prevents report title disclosure.	

Date	March 15, 2024
Name of Qualified Environmental Professional (QEP)	Sara Stallard
Professional Designation	AScT
Professional Association	Applied Science Technologists & Technicians of BC
Registration #	22338
Training in RAR Assessment Methods	
Organization or Agency delivering training	Malaspina University College
Name of Trainer	Michael Roth
Date of Training Session	March 7-9, 2007
Training in RAPR Assessment Methods	
Organization or Agency delivering training	Vancouver Island University
Name of Trainer	Lora Tryon
Date of Training Session	July 28-31, 2020
Other relevant education, training, or experience (partial list only)	
Riparian Areas Protection Regulation Webinar	BC Ministry of Forests, Lands and Natural Resource Operations (FLNRO), 2019
Green Shores Homes Verifier	Stewardship Centre for BC, 2017
Green Shores for Homes 1 & 2	University of Victoria/ Stewardship Centre for BC, 2015/2016
RAR QEP Professional Workshop	FLNRO, 2013
RAR QEP Professional Workshop	FLNRO, 2012
Erosion & Sediment Control	Vancouver Island University, 2012
Stream Hydrology and Habitats	Canadian Rivers Institute/UNB (Robert Newbury), 2011
Canadian Aquatic Biomonitoring Network (CABIN)	Environment Canada/University of New Brunswick, 2010
Environmental Monitoring for Construction Projects	Malaspina University College, 2007
Soil Bioengineering for Restoration	David Polster, 2005
Riparian Assessments Completed or Contributed to	
Dates and Assessment Numbers available upon request. Client Confidentiality prevents report title disclosure.	

Appendix 2. Riparian Assessment Assurance Statements

Riparian Assessment Assurance Statements – Qualified Environmental Professional

To: Capital Regional District
Juan de Fuca Community Planning #3 - 7450 Butler Road Sooke, BC V9Z 1N1

With reference to the Riparian Areas Protection Regulation assessment for the properties:
PID 003-175-201- 9333 Invermuir Road, Shirley, BC V9Z 1G3

The undersigned hereby gives assurance that he/she is a Qualified Environmental Professional:

Name of Qualified Environmental Professional: Laura Rose Elizabeth Hooper

Professional designation: Professional Agrologist (PAg) #2546

Professional association: British Columbia Institute of Agrologists

We have signed, sealed and dated, and thereby certified, the attached riparian assessment report on the property in accordance with the Professional Practice Guidelines – Legislated Riparian Assessments and with the assessment methods. That report must be read in conjunction with this statement. In preparing that report I have:

- 1. Collected and reviewed appropriate background information
- 2. Reviewed the development proposal on the property
- 3. Conducted field work on and, if required, beyond the property
- 4. Reported on the results of the field work on and, if required, beyond the property
- 5. Incorporated recommendations or assessment results from other specialists
- 6. Prescribed measures to protect and maintain the integrity of the streamside protection and enhancement area
- 7. Prescribed measures to avoid the occurrence of a HADD*
- 8. Reported on the requirements for field reviews or environmental monitoring of the property during or following site works for the proposed development and recommended who should conduct those field reviews or environmental monitoring
- 9. Reviewed the riparian assessment report with the client and explained the content and the measures required to be implemented.

*HADD – harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes

I hereby confirm that in my professional opinion, based on the conditions contained in the attached riparian assessment report, as required by the Riparian Areas Protection Regulation (Section 4):

- N/A the site of the proposed development is subject to undue hardship, (if applicable, indicate N/A otherwise) and
- X the proposed development will meet the riparian protection standard if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

Check one:

- with one or more recommended registered covenants
- without any registered covenant.

Laura Hooper, PAg #2546 March 15, 2024



Riparian Assessment Assurance Statement – Supporting Specialist – Registered Professional

To: Laura Hooper, PAg #2546

With reference to the *riparian assessment* for the property: 9333 Invermuir Road, Shirley, BC V9Z 1G3 – PID 003-175-201

The undersigned hereby gives assurance that he/she is a Registered Professional:

Name of specialist: Lehna Malmkvist, MSc.

Professional designation: RPBio #1613

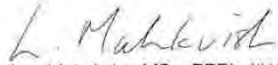
Professional association: College of Applied Biology

This is to advise that I have completed the following work in support of the *riparian assessment* noted above, and have submitted signed and sealed documents to the *Qualified Environmental Professional* in respect of the work completed by me:

Detailed Riparian Areas Protection Regulation Assessment and Reporting

I confirm that I have liaised as required with the *Qualified Environmental Professional* for the purposes of my services.

I hereby give my assurance that I am a Registered Professional and that the work undertaken on this project by me falls within my area of professional expertise.


Lehna Malmkvist, MSc, RPBio (#1613)
March 15, 2024



Appendix 3. Owners Statement of Acceptance of the Riparian Areas Protection Regulation Assessment Report

I, _____, owner, have signed this Statement of Acceptance of the Riparian Areas Protection Regulation Assessment Report completed by Swell Environmental Consulting Ltd. for the proposed development at 9333 Invermuir Road, Shirley, BC V9Z 1G3 – PID 003-175-201 in the Capital Regional District.

I have read the report and:

- accept the results;
- understand and agree to the measures recommended;
- give approval to submit the report to approving authorities, the provincial RAPR Notification System and the Capital Regional District
- will inform the QEP if the land use or proposed development changes from that described in the report;
- will have all necessary permits in place prior to starting work;
- will provide verification in writing to the QEP a minimum of 2 weeks prior to the start of work on site; and,
- will notify the QEP of key construction stages as described in the report.

I understand that a conformance statement and post-development report must be completed by a QEP and submitted to the RAPR Notification System and Capital Regional District. To complete the post-development reporting (check one):

- I will retain the services of Swell Environmental Consulting Ltd. - Note Reg'd
 I will not retain the services of Swell Environmental Consulting Ltd.

Signed:

_____ - 27/3/24
Date